



RUTGERS

Mason Gross School
of the Arts

Rutgers University
Mason Gross School of the Arts
Department of Music

Graduate Student Handbook
2019-2020

Graduate Music Study at Mason Gross School of the Arts



The Department of Music was one of the founding departments of the Mason Gross School of the Arts, initially established in 1976 as the arts conservatory of Rutgers, The State University of New Jersey. The department offers a comprehensive music program within the context of a public research university and serves a diverse student body of approximately 400 students from a wide range of specializations and backgrounds. Despite the varied programs throughout the department, all Mason Gross School of the Arts music degree programs share a common aim: to develop well-educated professionals in the field of music with a complex historical and theoretical understanding of all aspects of music.

The graduate programs of the Department of Music include the degrees of Master of Music, Doctor of Musical Arts, Master of Arts, and Doctor of Philosophy, as well as the Artist Diploma; these degrees encompass specializations in performance, conducting, music education, music theory, musicology, and composition. The MA and PhD degrees are administered by the Rutgers School of Graduate Studies in partnership with the Mason Gross School of the Arts Department of Music.

All students in the graduate programs of the Mason Gross Department of Music must be familiar with the rules and regulations detailed in this handbook. This document is also available electronically at <http://www.masongross.rutgers.edu/music/current-students/handbooks>.

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Introduction

This handbook is intended to provide the basic information related to rules and policies of the Department of Music and to serve as a guide to the various graduate programs administered by the department. Information, policies, and procedures included in this handbook are subject to change. The information will be updated on a yearly basis. It is important that graduate students be familiar with the information provided in this document, which is designed to be a practical and accessible resource based on the policies stated in the Graduate Catalogs:

Mason Gross School of the Arts: http://catalogs.rutgers.edu/generated/mgsa_current/pg74.html
School of Graduate Studies: http://catalogs.rutgers.edu/generated/nb-grad_current/pg396.html

It is necessary for students to provide the Department of Music with up-to-date contact information and to check their mailboxes in the Marryott Music Building and their Rutgers email regularly. Important information will be sent by faculty, staff, and administration through these means of communication, and students are responsible for monitoring them.

The Department of Music offers several degree programs. Some of these degrees are officially offered and administered through the Mason Gross School of the Arts, known as School 08. These include the Master of Music degree (MM), the Doctor of Musical Arts degree (DMA), and the Artist Diploma (AD). The remaining degree programs are offered and administered through the School of Graduate Studies, known as School 16. These include the Master of Arts degree (MA) and the Doctor of Philosophy degree (PhD).

There are a number of different majors for each of the degree programs listed above:

Mason Gross School of the Arts (School 08)

Master of Music in Performance
Master of Music in Jazz
Master of Music in Music Education
Master of Music in Music Education Online
Master of Music in Opera
Master of Music in Conducting
Doctor of Musical Arts in Performance
Doctor of Musical Arts in Music Education
Doctor of Musical Arts in Conducting
Artist Diploma in Performance
Artist Diploma in Opera

School of Graduate Studies (School 16)

Master of Arts in Musicology
Master of Arts in Music Theory
Master of Arts in Composition
Doctor of Philosophy in Musicology
Doctor of Philosophy in Music Theory
Doctor of Philosophy in Composition

Music Education students will also take classes in the Graduate School of Education (School 15)

Directory

1.1 Department of Music Administration and Staff

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1.2 Mason Gross Dean's Office Administration and Staff**Interim Dean, Mason Gross School of the Arts**

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1.3 School of Graduate Studies Dean's Office Administration and Staff**Dean**

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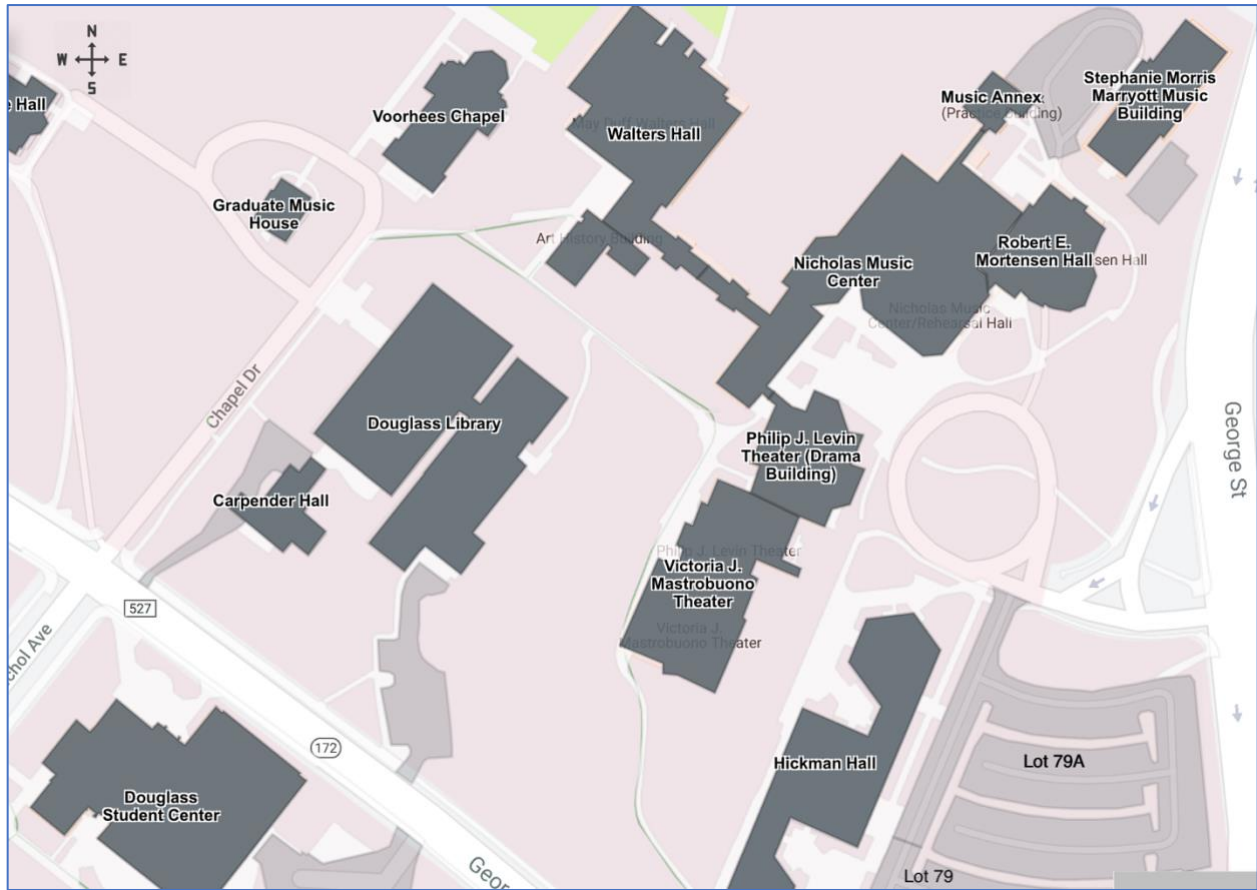
Barbara Sirman sirman@grad.rutgers.edu 848-932-8122

Senior Administrator for Student Services

Alex Bachmann abachman@grad.rutgers.edu 848-932-7449

Facilities

2.1 Campus Map



2.2 Building Hours

The buildings of the Department of Music have the following hours:

Monday to Saturday: 7:30am–10:00pm, with swipe-card access from 6:00am–1:00am
Sunday: 11:00am–6:00pm, with swipe access from 10:00am–1:00am

Building hours for school breaks and holidays will be announced via email.

2.3 Practice Room Policies

Practice rooms are available in Marryott Music Building, Mortensen Hall, and the Music Annex. When the University is in session, the practice rooms are available whenever the buildings are open. This includes evenings and weekends (usually during daytime hours on Saturday and afternoons and evenings on Sunday). A few additional spaces are available on a restricted basis for practice on specific instruments (harpichord/fortepiano, percussion, etc.).

These rooms are for the exclusive use of students currently enrolled in Department of Music courses. Use of practice rooms for private teaching purposes is not allowed except when specifically approved by the Director of Facilities and Scheduling. Please treat all Mason Gross

property with care and respect, especially practice room pianos, which should never be moved by unauthorized people. Any issues with pianos should be brought to the attention of the Department of Music's resident piano technician, Dave Miller.

Please refrain from eating and drinking in practice rooms. Never leave valuables in unattended practice rooms. Students leaving a room for more than ten minutes must remove their belongings and allow another student to use the room.

2.4 Room Reservations

Any student needing to reserve rooms for rehearsals, recordings, events, instruction, or any other purpose should contact the Director of Facilities, Kevin Viscariello, at kevinv@mgsa.rutgers.edu.

2.5 Lockers

There are a limited number of lockers available for students in various Department of Music buildings. Students wishing to reserve a locker for the semester should contact the Front Office Manager in the Marryott Music Building within the first two weeks of the semester to request a locker. The university is not responsible for the loss or for damage of instruments or personal property.

2.6 Mailboxes

Faculty mailboxes are located in the Marryott Music Building on the main floor across from the Front Office. Student mailboxes are located on the lower level of the MMB. Students should check their mailbox frequently. They are for departmental use only; please do not forward any personal mail to your Department of Music mailbox.

2.7 Department of Music Facilities

2.7.1 Marryott Music Building

Marryott Music Building (MMB) is the principal building of the Department of Music. Facilities within Marryott include:

- Schare Recital Hall: The department's primary recital venue on campus. The intimate space is on the second floor of the Marryott Music Building and seats approximately 100.
- Classrooms on the first and second floors
- Practice Rooms on the basement floor, including four rooms reserved for piano majors
- Department Front Office: Primary site to obtain keys, forms, concert programs, lost and found, etc.
- Faculty Mailboxes across the hall from the Front Office
- Student Mailboxes on the basement level of the building
- Graduate Advisor Office: Room 205
- Offices of the Director (Rooms 104–105) and the Associate Director (Room 114)
- Admissions, Department Financial Aid Office: Room 117

2.7.2 Mortensen Hall

Completed in 2013, Mortensen Hall is the newest Department of Music building. Located between Marryott and Nicholas Music Center, it features:

- Shindell Choral Hall: This 3,100-square-foot choral hall opening upward over two stories provides a modern rehearsal facility for vocal ensembles of Mason Gross and serves as an additional recital venue

- Technology and Recording Studio: Located in the basement of Mortensen, the technology studio is a high-tech recording and engineering facility
- Café '52: In the atrium of Mortensen, the café serves sandwiches, wraps, salads, snacks, and coffee during the school year
- Practice rooms in the basement floor

2.7.3 Nicholas Music Center

The largest concert hall of the Department of Music is a 740-seat open-stage theater. It is used for large-ensemble performances and rehearsals as well as guest artists, competitions, lectures, and multidisciplinary performances.

2.7.4 Rehearsal Hall

Additional rehearsal and classroom facility connected to Nicholas. Room 104 is used regularly for large ensemble rehearsals.

2.7.5 Music Annex

Located between Nicholas and Marryott, the Music Annex has more than 20 additional practice rooms, including a jazz combo room on the lower level.

2.7.6 Art History Building (within Walters Hall)

This building contains several music faculty studios and classrooms that are used for music courses.

2.7.7 Library

The Blanche and Irving Laurie Music Library, located in the Mabel Smith Douglass Library and within easy walking distance of all Department of Music buildings, is a fully-integrated unit of the Rutgers University Libraries. It contains over 31,000 books, 46,000 scores, and 40,000 recordings, as well as an extensive spoken-word collection. The Media Center archives more than 22,000 recordings and has playback facilities for a variety of media formats. The Performing Arts Seminar Room provides a modern teaching environment for seminars and classes with up to 22 students and contains quality playback equipment as well a piano. Also in the Douglass Library is the Fordham Multimedia Lab Classroom, equipped with computers with hardware and software for music production.

The library's holdings and resources can be accessed and searched through the Rutgers University Libraries website: <https://www.libraries.rutgers.edu/>

2.7.8 Graduate Music House

Primarily used for faculty offices, this building also contains the early keyboard instrument room. Access to this room is by permission only.

2.7.9 Voorhees Chapel

A Georgian Colonial chapel in the Christopher Wren tradition founded in 1925 and made possible by a gift from Elizabeth Rodman Voorhees, this building is used for college ceremonies, student assemblies, weddings and religious services, musical concerts, and other programs by artists, scholars, and speakers. It features one of the few German Schuke pipe organs in the country, installed in 1976 and recently renovated.

2.7.10 Kirkpatrick Chapel

Located on the College Avenue campus near downtown New Brunswick, Kirkpatrick Chapel is an additional performance venue and is especially used for choral events.

2.7.11 Ticket Office

Located on Bettenbender Plaza, this is where students can obtain free or reduced-cost tickets.

2.7.12 Extension Division Office

The office of the Mason Gross Extension Division is located in Rehearsal Hall 101, adjacent to the Ticket Office.

Academic Policies

3.1 University Academic Calendar

2019-2020 Academic Calendar

Fall Semester Begins	Tuesday, September 3
Regular Saturday Classes Start	Saturday, September 7
Changes in Designation of Class Days	Tuesday, November 26 (Thursday Classes)
	Wednesday, November 27 (Friday Classes)
Thanksgiving Recess	Thursday, November 28 - Sunday, December 1
Regular Classes End	Wednesday, December 11
Reading Days	Thursday, December 12, Friday, December 13
Fall Exams Begin	Monday, December 16
Fall Exams End	Monday, December 23
Winter Session Begins	Monday, December 23
Winter Session Ends	Friday, January 17
Spring Semester Begins	Tuesday, January 21
Spring Recess Begins	Saturday, March 14
Spring Recess Ends	Sunday, March 22
Regular Classes End	Monday, May 4
Reading Days	Tuesday, May 5, Wednesday, May 6
Spring Exams Begin	Thursday, May 7
Spring Exams End	Wednesday, May 13
University Commencement	Sunday, May 17
Summer Session Begins	Tuesday, May 26
Summer Session Ends	Wednesday, August 12

The calendar showing registration deadlines can be found at:

<http://nblogrtr.rutgers.edu/grad/fallgradcalendar.htm>

3.2 Classification of Students

Graduate student – A student who has a bachelor’s or master’s degree, or the equivalent, and has been admitted to one of the graduate divisions of the Department of Music of the Mason Gross School of the Arts or the School of Graduate Studies.

Full-time – A student who has met the admission requirements and is working toward a degree at Mason Gross and, as a graduate student, carries at least nine credits each semester.

Part-time – A student who has met the admission requirements and is working toward a degree at Mason Gross but who, with approval, carries fewer than nine credits in a semester as a graduate student.

3.3 Enrollment and Residency

3.3.1 Continuous Enrollment

Students must maintain continuous registration in every semester. There are some possibilities for maintaining registration even if students are away from campus and not involved in formal study. Most frequently, these students enroll in Matriculation Continued (see section [3.3.7 Matriculation Continued](#)). If a student’s registration lapses for one or more semesters (Fall or Spring), there are financial penalties to reinstate that student (see section [3.3.10 Reinstatement](#)).

3.3.2 Minimum Per-Semester Credit Requirements

Rutgers does not have a minimum per-semester credit requirement. However, in certain circumstances including those arising from visa requirements and loan-deferment requirements, students may be required to maintain a minimum number of credits per semester. For instance, students in the country under an F-1 visa are required to take 9 credits per semester until finishing coursework requirements. (Students on the O-1 visa have no minimum credit requirements). Additionally, in any semester in which a student progress on degree requirements, he or she must be registered for at least one credit. Any concerns about this issue should be discussed with the Graduate Advisor.

3.3.3 Applied Major Lesson Policies

Students registered for applied major lessons receive twelve hour-long lessons, spread evenly over the course of the semester. If both teacher and student agree, these may be condensed into 90-minute lessons, as long as the total number of minutes of lessons in the semester is 720.

If a faculty member needs to cancel a lesson due to illness or other emergency, the lesson time must be made up later in the same semester. If a student cancels a lesson, the teacher should make every effort to make up the missed time. More than one unexcused student cancellation will result in a failing grade.

Lessons must be given on campus. Lessons are private – that is, they involve one teacher and one student. At the student’s request, the lesson may involve a chamber group preparing for a performance, as long as the focus is on the individual student’s work. Group lessons, if any, should be in addition to the required number of private lessons per semester and announced ahead of time on the syllabus. Lessons may be observed by another student with permission of both the instructor and the student.

The Department of Music does not allow registration for applied major lessons beyond the requirements for the degree.

Other policies pertaining to applied major lessons appear in the Music Department's faculty handbook.

3.3.4 Chamber Ensemble Policies

Students who are registered for chamber ensembles receive ten hours of coachings per semester. At least three chamber coachings must be completed by the midpoint of the semester. All students in groups in which at least one student is registered for credit must perform publicly at least once during the semester. Students must log their chamber coachings and their performance using the online log which is distributed at the beginning of each semester.

3.3.5 Lecture-Recital Advisement

Students progressing through their Lecture-Recitals register for 08:702:603 or 604 Lecture-Recital Advisement. This course is one credit and should be taken for each semester that the student is working with his or her lecture-recital advisor towards the completion of the lecture-recital and the accompanying written document.

3.3.6 Independent Study

Independent study is a "by arrangement" credit course, meaning that students can enroll in the course for one or more credits as needed. Students are enrolled in either 16:700:701, 08:703:599, or 08:703:699 in a variety of circumstances including the following:

- The student is working on an independent project with a faculty member towards his or her degree.
- The student is working on a curricular practical training (CPT) project
- The student has exhausted his or her two semesters of matriculation continued (see below) and must register for a credit, despite not enrolling in any courses

3.3.6.1 Independent Study Projects

Students who register for 16:700:701, 08:703:599, or 08:703:699 with the intention of working with a faculty member on an independent project are required to submit to the Graduate Advisor a syllabus upon which both the student and the faculty advisor have agreed. The syllabus must contain information about the purpose of the study, appropriate number of credits for which the student should register, a planned meeting schedule with the faculty member, methodology of the project including assignment descriptions, and clear evaluation criteria.

3.3.7 Matriculation Continued

Students who must interrupt their studies may, with the approval of the Graduate Advisor, register for the zero-credit 16:700:800 or 08:703:800 Matriculation Continued for a maximum of two semesters. Matriculation Continued is also the appropriate registration when there is no other appropriate registration category for a student. For example, students who have completed their formal coursework and recitals and are preparing for comprehensive examinations can register for Matriculation Continued. There is no tuition fee for this registration, although other fees are charged. Once the limit of two matriculation-continued semesters has been reached, students

must register for at least one credit, usually independent study. Matriculation-continued semesters are included in the total time allowed for completion of the degree.

Students on temporary visas who interrupt their studies must in most cases leave the United States during such periods; students are strongly recommended to consult with Rutgers Global.

3.3.8 Duration Limits of Degrees

All programs in the Department of Music have maximum durations that students may take towards their degree. They are as follows:

- Master of Music: 8 semesters
- Doctor of Musical Arts in Music Education: 16 semesters
- all other Doctor of Musical Arts degrees: 10 semesters
- Artist Diploma: 10 semesters
- Master of Arts: 3 years
- Doctor of Philosophy: 7 years

3.3.9 Extension of Time Requests

Students may petition for an extension to the time to degree through either the Mason Gross Graduate Oversight Committee or the Senior Associate Dean of Academic Affairs at the School of Graduate Studies. Students are expected to provide a justification for the required extension of their time to degree, demonstrate suitable progress on the degree, and propose a clear timeline for completion of degree requirements. All students requesting an extension of time request should contact the Graduate Advisor. MM, AD, and DMA students requesting an extension of time must petition the Graduate Oversight Committee. MA and PhD students requesting an extension of time must petition the School of Graduate Studies.

3.3.10 Reinstatement

Students who have interrupted their graduate registration without completing their degree program and who failed to register for Matriculation Continued must apply for readmission to resume their studies. Under the readmission process, these students must pay a restorative fee of the value of one credit of tuition for each semester in which they were not enrolled and fill out the appropriate readmission forms. These forms, which are available from the Office of the Dean, require the signature of the Graduate Advisor. The forms can also be found in the Appendix of this handbook, section [9.3 Forms](#).

The procedure to become reinstated is as follows:

1. Fill out the first page of the Reinstatement Form and submit it to the Advisor of Graduate Studies, who will sign it and return it to along with index/permission numbers that will be necessary for registration.
2. Bring the form and payment to the cashier's office to pay the reinstatement fee. Obtain a signature on the form indicating that the payment was submitted.
3. Make an appointment with the Dean of Students and bring the form to this meeting.
4. Bring the form (now with signatures from the Graduate Advisor, the cashier's office, and the Dean of Students) to the registrar's office. Using the index/permission numbers, register for the course(s) discussed with the Graduate Advisor.

3.3.11 Credit Requirement for the Semester in which a Student Graduates

Students who are completing their degree must be registered for at least one credit in the semester when they are intending to graduate and receive their diplomas. If a student has already satisfied all requirements for the degree, this is achieved by the student registering for Independent Study for one credit.

3.4 Attendance

Regular attendance is required in all graduate courses. An instructor may establish a specific policy on attendance at the beginning of the semester outlined in the course syllabus. For most classes, the following guidelines normally apply:

Requests for absence from a class because of exceptional professional obligations (for example, participation in a major competition) may be accepted, provided that:

- The student notifies both the instructor and the Graduate Advisor well in advance, preferably at the start of the semester;
- The student submits a request for absence to the Graduate Advisor in writing, with appropriate documentation. (When participating in outside events during the semester, the candidate should be sure that all programs and publicity make mention of the candidate's affiliation with the Rutgers Department of Music, Mason Gross School of the Arts.) Upon return from outside engagements, copies of programs, certificates, or other official documentation should be submitted to the Graduate Advisor;
- The instructor approves of the absence and the student and instructor reach a suitable agreement regarding material missed in the student's absence.

Large ensembles, including Rutgers Symphony Orchestra and Rutgers Wind Ensemble have specific policies regarding leave requests for "exceptional opportunities." The policy and instructions for making such a request are available at the following link:

www.masongross.rutgers.edu/music/leave-policy

3.5 Grades

At both the undergraduate and graduate levels, Rutgers does not award minus grades. On the graduate level, only the following grades are given: [A, B+, B, C+, C, and F]. Some special grades are given as well (see below). It is important to note that grades of C+ or lower are not considered to be passing grades for graduate students.

MM students are allowed one course with a grade of C or C+ to be counted towards completion of academic coursework (700 courses and some 702 courses).

DMA and AD students may petition the Graduate Oversight Committee to accept one academic course with a C or C+ to be accepted for credit toward graduation.

MA and PhD students may petition the department to allow courses in which students receive C or C+ to count towards degree requirements. Up to 9 credits may be permitted at the discretion of the department.

3.5.1 Other Grade Indications

In many circumstances, grades other than [A, B+, B, C+, C, and F] are assigned, including:

- NG – No grade
- IN– Incomplete
- P – Pass
- S – Satisfactory
- NC – No credit
- W – Withdrawn from course

In most cases where NG, IN, or NC is assigned, the student should consult the instructor of the course. In most cases, only the instructor can change grades. It is vitally important that students work to complete assignments and course expectations because, in many cases, these problematic grades will automatically be reduced to a grade of F. For example, a grade of NG will turn into an F after one semester (not counting summers).

IN (Incomplete) grades may be assigned at the discretion of an instructor who believes that an extension of time is warranted for a student whose work is incomplete at the end of the semester. Grades of IN in courses in the School of Graduate Studies (School 16) must be converted to a letter grade within two semesters of the initial registration. This means that, if the work is not completed for the course within two semesters, an IN will be converted into an F. In School 16 courses, a failing grade cannot be changed, as the School of Graduate Studies will not allow any alterations. In some cases, a failing grade for Mason Gross students in Mason Gross classes can be changed if certain conditions are met and approved by the Graduate Advisor and the Dean. Students in School 16 Programs with two or more incompletes are not permitted to register for additional courses after one semester until incomplete courses are completed.

Incompletes for DMA students are often used in the context of Lecture-Recital Advisement because the DMA lecture-recital paper has not been completed. A formal grade will be given for the semester in which the paper is completed. All semesters with “work in progress” will remain IN and this does not affect graduation. Students are not otherwise disadvantaged by IN grades in Lecture-Recital Advisement.

If a graduate student enrolls in an undergraduate course, the grade is registered with the E credit prefix. This means that the course does not count for graduation.

The W grade indicates that the student withdrew from the course after the drop deadline. The W will remain on the transcript and the student will not receive any credit.

The NC grade indicates the course was taken for no credit. Sometimes this is not the student’s intent and it can be entered inadvertently by the instructor. If that is the case, the student should contact the Graduate Advisor.

3.5.2 Probation and Dismissal for Artistic or Academic Reasons

The artistic and academic progress of a student who is enrolled in the graduate programs is measured by the following two criteria:

- The level of achievement in his/her performance requirements: applied major lesson, end-of-semester jury, and ensemble
- The level of achievement in academic courses: music theory, music literature, etc.
- General progress towards the completion of the degree in terms of grades in music courses, attendance, attitude, and effort.

All Mason Gross students (MM, DMA, AD) may be placed on artistic probation for a grade lower than a B in performance lessons and/or semester-end juries or for insufficient progress towards the completion of the degree. Students who have been previously placed on artistic probation may be subsequently dismissed from the degree if the Graduate Oversight Committee determines the student's subsequent progress to be insufficient.

A student may appeal a recommendation for probationary continuation or dismissal to the Mason Gross School of the Arts Scholastic Standing Committee, and a second hearing is scheduled upon the student's request. Once a student has exhausted the appeal process with the faculty and receives notice of artistic dismissal from the Office of the Dean, there is no further appeal.

3.6 Registration Procedures

Incoming students meet with the Graduate Advisor prior to their first semester in order to register for courses and learn the procedures for registration for future semesters. Returning students may also schedule a meeting with the Graduate Advisor for guidance on course selection and degree progress.

Returning students may register for some courses independently. Some courses require a special permission number, which must be obtained from the Graduate Advisor in a scheduled meeting. Students meeting with the Graduate Advisor should complete the Course Requests Worksheet (see below) prior to the meeting. This form will be distributed via email in advance of registration periods and is also accessible in the Front Office. The information on this sheet will then be used to register for classes in the University system called WebReg. New students will complete the form during the first advisement session.

is required for registration. A sample course listing is shown below. This information should be written on the Course Request Form shown above.

HELIX: New Music Ensm	08:703:501 01	11197
Course Title	MG Performance Code	Index Number
	School Number	Section Number
		Course Number

- Special permission numbers are required for most academic classes. This permission number must be obtained from the Graduate Advisor. In general, private lessons and large ensembles do not require them, though there are some exceptions and students should contact the Graduate Advisor with any problems or concerns.
- Once students have all necessary information, including permission numbers, students should navigate to the online registration system called WebReg, accessible here <https://sims.rutgers.edu/webreg>. After logging in, students should enter the 5-digit Index Numbers into the fields and, after clicking “Add courses,” select the number of credits and provide permission numbers as required.
- Note the following “Credit Prefixes,” which may on occasion be included as part of registration. In both of these cases, students still must pay tuition to enroll in such courses.
 - E: Course does not count in average or toward degree
 - G: 300-400 level Undergraduate Course taken for credit toward the graduate degree currently sought; the course does not fulfill any curricular requirements.

3.6.1 Late Additions

Students who wish to register for courses after the registration deadline (typically two weeks after the start of the semester), must contact the Graduate Advisor. The Graduate Advisor will review the request and, if appropriate, contact the Graduate Registrar on the student’s behalf.

3.7 Academic Integrity and Code of Conduct

As an academic community dedicated to the creation, dissemination, and application of knowledge, Rutgers University is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic integrity is essential to the success of the University’s educational and research missions, and violations of academic integrity constitute serious offenses against the entire academic community. This academic integrity policy is designed to guide students as they prepare assignments, take examinations, and perform the work necessary to complete their degree requirements.

Students are expected to adhere to the university’s guidelines of Academic Integrity and Code of Conduct, which can be examined at the following links, respectively:

<http://academicintegrity.rutgers.edu/academic-integrity-policy/>

3.8 Recitals

There are several restrictions and procedures related to degree recitals as outlined below.

3.8.1 Recital Panel

Solo and chamber degree recitals require the attendance of two music faculty members: the primary applied lessons teacher and a member of the performance faculty appointed by the primary teacher in consultation with area coordinator (full or part-time/adjunct; preferably from the same discipline). Part time/adjunct academic (history, theory, composition) faculty may not serve on the evaluating committee.

The DMA lecture-recital has alternate requirements that are articulated fully in section [7.5.4 Lecture-Recital](#) below.

3.8.2 Scheduling Procedures

The steps to schedule a degree recital are as follows:

1. The student's applied lesson teacher arranges for the remaining member of the adjudicating committee and reserves the desired venue with Kevin Viscariello via email or through artspace.rutgers.edu.
2. The student submits the online [Student Recital Application Form](#)
3. The Front Office Manager will email the professors listed in the form. The faculty members must reply with a confirmation.
4. The Print Materials Specialist will create programs. The completed programs and parking info will be sent to the student and primary lesson instructor.

3.8.3 Date/Time Restrictions

Recitals may not be scheduled during any of the following times:

- Before the start of the 3rd week of the fall semester
- Before the 2nd week of the spring semester
- After the last day of classes in the fall and spring semester
- During reading days, final exams, or when school is not in session for breaks
- If the student is intending to graduate in a given semester, not within the last two weeks of the Fall semester or after April 15 in the Spring Semester

3.8.4 Recital Venues

Graduate degree recitals may take place in the following venues:

- Schare Recital Hall
- Shindell Choral Hall
- Nicholas Music Center
- Rehearsal Hall Room 104

Please note that Voorhees Chapel and Kirkpatrick Chapel may also be used; however, these venues may require a fee. In addition, arrangements to use these venues must be coordinated with the Director of Facilities and Scheduling. Failure to do so will result in the cancellation of the recital. To rent either of these venues, it is first necessary to contact Kevin Viscariello to check for date/time availability in the departmental calendar. Then to reserve Voorhees Chapel, students should contact Sylvia Hove of Douglass Residential College at sh821@echo.rutgers.edu. To reserve Kirkpatrick Chapel, students should contact J.J. Cooper at jcooper@mgsa.rutgers.edu.

Graduate Choral Conducting students will not be charged a fee for performing in Kirkpatrick Chapel as they are required by the Department to perform there with the choir.

3.8.5 Non-degree recitals

A non-degree recital may be scheduled using the same process that is described above. However, because of heavy demand at certain times of the year, not all requests can be accommodated. In the case of limited scheduling availability, priority is given to degree recitals over non-degree recitals.

3.8.6 Recital Programs

Provided the student has met all necessary deadlines for recital scheduling procedures, the Department of Music produces the programs to be distributed at degree recitals. All program information must be proofread and approved by the applied major teacher. The programs must then be submitted to the Department of Music Front Office no later than four weeks prior to the recital. Programs are available for pick-up from the Department of Music Front Office just prior to the recital. It is the student's responsibility to have the programs distributed to the audience. This may be accomplished by placing the programs on a music stand outside the performance venue or by asking a colleague to distribute them at the door. The department usually makes 50 copies of the program. The printing of additional program notes and translations is the student's responsibility. Preparation and duplication of programs for non-degree recitals are the student's responsibilities.

3.8.7 Venue Keys, Set-up, and Clean-up

Keys to the recital venue must be obtained from the MMB Front Office 24 hours before the recital time. Please note that the office is not open on weekends. Once the recital is complete, and the venue is locked, the student must return the key immediately, or as soon as the office is open. It is each student's responsibility to check room set-up at least a half-hour before the recital. No items should be placed on the piano before, during, or after a recital. The student must leave the room in usable condition; this includes returning borrowed instruments or stands, clearing the stage, picking up extra programs, and removing any posted signs. A custodial fee may be imposed if the room is not left in appropriate condition.

3.8.8 Recordings

The Department of Music makes audio recordings of all degree recitals. Copies of recordings may be obtained from the Front Office. For recording non-degree recitals, students are responsible for making recording arrangements with the Department's Recording Staff, or students may use their own recording equipment. Students should see the Front Office Manager for details.

3.8.9 Receptions

Students who wish to have a reception following a recital should announce the location of the reception at the end of the recital. If the recital is in Schare Recital Hall, receptions may be held only in the ground floor lobby of the Marryott Music Building. If an elaborate reception is planned (with a caterer, for example) or if the space is left in an unacceptable condition, a fee may be charged for custodial services. All receptions require a \$75.00 refundable deposit that must be submitted prior to the recital. Once the venue is cleaned and the trash is removed to the dumpsters, the deposit will be returned. It is the student's responsibility to pick up the uncashed check from the Department of Music's Front Office.

3.8.10 Piano Tuning

The Department will try to schedule a tuning as close to the day of a degree recital as possible. The scheduling of piano tunings is the responsibility of the Director of Facilities and Scheduling. Tuning for weekend recitals will take place on the preceding Friday. A \$50.00 fee will be charged to students whose recital requires the tuning of a second keyboard instrument. For non-degree recitals, it is the responsibility of the student to schedule and pay for the tuning. Students should contact the Mason Gross Piano Technician Dave Miller to do so: davetune@mgsa.rutgers.edu.

3.9 Academic Tools and Resources

The following tools and resources are related to academic life at Mason Gross.

3.9.1 Sakai

Sakai is a collaborative learning environment, which some instructors use to supplement in-class learning. It is also the site where students submit Student Instructional Rating Surveys (SIRS) at the end of each semester. Sakai is accessible at <https://sakai.rutgers.edu/>

3.9.2 Student Instructional Rating Survey (SIRS)

SIRS is the principal platform in which students evaluate courses and instructors at the ends of semesters. Surveys are administered through Sakai (see above). SIRS results can be accessed at <https://sirs.ctaar.rutgers.edu/>

3.9.3 Advising

The Graduate Advisor is available to meet and advise all graduate students in Mason Gross on all aspects of student and professional life. Please contact the Graduate Advisor directly at any time to schedule a meeting or discuss any issues electronically.

3.9.4 Writing Support and ELL Services

Students who are interested in extra help with regard to language and writing skills should consult the following resources which have a variety of services to help students for whom English is a learned language.

- Rutgers Writing Program <http://wp.rutgers.edu/>
- Douglass Writing Center <http://writingctr.rutgers.edu/douglass-writingctr/>

These services include drop-in tutoring, regular tutoring, and classes offered free of charge. In some cases, faculty members may mandate that students enrolled in their courses or students who are preparing their lecture-recital or dissertation advisees seek help from one of these resources.

3.10 Withdrawal from Registration or Degree Program

Students wishing to withdraw from either their current semester registration or from their degree program entirely should notify the Graduate Advisor and follow the instructions articulated by Student Accounting, Billing, and Cashier services here: [Withdrawal from Schools](#).

Financial and Registration Matters

4.1 Office of Student Accounting, Billing, and Cashier Services

Information about the Office of Student Accounting, Billing, and Cashier Services is accessible at <https://studentabc.rutgers.edu/>

The office's physical address and phone number are

Office of Student Accounting, Billing, and Cashier Services
Records Hall
620 George Street
New Brunswick, NJ 08901-1175

Phone: 848-932-2254

Hours of operation: 8:30am-4:30pm Monday-Friday

4.2 Office of Financial Aid

Information about the Office of Financial Aid is accessible at <https://financialaid.rutgers.edu/>

The office's physical address and phone number are

Office of Financial Aid
Records Hall
620 George Street
New Brunswick, NJ 08901-1175

Phone: 848-932-7057

Hours of operation: 8:30am-5:00pm Monday-Friday

4.3 Office of the Graduate Registrar

Information about the Office of the Registrar is accessible at <http://nbregistrar.rutgers.edu/>

The office's physical address, phone number, and email address are

Administrative Services Building
65 Davidson Road
Rooms 200-A, B, F, L
Busch Campus
Piscataway, NJ 08854-8096

Phone: (848) 445-7000, ext. 4 or (848) 445-2104

Email: gradreg@registrar.rutgers.edu

Hours of operation: 8:30am-5:00pm

4.4 Assistantships and Financial Aid

Fellowships and working financial awards based on musical merit are awarded through the Department of Music. For information about need-based financial aid and applications for grants,

please visit <https://financialaid.rutgers.edu> or contact the Office of Financial Aid at the contact info above in section [4.2 Office of Financial Aid](#).

4.5 Tuition, Fees

For each semester in which a student enrolls, he or she is required to pay tuition based on the total number of credits taken plus additional fees associated with the campus, the school, and particular courses, and a computer fee for access to technological services. Additional fees may be incurred by international students on F-1 or J-1 visas and those enrolled in the university comprehensive health insurance plan.

4.6 Per-credit Cost

At the time of the revision of this handbook, tuition rates have not yet been set for the 2019-2020 academic year. However, they will likely be close to the tuition rates from the 2018-2019 academic year:

School 08 tuition per-credit

NJ resident: \$773

Out-of-state resident: \$1,222

School 16 tuition per-credit

NJ resident: \$715

Out-of-state resident: \$1,216

More information about tuition is accessible here: <https://studentabc.rutgers.edu/tuition-fees/tuition-and-fees-0>

4.7 Bills and Payments

Within approximately one week of registration, a student's term bill will become available electronically. Students may pay the term bill online at <https://finservices.rutgers.edu/otb/>. Students who do not pay their term bill by the due date listed on the term bill risk losing their places in courses.

If students receive tuition remission, they must bring the tuition remission card that was sent by the Department of Music to the student accounting office. Information on tuition and payment options can be found at the website above.

4.8 Withdrawal and Tuition Refunds

If a student wishes to withdraw from courses or from the program entirely, it may be possible to get a full or partial tuition refund if students withdraw from registered courses by specific deadlines. Information about the registration calendar is accessible at the following website: <http://nblogratar.rutgers.edu/grad/gradcalendar.htm>

Procedures for withdrawal are outlined at the following webpage: <https://studentabc.rutgers.edu/withdrawals-school>

4.9 International Students

International students have several additional considerations concerning visa, enrollment, and working requirements and restrictions. Visa information and compliance is handled by Rutgers Global Services. The specialist for music students is Erica Sewell, who can be reached at esewell@global.rutgers.edu or 848-932-7015.

International students with an F-1 visa need to be registered for at least nine credits, which is considered the threshold for full-time status. Mason Gross students who are on an F-1 visa may take fewer than nine credits if all coursework including lessons and ensemble is complete, and all recitals with the exception of the lecture-recital are complete. A reduced credit load is also acceptable when a student has completed all classes and all recitals except both the lecture-recital and only one semester of lessons and/or ensemble. Students who are required to enroll in nine credits may enroll in applied lessons for more than one credit in order to satisfy this requirement.

All students with F-1 visas taking fewer than nine credits must fill out a Reduced Credit Form, available online at the Global Services website and signed by the Graduate Advisor.

While working on the lecture-recital, students must register for at least one credit (Lecture-Recital Advisement 08:702:603, 604). Once the lecture-recital is completed, students may register for Matriculation Continued for a maximum of two terms (see section [3.3.7 Matriculation Continued](#)). After that point, students are required to take one credit, typically by registering for Independent Study.

4.10 Part-Time Students Considered Full-Time for Health Insurance

Some Part-Time students may be considered Full-Time students for the purpose of obtaining health insurance through student plans. The necessary form is included in the Appendix of this Handbook.

Additional Services

5.1 Piano Maintenance

Piano maintenance is overseen by the Mason Gross Piano Technician, David Miller. Issues with pianos (tuning requirements, malfunctioning, parts replacement, moving) should be brought to his attention by either logging an issue on the Piano Maintenance Log in the Front Office or by contacting him directly at dmiller@mgsa.rutgers.edu or 732-932-6686.

5.2 Rutgers Concert Bureau

The Rutgers Concert Bureau provides students with performance-related job opportunities including engagements for Rutgers events, weddings, corporate events, library concerts and private parties. To register to be listed for professional opportunities, submit the following form to the Front Office Manager, Chris Delgado at cdelgado@mgsa.rutgers.edu

5.3 Electronic Services and Resources

There are many electronic services, portals, and resources relevant to student life at Mason Gross. Some of the most important websites and resources are listed here:

5.3.1 RUID

All students are assigned an RUID number when accepted to the university. This serves as the main identification number for students, faculty, and staff. It is necessary to know your RUID number for registration purposes and for setting up a NetID (which is used to access all electronic services at Rutgers).

In order to obtain an RUID or to retrieve a forgotten RUID number, see the following website: <http://nbregistrar.rutgers.edu/undergrad/ruid.htm>

5.3.2 NetID

All faculty, staff, students and guests are also assigned a Rutgers unique identifier known as a NetID, comprised of initials and a unique number (e.g. jqs23). In order to access many of the electronic services available to you at Rutgers, you need to activate your Rutgers NetID. Your assigned NetID will appear on the activation screen.

NetID activation and management, as well as password management and email management are accessible at the following website: <https://netid.rutgers.edu/index.htm>

5.3.3 MyRutgers

The MyRutgers portal is a homepage for many relevant computing services, academic resources, campus services and information, employee services, campus life information, and campus news. It is accessible at <https://my.rutgers.edu/portal/> by logging via NetID.

5.3.4 ScarletMail and ScarletApps

School email, calendar, and a cloud-based word processing platform are administered through Google Apps for Education. Students are required to maintain and check their Rutgers email account so that administrators and faculty can maintain active communication to all students.

The default email address which is assigned to all students is in the form [NetID]@scarletmail.rutgers.edu, however email aliases can be set up at the following website: <https://netid.rutgers.edu/index.htm>

In order to activate ScarletMail and ScarletApps, go to the following website:

<https://oit.rutgers.edu/scarletapps>

Accessing ScarletMail directly is possible at <http://scarletmail.rutgers.edu/>

5.3.5 Online Schedule of Classes, WebReg

Students may view the online schedule of course offerings for a given semester at

<https://sis.rutgers.edu/soc/>

Electronic registration for courses is accomplished at <http://webreg.rutgers.edu/>

5.3.6 Sakai

Sakai is a collaborative learning environment, which some instructors use to supplement in-class learning. It is also the site where students submit Student Instructional Rating Surveys (SIRS) at the end of each semester. Sakai is accessible at <https://sakai.rutgers.edu/>

5.3.7 Transcripts

The student unofficial transcript and grades system is accessible at <https://sis.rutgers.edu/tags/>

Official transcripts can be requested at <https://transcripts.rutgers.edu/transcripts/index.html>

5.3.8 Online Directory

An online directory for all students, faculty, and staff of Rutgers University is accessible at

<https://search.rutgers.edu/people.html>

5.3.9 RUWireless and RUWireless Secure

Rutgers University has wireless network access in many areas of all Rutgers University campuses. All the University students, faculty, staff, as well as sponsored guests, are able to use the RUWireless system in the many community spaces, dorms, and departmental buildings where it is available.

RUWireless is an open wireless network that only encrypts your login credentials (NetID and password). All other data is unencrypted. This network is used for initially connecting and configuring RUWireless Secure and for unencrypted wireless access for Rutgers guests who do NOT have a NetID and password

RUWireless Secure is the preferred encrypted wireless network. It requires an initial one-time configuration for each device and then allows a secure, automatic connection for that device. Although the RUWireless Secure network will not be visible if you have not completed the initial configuration, RUWireless Secure is available anywhere RUWireless is broadcast.

In order to set up a computer, smartphone, or other device for access to these wireless networks, see <https://ruwireless.rutgers.edu/>

5.3.10 Office of Information Technology

Any issues with computing technology, access to electronic services, or general questions about computer access on campus should be addressed to the Office of Information Technology. The office's main website is <https://oit.rutgers.edu/>

The office also has a help desk on the Busch Campus. Information and hours are available at <https://oit-nb.rutgers.edu/service/help-desk>

5.4 Rutgers Global

International students requiring assistance with issues related to visas, curricular practical training, maintenance of full-time status, and other issues should contact Erica Sewell at Rutgers Global Services. She can be reached at esewell@global.rutgers.edu or 848-932-7015.

5.5 Graduate Student Housing

There are various resources for both on-campus and off-campus student housing. General information about graduate student life is available at <http://graduatestudentlife.rutgers.edu/>

5.5.1 On-Campus Student Housing

Information about on-campus graduate housing is available at <http://ruoncampus.rutgers.edu/facilities/graduate-students/>

5.5.2 Off-Campus Student Housing

General information about off-campus life with listings of off-campus housing options is available at <http://ruoffcampus.rutgers.edu/>

5.6 In-State Residency

Because tuition varies based on in-state or out-of-state status, students may be interested in establishing proof of New Jersey residency. It is university policy that legal residency must be established for 12 consecutive months prior to the date of enrollment. However, students have often been granted recognition of New Jersey residency despite having lived in the state for fewer than 12 months. In order to request a change of residency status, students must submit a request to the registrar. More information is available at <http://nbregistrar.rutgers.edu/RESIDENCY.HTM>. Further information is available here: <https://financialaid.rutgers.edu/eligibility/proof-of-residency/>

5.7 Dining Services

Students wishing to enroll in a meal plan or who wish to learn about the dining services options should find information at <http://food.rutgers.edu/>

5.8 Student ID Cards

The RUconnection card is the sole identification card issued to Rutgers faculty, staff, students, guests, and other individuals who have an official affiliation with Rutgers, The State University of New Jersey. This unified photo ID card serves as the primary form of identity verification throughout the university.

The following website provides specific information: <http://www.rci.rutgers.edu/~ruconxn/>. The locations for applying for the ID card can be found at: <http://pst.rutgers.edu/locations.php>.

5.9 Department of Transportation Services

The Rutgers Department of Transportation services can be found at this website. <http://parktran.rutgers.edu>. It is very poor in its layout, so be sure to read carefully.

5.9.1 Parking

Student parking permits are available to park in lot 79. There are several different permits with various restrictions. A “Zone D” permit will allow students to park in lot 79 during the day. More information can be found here: <https://ipo.rutgers.edu/dots/student-permissions>

Note that Lot 73 (in front and behind MMB) is for faculty and staff with a specially designated hangtag. Students are not allowed to park in this lot. Those who violate this regulation are subject to ticketing and/or towing.

5.9.2 Campus Buses

The Rutgers-New Brunswick/Piscataway inter-campus bus and shuttle system is a service provided for all five campuses. It is available to all members of the university community. The routes which serve the closest stop to the Department of Music (Gibbons Hall) are the EE and F Routes. Further information can be found at the following website: <http://rudots.rutgers.edu/campusbuses.shtml>

5.10 Student Health and Psychological Services

Mason Gross School of the Arts is concerned with the health, welfare, and safety of everyone in the Department of Music community. We urge you to take advantage of the resources listed below, not only if you are experiencing difficulty, but also as a method of avoiding issues before they begin. These will assist you in making your time at Mason Gross positive and productive.

Rutgers Health Services is dedicated to health for the whole student, body, mind, and spirit. Health Services accomplishes this through a staff of qualified clinicians and support staff, and delivers services at a number of locations throughout the New Brunswick-Piscataway area. To schedule an appointment, or learn more about available health services, contact: <http://health.rutgers.edu/> or 848-932-7402.

There is a physical therapist on staff assigned to Mason Gross named Hollie Palmisano. To make an appointment, contact health services.

Counseling, Alcohol/Drug, and Psychological Services (CAPS) is accessible to all members of the Rutgers community. Information about these services can also be found at <http://health.rutgers.edu/> or 848-932-7402.

5.10.1 Student Health Insurance

Full-time students (those enrolled with nine or more credits) have a fee included in their tuition bill for the Rutgers University Health Services and BASIC Insurance. Part-time students may pay this fee and enjoy the same benefits. All international students in F or J immigration status are required to purchase the university’s comprehensive medical health insurance plans unless they have proof of alternative coverage that meets or exceeds the University’s coverage requirements. Regardless of the number of credits carried, international students automatically have included on their term bills charges both basic and major medical coverage. More

information can be found on the following website: <http://riskmanagement.rutgers.edu/student-health-insurance>.

5.10.2 Hearing and Vocal Health

Hearing loss is a common occupational problem among musicians. In addition to annual hearing check-ups, musicians are advised to utilize musician's earplugs when in long practicing sessions and rehearsals. These earplugs are specifically designed to attenuate sound equally across the frequency range to maintain the fidelity of sound, while providing hearing protection. Fact sheets regarding appropriate ear protection and preventative measures for musicians, as well as a list of auditory dangers associated with specific instrument locations and recommended ear attenuators, can be found by clicking on the following link: <http://www.audiologyonline.com>

For education about vocal health, the Department of Music regularly offers a Singer's Wellness Course: 08:702:517 Vocal Health: The Care and Use of the Professional Voice.

Voice students should become aware of best practices for vocal health early in their studies. Students should use the following websites for informational purposes (not for self-diagnosis). Should vocal problems persist beyond two weeks, students are strongly advised to seek the help of a qualified ENT physician by referral from an established voice teacher.

Some of the best online resources are listed below:

The National Center for Voice and Speech (includes tutorials and much helpful information pertaining to voice usage) <http://ncvs.org/>

<http://www.ncvs.org/rx.html> (contains a list of medications and their effects on the voice)

The Bastian Voice Institute (leading ENT in the United States)
<http://www.bastianvoice.com>

The Voice Academy (a virtual school created for the vocal health of teachers)
<https://uiowa.edu/voice-academy/>

Duke Voice Care Center: http://www.dukehealth.org/services/voice_care_center/about

Texas Voice Center: <http://www.texasvoicecenter.com/advice.html>

5.11 Writing Program and Writing Center

The Rutgers Writing Program offers resources including courses (no tuition payments required) and tutoring, which students may find helpful for the rigorous writing requirements of many Department of Music. Information about these resources is available at

- Rutgers Writing Program <http://wp.rutgers.edu/>
- Douglass Writing Center <http://writingctr.rutgers.edu/douglass-writingctr/>

5.12 Office of Disability Services

The Office of Disability Services is dedicated to ensuring that all Rutgers University students given equal opportunity, access, and participation in the University's courses, programs, activities, services and facilities. We recognize that diverse abilities are a source of strength,

empowerment, and enrichment for the entire university community and we are committed to the elimination of physical, instructional, and attitudinal barriers by promoting awareness and understanding throughout the university community.

Information about the Office of Disability Services is accessible at the office's website:

<https://ods.rutgers.edu/our-office>

The office's physical address, phone number, and email are:

Office of Disability Services-New Brunswick
Lucy Stone Hall, Suite A145
Livingston Campus
54 Joyce Kilmer Avenue
Piscataway, NJ 08854-8045

Phone: 848.445.6800

E-mail: dsoffice@echo.rutgers.edu

5.13 Police and Emergency Information

For any emergency or crime in progress, CALL 911

Non-emergency Rutgers Police: 732-932-7211

5.14 Sexual Harassment, Domestic Violence, or Stalking

848-932-7111 Violence Prevention and Victim Assistance

848-932-8576 Title IX Compliance Officer

5.15 Student Conduct Violation

<http://studentconduct.rutgers.edu/about-us/report-a-violation/>

848-932-9414

5.16 Non-Discrimination Policy

Rutgers University has several policies protecting members of the community. Please see the links below to access them

[Policy Prohibiting Discrimination and Harassment](#)

[Nondiscrimination Policy](#)

[Rutgers University Code of Student Conduct](#)

5.17 Issues between Students and their Applied Major Teachers

If there is a problem with scheduling, grading, or any other issue regarding lessons, the student should first attempt to address the issue with the teacher if possible. Failing that, the student should approach the following individuals for help, in this order: the Area Head, the Graduate or Undergraduate Advisor, the Associate Director, the Director, and then the Dean of Students, until the problem is resolved.

Ensembles

6.1 Ensemble Descriptions

6.1.1 Orchestral Ensembles

Rutgers Symphony Orchestra – One of the nation’s leading conservatory orchestras, the Rutgers Symphony Orchestra features some of the finest graduate and undergraduate musicians enrolled at the school. Presenting an annual concert series of six symphonic programs and a main-stage opera, the RSO aims to prepare students for professional careers as orchestral musicians through engagement with the major symphonic repertoire.

Rutgers Sinfonia – The Rutgers Sinfonia, founded in 1995 as Rutgers Philharmonia, draws its membership primarily from the Rutgers undergraduate student body, supplemented by the most talented players from the larger Rutgers community, including students at area high schools who participate in the Young Artist Program of the Mason Gross Extension Division. The Sinfonia performs once each semester, concentrating on the central works of the orchestral repertoire.

6.1.2 Wind Bands

Rutgers Wind Ensemble – The Rutgers Wind Ensemble, founded during the early 1960s, performs masterworks of the wind repertoire and new works, including pieces composed expressly for the group.

Rutgers Symphonic Winds – The Rutgers Symphonic Winds is the newest addition to the Rutgers Band offerings. The ensemble performs both standard and contemporary literature from the wind-band repertoire. The ensemble, which has performed with guest artists, is comprised of both music and non-music majors and presents at least two concerts each semester.

Rutgers Symphony Band – The Rutgers Symphony Band performs both standard and contemporary literature from the wind-band repertoire while placing emphasis on the development of technical and musical skills. The group is comprised of both music and non-music majors and presents at least two concerts each semester.

Rutgers Concert Band – The Rutgers Concert Band is open to non-music majors, rehearses once a week in the spring semester only, and presents at least one concert during the semester. The Concert Band performs both standard and contemporary literature from the wind-band repertoire.

Rutgers Marching Band – The Rutgers University Marching Band, “The Pride of New Jersey,” is the ultimate unity of music and motion. Founded in 1915 as a military drill band, the band has grown to become a source of pride for the university and state of New Jersey. For nearly 100 years the band has thrilled thousands of fans with exciting performances. The Marching Scarlet Knights tradition of excellence continues as the band takes the field for all home football games.

6.1.3 Choral Ensembles

Kirkpatrick Choir – with approximately 60 members, is the most advanced choir at the Mason Gross School of the Arts at Rutgers University. Its mission is to educate professional musicians through performance. The Rutgers Kirkpatrick Choir performs a significant repertoire of major choral orchestral masterworks, Baroque music accompanied by period instruments, and important works of the 20th and 21st century.

Rutgers University Choir – The Rutgers University Choir is a large mixed ensemble that performs standard choral repertory in two concerts a year.

Voorhees Choir – The Voorhees Choir maintains a membership of 65 voices, representing women of the university. The choir presents two major concerts each year and serves as the official college choir at Douglass Residential College events, such as the Yule Log, Sacred Path, and commencement ceremonies.

Glee Club – The Rutgers University Glee Club is one of the oldest and most distinguished men's choruses in the United States. Tracing its roots back to 1872, the Rutgers Glee Club has been among the nation's premier collegiate choirs for one hundred and forty years.

Opera Workshop – Founded in the 1980s, the Opera Institute at Rutgers prepares students for the world of professional opera. Each year the school presents one or two full productions and staged scenes. Past productions include *The Marriage of Figaro*, *Falstaff*, *Dialogues of the Carmelites*, and *Fidelio*. The Opera Workshop performs fully staged scenes programs. The Opera Institute at Rutgers hosts outreach programs and master classes with renowned artists.

6.1.4 Jazz Ensembles

Rutgers Jazz Ensembles I and II – The primary large jazz ensembles of Mason Gross perform two concerts each semester.

Jazz Chamber Ensembles – Various small jazz combo ensembles that perform in a variety of settings and styles throughout the semester.

Alternate Large Ensembles

9-12-piece ensembles that cover various niche styles and genres. In some cases, students will use one of these ensembles to satisfy their large ensemble requirements if they have not been placed into Jazz Ensemble I or II

6.1.5 Small Ensembles

HELIX! – The new music ensemble of Rutgers University was founded in 1990 by Paul Hoffmann and is devoted to the presentation of classical music from the 20th and 21st centuries, with an emphasis on music composed since 1950. The instrumentation of the group is typically flute (doubling piccolo and alto flute), clarinet (doubling bass clarinet), violin, cello, piano, and percussion. Since its inception, HELIX! has premiered many compositions written especially for the group and has performed numerous pieces by major contemporary composers. The group has performed at New York City's Lincoln Center and (le) Poisson Rouge, the Noyes Museum in New Jersey, and at various colleges on the East Coast.

Chamber Ensembles – Various chamber music ensembles are formed each semester and perform in student recitals and lunchtime chamber concerts, as well as the Chamber Music Competition and Winners Concert each semester.

Rutgers Baroque Players – Mason Gross's early-music ensemble which performs on period instruments using historically-informed performance practices. The ensemble regularly works with leading professionals in the field of historical performance from the New York area.

BACOUSTICS – Formed in 2013, BACOUSTICS is the Rutgers University bassoon ensemble comprised of bassoon students at Mason Gross. The ensemble is committed to raising “bassoon awareness” within the community and providing educational outreach concerts at schools throughout the state of New Jersey as well as in New York and Pennsylvania.

Rutgers Percussion Ensemble – The Rutgers Percussion Ensemble focuses on developing chamber-music sensitivity in the performance of a wide spectrum of percussion music, including recent avant-garde compositions, standard repertory, popular favorites, and Brazilian and African drumming.

Afro-Cuban Ensemble – A percussion-driven ensemble that explores Folkloric African music and styles from the Cuban drumming tradition.

6.2 Audition Procedures

All performance students are required to audition at the outset of each semester for placement in large ensembles.

Choral audition information can be found at <http://www.masongross.rutgers.edu/music/choral-auditions>

Orchestra and Wind Ensemble audition information can be found at <http://www.masongross.rutgers.edu/music/orchestra-wind-band-auditions>

6.3 Concert Schedule

Concert schedules for large ensembles are distributed at the beginning of the semester. Students can also view the entire calendar of Department of Music events at this website: <http://www.masongross.rutgers.edu/calendar>

Degree Programs

7.1 Overview of degree and diploma programs

This section outlines the degree requirements and features of the specific degree and diploma programs offered by the Mason Gross Department of Music. Any questions about these requirements should be directed to the Graduate Advisor.

7.1.1 School 08 Programs: Master of Music, Doctor of Musical Arts, Artist Diploma

The graduate-level degree programs of the Department of Music of the Mason Gross School of the Arts are:

- Master of Music – A two-year program focused on applied study in a particular field, but also requiring a broad curriculum of academic music courses, culminating in a performance and a comprehensive exam. Specializations of the degree are
 - Performance
 - Conducting
 - Music Education
 - Jazz
 - Voice with a Concentration in Opera

- Doctor of Musical Arts – A three-year program of applied study and diverse coursework, requiring several recitals, a research-based lecture-recital, pedagogical training, and comprehensive examinations. This is the culminating degree of performance and academic study. Specializations of the degree are
 - Performance
 - Conducting
 - Music Education

- Artist Diploma – A program focusing intensively on applied study and performance, requiring a substantial number of performances. Specializations of this program are
 - Performance (three years)
 - Opera (two years)

7.1.2 School 16 Programs: Master of Arts, Doctor of Philosophy

The music programs of the School of Graduate Studies are:

- Master of Arts – A two-year academically-oriented course of study organized around scholarly research and education of the student's concentration, culminating in a series of comprehensive examinations and a research project or composition portfolio as required by the individual degree program. This degree is offered in the following concentrations:
 - Musicology
 - Music Theory
 - Composition

- Doctor of Philosophy – An extensive course of study comprising the culminating degree in music academia. The degree entails extensive coursework, qualifying examinations,

and a substantial dissertation, as required by the individual degree program. The concentrations of this degree are

- Musicology
- Music Theory
- Composition

7.2 General Academic Requirements

The following information applied to many of the graduate degree programs of the Department of Music. Information about specific degree requirements is outlined in sections 7.4 through 7.11.

7.2.1 Diagnostic Requirements

Incoming students in many programs are required to complete a Writing Proficiency Exercise, a Diagnostic Exam in Music History, and a Diagnostic Exam in Music Theory before being eligible to register for academic courses that will count towards their degree. Students who enter one of the graduate programs holding a music degree from Mason Gross are not required to take the diagnostic exam. Applicants to graduate degree programs who do not have an undergraduate degree in music may be required to take one or more extra exams to determine their qualifications to pursue master's-level work in the field.

7.2.1.1 Graduate Writing Proficiency Exercise

All students applying to the DMA program and international students applying for the MM program must complete a written exercise that is administered during the audition period. Applicants are presented with a short article or book passage about music. In an essay of approximately 400 words, applicants respond to a short series of questions to test their understanding of the excerpt. Non-native English speakers may bring a printed foreign-language dictionary (electronic dictionaries and translators are not allowed).

Students who do not pass the writing exercise will not be allowed to enroll in classes in music history and theory. Students may attempt the writing exercise no more than three times. The exercise is usually administered three times each year in addition to the audition day.

Based on the results of the writing exercise, some students may be admitted to the program with a requirement to enroll in 08:702:506 Writing About Music and will need to pass the course with a grade of a B or above. Students who fail to earn a B or above may repeat the course, but it may not be taken more than two times. Students who fail to earn a B two times will be dismissed from the program. Students who are required to enroll in Writing About Music may take the diagnostic exam before successful completion of that course, but they may not enroll in any musicology or music theory courses until they have completed the course and earned a grade of B or above.

Other students who do not pass the writing exercise may be required to enroll in a course of study in the Rutgers Writing Program's ELL course in order to obtain sufficient proficiency in English writing and comprehension. Those students will be required to retake the Graduate Writing Proficiency Exercise before being allowed to enroll in academic coursework.

7.2.1.2 Diagnostic Exams

Students entering graduate programs at Mason Gross (except for students entering the MM in Jazz, the AD program, or students who already hold a degree from MGSA) are required to take diagnostic exams in music history and music theory prior to registration in music theory, musicology, literature, and other academic classes. Students who enter one of the graduate programs holding a music degree from Mason Gross are not required to take the diagnostic exam.

Study guides for the diagnostic exams are available here: [Diagnostic Exam Study Materials](#)

These tests are typically administered three times each year: in June, in August (just prior to the beginning of the Fall semester), and in January (just prior to the beginning of the Spring semester). Students who wish to take the exam(s) must register with the Front Office Manager or with the Graduate Advisor at rgrohman@mgsa.rutgers.edu.

If for any reason a student has not taken both portions of the diagnostic exam (history and theory) within one calendar year of admission, the student will be administratively withdrawn from the program. Special scheduling accommodations may be provided for Music Education students in cases where the scheduled exam dates conflict with public school teaching schedules. Students are asked to make such arrangements in advance with the Graduate Advisor.

Instead of the history diagnostic exam, students may elect to take an online summer course: Graduate Music History for Music Education Online (08:702:577). Passing this class with a B or higher satisfies the history diagnostic requirement.

Students who do not pass the theory diagnostic exam are required to enroll in Music Theory Review (16:700:511); this course does not fulfill curricular requirements in music theory. Successful completion of the course with a grade of a B or above will allow students to be eligible to take graduate courses in music theory. Students who fail to obtain a grade of B or above may retake the course. If the student fails a second time to obtain a grade of B or above, he or she will be administratively withdrawn from the degree program.

Students who do not pass the history diagnostic exam are required to enroll in Music History Review (16:700:509). This class does not fulfill curricular requirements in music history. Successful completion of either of the courses with a grade of a B or above will allow students to be eligible to take graduate courses in music history. Students who fail to obtain a grade of B or above may retake the course. If the student fails a second time to obtain a grade of B or above, he or she will be administratively withdrawn from the degree program.

7.2.2 Foreign Language Proficiency Requirements

Doctor of Musical Arts, Master of Arts, and Doctor of Philosophy students are required to demonstrate reading proficiency in one or more foreign languages. These can be achieved in one of three ways.

1. Passing the Graduate Language Proficiency Exam administered by The Language Center. These tests are offered regularly, though students must register in advance. More information about these exams, including exam dates, can be found here:

<https://tlc.rutgers.edu/student-services-side/testing-side-menu/graduate-proficiency-exam>

2. Completion of the tuition-free summer language course for graduate students with a grade of A. These courses are exclusively focused on reading skills and are intensive in nature, and they have strict attendance policies. More information is available at the following website: <https://tlc.rutgers.edu/resources-and-services/summer-reading-knowledge-course-homepage>
3. Occasionally allowed with advance permission from the Graduate Advisor is the completion of certain foreign-language courses offered by the School of Arts and Sciences with a grade of A.

Students in the MM in Opera and AD in Opera programs complete required courses in diction and language proficiency exams administered through the Voice Area. For more information, contact the Head of the Voice Area

7.2.3 Juries

Most performance programs have requirements for students to play end-of semester juries, which inform students' semester grades for applied lessons. These requirements vary by area and are listed below.

7.2.3.1 Voice Juries

Each semester of voice study will culminate in a voice jury presentation for the members of the voice faculty. The student is excused from the voice jury requirement at the end of the semester when a successful recital or successful performance of an approved opera role is presented and evaluated as a solo recital. The voice jury will consist of fifteen (15) minutes of music performed by memory that represents a variety of repertoire studied in lessons during the course of the semester and chosen with the approval of the major teacher. Art song, oratorio and opera are accepted for juries.

7.2.3.2 Juries for Voice with a Concentration in Opera

The MM and AD with concentration in opera will culminate in a voice jury presentation every semester for the members of the Opera Institute voice faculty. The student is excused from the voice jury requirement at the end of the semester when a successful performance of an approved opera role or lecture recital is presented. The voice jury will consist of fifteen (15) minutes of operatic repertoire that represents a variety of styles and languages, studied during the course of the semester and chosen with the approval of the major teacher. Only opera arias are acceptable for juries.

7.2.3.3 Brass Juries

All brass students are required to present a jury each semester that they do not play a recital. The jury may include in the following:

- During the first semester, students are required to play all major and minor scales. Students who do not demonstrate appropriate proficiency will be asked to repeat these in future juries.
- A major solo from the repertoire, accompanied by piano

- 3-4 major orchestral excerpts (approved by the primary applied instructor)

7.2.3.4 String Juries

String players play juries consisting of ten (10) minutes of music, either from two different works or two movements from same work. These may be works that will be performed on future recitals. The student's professor has final determination of repertoire for juries. Students play juries in each semester in which they do not perform a recital.

7.2.3.5 Piano Juries

All MM piano students must play a jury in every semester in which they are enrolled in Performance Study, except in semesters during which they perform a recital. All DMA and AD piano students must play a jury in every semester unless they played either a recital or a jury in either the current or previous semester. MM juries consist of 20 minutes of repertoire. DMA juries consist of 25 minutes of repertoire. All repertoire must be memorized. Exceptions for certain 20th-century works may be granted by the Area Head on a case-by-case basis.

7.2.3.6 Woodwind Juries

MM, DMA, and AD woodwinds students play juries every semester except those semesters in which they play degree recitals. If the student plays only a non-degree recital in a particular semester, he or she must also play a jury in that semester. Graduate woodwind students play 10 minutes of repertoire. This could be a single work for solo instrument or solo instrument with piano, or portion(s) of such work or multiple such works. It could also be a selection of orchestral excerpts.

7.2.3.7 Percussion Juries

Percussion students should contact the Head of the Percussion Area for information about jury requirements.

7.2.3.8 Jazz Juries

All MM Jazz majors must have ten jazz selections memorized each semester including both melody and chords. One or two will be chosen at random at the jury to perform and to solo on. At least two of the ten must be a Charles Mingus selection. Repertoire becomes more advanced each semester, as outlined on our selection-list on rutgersjazz.net under "Level/Year". Students are also tested on sight reading and on jazz theory, including scales, outline or form chords, and standard forms which become progressively more advanced each semester.

3rd-semester MM students who are not piano majors undergo a [Grad Jazz Keyboard exam](#) consisting of scales, cadences, chord structures, and standard forms.

Jazz Drum-majors must demonstrate [Jazz Keyboard Proficiencies](#) each semester that include semester level scales and chords and the performance of a memorized standard tune.

MM students with a scheduled senior recital do not take a jury in that given semester. This is typically done in the fourth and final semester of the degree.

7.3 Registration

Students are responsible for registering for courses for coming semesters through WebReg and meeting with the Graduate Advisor for permission numbers and general guidance on course

selection. More detailed information about registration is in section [3.6 Registration Procedures](#) above.

7.4 Master of Music Programs (excluding Music Education)

The following information pertains to Master's students, excluding those in Music Education. However, there may be exceptions to some of the following procedures and protocols. Any questions about the following information should be addressed to the Graduate Advisor.

Music Education students may find information relevant to their degree program in section [7.6 Music Education Programs](#) below.

7.4.1 Diagnostic Evaluations

International MM students are required to complete the diagnostic requirements as outlined above in section [7.2.1 Diagnostic Requirements](#), including the Graduate Proficiency Writing Exercise administered during auditions and the Diagnostic Examinations in Music History and Music Theory.

7.4.2 Ensemble Requirements

All Master's students (excluding those in the Music Education program and those in the Piano concentration) are required to enroll in one large ensemble each semester during their coursework. The department may assign any student to any of the ensembles in order to meet this requirement. All Music Department majors are expected to audition for the required ensembles appropriate to their major area as indicated above in section [6.2 Audition Procedures](#). The following ensembles fulfill the primary curricular large ensemble based upon department assignment:

Instrumental Performance

Orchestra (strings)

Orchestra/Wind Ensemble (brass, woodwinds, percussion)

Symphonic Winds (brass, woodwinds, percussion)

Symphony Band (brass, woodwinds, percussion, harp)

Jazz Majors

Jazz Ensemble I

Jazz Ensemble II

Voice Majors

Opera Workshop

Conducting Majors

(see section [7.4.7 Large Ensemble Requirement for Conductors](#))

Organ Majors

Rutgers University Baroque Ensemble

7.4.3 Piano Chamber Music and Studio Accompanying

Instead of participation in large ensembles, Master's piano students are required to enroll in either 08:703:505 Studio Accompanying or 08:703:555 Chamber Ensemble for each of the four semesters of the degree's coursework.

7.4.4 Recital Requirements

Master's degree recitals require registration for Performance Project (08:703:601, 1 credit) during the semester in which the recital is presented. All Master's recitals must be between 50-60 minutes in duration and may include a brief intermission.

Procedures for scheduling recitals as well as rules pertaining to recitals are detailed above in section [3.6 Registration Procedures](#) above.

7.4.5 Comprehensive Examination

Candidates for MM degrees must pass written comprehensive examinations on the literature for their instrument and related issues in history, theory, pedagogy, and performance practice. The written examination may be repeated only once for a total of two administrations. Students who fail the exam twice will be administratively withdrawn from the program and will not receive a degree.

For most areas (excluding Voice and Piano), the comprehensive exam consists of two components: a Score Identification portion and an Essay portion. These two components last four hours each and are normally administered one week apart from one another in both fall and spring semesters, typically in late September to early October and mid-February.

Voice and Piano Master's Students have one five-hour exam, normally administered on the date of the second component of the exams above.

Area-specific study guides for the comprehensive exam are available from the Graduate Advisor.

7.4.6 Juries

Most Master's students have regular end-of-semester jury requirements. See section [7.2.3 Juries](#) above for more information.

7.4.7 Large Ensemble Requirement for Conductors

Like most other Master's students, students in the Master of Music Program in Conducting are required to register for four semesters of large ensemble. However, conducting students have varied requirements depending on their area of specialization. Choral conducting students are required to perform in Kirkpatrick Choir for four semesters and have additional responsibilities related to the ensemble. Orchestral conducting students enroll in RSO for each semester and serve as an assistant conductor, taking sectional rehearsals and full rehearsals as needed, taking rehearsal and balance notes, and writing program notes, as required. Students should consult with the head of their area of conducting specialization (choral, orchestral, or wind) in order to learn the requirements of their particular program.

7.4.8 Information for Jazz Majors

Students in the Jazz Area should consult the following website for further details about the Master of Music in Jazz degree: <http://www.rutgersjazz.net/>

7.4.8.1 Jazz Recital Requirements

Senior recitals are to be held in the semester of a student's final allocation of private lesson instruction on their primary instrument. A senior recital will not be approved in any semester the student is not eligible for, or not fully registered for, a full semester of private lessons.

The recital leader will memorize all selections and not rely upon printed music during their degree performance, and therefore must not have a music stand within proximity of their performance location. Supporting band members, however, may use printed music.

It is not permissible for Rutgers Jazz faculty members to participate in a senior recital in any performance capacity whatsoever, to be strictly enforced.

7.4.9 Transfer of Credit

As many as six credits toward the Master of Music (MM) degree earned in another accredited graduate program may be evaluated for transfer after a student has completed twelve credits at Rutgers. No undergraduate credit can be transferred. No graduate transfer credit is accepted for courses in which the student received a grade below a B. In general, the Department of Music does not allow online courses to be transferred, nor are performance study (lessons) credit, ensemble credit, or undergraduate credit to be transferred. Therefore, only academic courses, specifically graduate courses that are equivalent to those required at Rutgers, may be transferred.

Approval of transfer credit is determined by the Graduate Oversight Committee. In order to petition for transfer of credit, students must submit the following materials to the Graduate Advisor, who will present the petition to the committee.

- Credit Transfer Form (located in the appendix of this handbook)
- Official final transcript from the institution from which the credit transfer is requested
- Materials from the original courses being transferred including, as possible, syllabi, assignments, course materials, etc.
- A written statement to the committee explaining the request for transfer credit, which articulates the manner in which the transfer request accords with the policy stated above.

MASTER OF MUSIC DEGREE REQUIREMENT CHECKLISTS

Master of Music in Performance (excluding Piano and Voice)
Degree Requirement Checklist
(36 credits)

Diagnostic Evaluations

Writing Proficiency Requirement, as stipulated upon admission to the program
Music History Diagnostic Exam or Music History 16:700:509
Music Theory Diagnostic Exam or Music Theory Review 16:700:511

Applied Major Lesson (4 courses; 12 credits)

_____ 08:703:575 (3 credits) _____ 08:703:675 (3 credits)
_____ 08:703:576 (3 credits) _____ 08:703:676 (3 credits)

Large Ensemble (4 courses; 4 credits)

_____ 08:703:_____ (1 credit) _____ 08:703:_____ (1 credit)
_____ 08:703:_____ (1 credit) _____ 08:703:_____ (1 credit)

Graduate-Level Music Theory (2 courses; 6 credits)

_____ 16:700:_____ (3 credits)
_____ 16:700:_____ (3 credits)

Graduate-Level Musicology (2 courses; 6 credits)

_____ 16:700:_____ or 08:702:_____ (3 credits)
_____ 16:700:_____ or 08:702:_____ (3 credits)

Performance Project (Recital; 1 credit)

_____ 08:703:601 (1 credit)

Graduate-Level Electives (7 credits in History, Theory, Literature, Performance Practice, Ensembles)

Comprehensive Examinations

_____ Score Identification Exam
_____ Essay Exam

Graduation

_____ Candidacy Form
_____ Online Diploma Application

Master of Music in Performance – Piano
Degree Requirement Checklist
(36 credits)

Diagnostic Evaluations

Writing Proficiency Requirement, as stipulated upon admission to the program
Music History Diagnostic Exam or Music History 16:700:509
Music Theory Diagnostic Exam or Music Theory Review 16:700:511

Applied Major Lesson (4 courses; 12 credits)

_____ 08:703:575 (3 credits) _____ 08:703:675 (3 credits)
_____ 08:703:576 (3 credits) _____ 08:703:676 (3 credits)

Chamber Music or Studio Accompaniment (4 courses; 4 credits)

_____ 08:703:555 or 08:703:505 (1 credit) _____ 08:703:555 or 08:703:505 (1 credit)
_____ 08:703:556 or 08:703:505 (1 credit) _____ 08:703:556 or 08:703:505 (1 credit)

Graduate-Level Music Theory (2 courses; 6 credits)

_____ 16:700:_____ (3 credits)
_____ 16:700:_____ (3 credits)

Graduate-Level Musicology (2 courses; 6 credits)

_____ 16:700:_____ or 08:702:_____ (3 credits)
_____ 16:700:_____ or 08:702:_____ (3 credits)

Performance Project (Recital; 1 credit)

_____ 08:703:601 (1 credit)

Graduate-Level Electives (7 credits in History, Theory, Literature, Performance Practice, Ensembles)

Comprehensive Examination

_____ Essay Exam

Graduation

_____ Candidacy Form
_____ Online Diploma Application

Master of Music in Jazz
Degree Requirement Checklist
(36 credits)

Applied Major Lesson (4 courses; 12 credits)

_____ 08:703:575 (3 credits)

_____ 08:703:576 (3 credits)

_____ 08:703:675 (3 credits)

_____ 08:703:676 (3 credits)

Jazz Ensemble (4 courses; 4 credits)

_____ 08:703:521 (1 credit)

_____ 08:703:522 (1 credit)

_____ 08:703:521 (1 credit)

_____ 08:703:522 (1 credit)

Graduate-Level Music Theory – Composition and Arranging (2 courses; 6 credits)

_____ 08:702:525 (3 credits)

_____ 08:702:526 (3 credits)

Graduate-Level Jazz History – Jazz Historiography (2 courses; 6 credits)

_____ 08:702:519 (3 credits)

_____ 08:702:520 (3 credits)

Advanced Improvisation (2 courses; 6 credits)

_____ 08:702:527 (3 credits)

_____ 08:702:528 (3 credits)

Jazz Chamber Ensemble (1 course; 1 credit)

_____ 08:703:519 or 520

Performance Project (Recital; 1 credit)

_____ 08:703:601 (1 credit)

Comprehensive Examinations

_____ Excerpt Exam

_____ Essay Exam

Graduation

_____ Candidacy Form

_____ Online Diploma Application

Master of Music in Voice with Concentration in Opera
Degree Requirement Checklist
(37 credits)

Diagnostic Evaluations

Writing Proficiency Requirement, as stipulated upon admission to the program
Music History Diagnostic Exam or Music History 16:700:509
Music Theory Diagnostic Exam or Music Theory Review 16:700:511

Applied Major Lesson (4 courses; 12 credits)

_____ 08:703:575 (3 credits) _____ 08:703:675 (3 credits)
_____ 08:703:576 (3 credits) _____ 08:703:676 (3 credits)

Opera Workshop (4 courses; 4 credits)

_____ 08:703:553 (1 credit) _____ 08:703:553 (1 credit)
_____ 08:703:554 (1 credit) _____ 08:703:554 (1 credit)

Graduate-Level Music Theory (1 course; 3 credits)

_____ 16:700:_____ (3 credits)

Graduate-Level Musicology (2 courses; 6 credits)

_____ 16:700:527 – History of Opera (3 credits)
_____ 16:700:_____ or 08:702:_____ (3 credits)

Graduate-Level Diction (4 courses; 4 credits)

_____ 08:703:535 – Graduate Diction: English (1 credit)
_____ 08:703:536 – Graduate Diction: French (1 credit)
_____ 08:703:537 – Graduate Diction: German (1 credit)
_____ 08:703:538 – Graduate Diction: Italian (1 credit)

Opera-Related Courses (4 courses; 6 credits)

_____ 08:702:517 – Vocal Health (1 credit)
_____ 08:703:557 – Acting for Singers (2 credits)
_____ 08:703:558 – Stage Movement for Singers (2 credits)
_____ 08:702:555 – Business of Opera (1 credit)

Performance Project (2 credits)

_____ 08:703:601 (Section 2) – Opera Role (1 credit)
_____ 08:703:601 – Opera Role or Study (Lecture Recital) (1 credit)

Comprehensive Examination

_____ Written Comprehensive Exam

Foreign Language Proficiency

_____ First Language Proficiency Exam
_____ Second Language Proficiency Exam

Graduation

_____ Candidacy Form
_____ Online Diploma Application

Master of Music in Conducting
Degree Requirement Checklist
(36 credits)

Diagnostic Evaluations

Writing Proficiency Requirement, as stipulated upon admission to the program

Music History Diagnostic Exam or Music History 16:700:509

Music Theory Diagnostic Exam or Music Theory Review 16:700:511

Conducting (4 courses; 12 credits)

_____ 08:703:563 (3 credits)

_____ 08:703:663 (3 credits)

_____ 08:703:564 (3 credits)

_____ 08:703:664 (3 credits)

Large Ensemble (4 courses; 4 credits)*

_____ 08:703:_____ (1 credit)

_____ 08:703:_____ (1 credit)

_____ 08:703:_____ (1 credit)

_____ 08:703:_____ (1 credit)

Graduate-Level Music Theory (2 courses; 6 credits)

_____ 16:700:_____ (3 credits)

_____ 16:700:_____ (3 credits)

Graduate-Level Musicology (2 courses; 6 credits)

_____ 16:700:_____ or 08:702:_____ (3 credits)

_____ 16:700:_____ or 08:702:_____ (3 credits)

Performance Project (Recital; 1 credit)

_____ 08:703:601 (1 credit)

Graduate-Level Electives (7 credits in History, Theory, Literature, Performance Practice, Ensembles)

Comprehensive Examinations

_____ Score Identification Exam

_____ Essay Exam

Graduation

_____ Candidacy Form

_____ Online Diploma Application

*note that students in the conducting program have additional obligations to satisfy large-ensemble requirements. See section [7.4.7 Large Ensemble Requirement for Conductors](#).

7.5 Doctor of Musical Arts Programs (excluding Music Education)

The Doctor of Musical Arts (DMA) degree program is designed for musicians who seek to refine their musical skills, expand their repertoire, extend their performing experience, and deepen their understanding of musicology and music theory. Musicians in this program have earned a Master of Music (MM) degree or equivalent and are preparing for a professional, public concert career and/or a faculty position in higher education. Students admitted to doctoral study must have demonstrated a professional level of performance and are expected to achieve excellence as both musicians and scholars.

The following information pertains to Doctor of Musical Arts students, excluding those in Music Education. Information about the DMA in Music Education is in section [7.6 Music Education Programs](#) below.

7.5.1 Diagnostic Evaluations

DMA students are required to complete the diagnostic requirements as outlined above in section [7.2.1 Diagnostic Requirements](#).

7.5.2 Ensemble Requirements

DMA students (excluding those in the Music Education program and those in the Piano concentration, who are required to register for either Chamber Ensemble or Studio Accompaniment each semester) are required to enroll in one large ensemble each semester during their coursework. The department may assign any student to any of the ensembles in order to meet this requirement. All DMA candidates are expected to audition for the required ensembles appropriate to their major area as indicated above in section [6.2 Audition Procedures](#). The following ensembles fulfill the curricular requirement for large ensembles based upon department assignment:

Instrumental Performance

Orchestra (strings)

Orchestra/Wind Ensemble (brass, woodwinds, percussion)

Symphonic Winds (brass, woodwinds, percussion)

Symphony Band (brass, woodwinds, percussion)

Jazz Majors

Jazz Ensemble I

Jazz Ensemble II

Voice Majors

Opera Workshop

Organ Majors

Any large ensemble which requires organ for a performance

Baroque Ensemble

7.5.3 Recital Requirements

Most DMA degree programs require the presentation of multiple degree recitals or performances. Solo recitals are those in which the repertoire presented features the student in solo repertoire, as appropriate to the student's particular area. Chamber recitals are ones in which

the student performs in a variety of ensembles. On chamber music degree recital programs, at least one substantial work must be for three or more players, with the understanding that the area head has the right to make common-sense exceptions where needed. Solo and chamber recitals must be between 50-60 minutes in duration and may include a brief intermission. The lecture-recital, as detailed below, has many additional considerations. Procedures for scheduling recitals as well as rules pertaining to recitals are detailed above in section [3.8 Recitals](#).

7.5.4 Lecture-Recital

The lecture-recital is a substantial component of the DMA degree and is presented after the other required solo and chamber recitals. This section provides detailed information about various considerations regarding the lecture-recital.

7.5.4.1 Overview

The lecture-recital reflects the requirements of excellence in both performance and academic work inherent in the Doctor of Musical Arts degree. This recital constitutes one of the four recitals required to complete the degree. The lecture-recital should address significant issues of performance and scholarship of works in the repertoire of the student's area. The purpose of the lecture-recital is to demonstrate the student's ability to use the historical, analytical, research, and performance skills gained through musical and academic studies. This is accomplished through the presentation of the paper and a lecture/performance based upon that paper.

The successful lecture-recital will demonstrate excellence in

- Performance of the selected repertoire
- Independent research skills situating the chosen topic in the context of previous studies
- Thorough understanding and mastery of the chosen topic
- Presentation of a well-reasoned and original argument
- Clear, articulate, and accessible writing
- Public oral presentation skills

The paper should demonstrate the student's ability to investigate a complex musical issue in writing. The lecture portion of the recital should demonstrate the student's ability to convey those ideas to an audience of intellectual musical peers. The performance of excerpts and/or complete works will serve to illustrate the content of the lecture. A lecture-recital should aim to engage the interest of professional musicians as opposed to interested amateurs.

7.5.4.2 Preparation

During the period of coursework, the student should ask a faculty member to serve as advisor and confer with that advisor to determine an appropriate topic. This advisor is either a member of the SGS faculty or a member of the Music Education faculty. In consultation with the applied major teacher, who guides the student's choice of repertoire to be performed in the lecture-recital, the candidate should meet with the potential advisor to discuss topics and approaches to the lecture-recital project. The Graduate Advisor can also offer assistance in selecting a lecture-recital advisor, if the student requests. Students are advised to speak with the Graduate Advisor concerning ideas for lecture recitals towards the beginning of matriculation in the program.

If the faculty member consents to advise the project, the candidate should notify the Graduate Advisor, who will provide the student with a special permission number to register for one-credit

Lecture-Recital Advisement, 08:702:603, 604. This registration should be renewed for as many semesters as needed to complete the paper.

Those planning a lecture-recital are encouraged to read the papers of previous students. These are cataloged and available for perusal in the Front Office the Marryott Music Building. Papers may not leave the building.

7.5.4.3 Topic and Scope

The topic for the lecture-recital must be of sufficient substance and depth to warrant prolonged investigation. It should be selected and developed in consultation with the lecture-recital advisor and the major teacher. The topic may include issues of performance practice, historical or cultural contexts, performance and analysis, analyses of particular aspects of a composition, editions, or other areas of the candidate's interest. Critical thought, bibliographic research, analytic skills, clear writing, public speaking, and curiosity about music are all essential components of this work.

It is recommended that candidates work with their advisors to formulate a "research question," which will serve as the foundation of the lecture-recital project. The research and study should be directed to answering this research question.

The above description deliberately avoids dictating guidelines for subject matter and style, since the direction of a faculty advisor is an important component of the lecture-recital and of the DMA program itself. A student should work closely with an advisor in developing an appropriate subject. The advisor will guide the student in the preparation of both the paper and the lecture and serve as an evaluator for the lecture-recital.

The written portion of the lecture-recital project must comprise 11,000–14,000 words and should be formatted in accordance with academic and professional writing standards. Candidates who wish to write in excess of this scope must have the approval of their advisors. A typical paper will be at least 40 pages of content in length, including musical examples. The paper must include an appropriate bibliography and should be written according to current accepted practices for the formatting of academic papers.

The document should also include a title page following the template in the Appendix section of this handbook (see section [9.2 Template for Lecture-Recital Document Title Page](#)).

7.5.4.4 Writing Considerations

Candidates who are concerned about their writing skills should discuss this matter with their advisors at the earliest opportunity. It should be noted that it is not the advisor's responsibility to edit the mechanics of the paper. If the candidate or the advisor finds that clarity of writing poses a challenge for the candidate, the candidate should register for tutoring with one of the resources available at the University. These include:

- Rutgers Writing Program <http://wp.rutgers.edu/>
- Douglass Writing Center <http://writingctr.rutgers.edu/douglass-writingctr/>

It is of the utmost importance that candidates ensure that all ideas derived from other sources are cited properly in accordance with the university's policies on academic integrity. The procedures are outlined in the following website: <http://academicintegrity.rutgers.edu/academic-integrity-at->

[rutgers/](#). Violations of the academic integrity policies may be grounds for disciplinary action including failure, suspension, or expulsion.

Additionally, citations must employ proper and consistent style. Useful guides, including samples of MLA citation style, Chicago citation style, and APA are available at:

<https://owl.english.purdue.edu/>.

7.5.4.5 Lecture-Recital Committee

The committee for the project is composed of the lecture-recital advisor, the studio teacher, and an additional reader, usually a member of the academic faculty. This panel serves to evaluate both the written component of the project as well as the public presentation of the lecture-recital itself. In consultation with the student, the studio teacher seeks the third faculty member to serve on the committee. The Graduate Advisor may serve as a consultant to the process of forming the committee. At least one member of the committee must be a faculty member in School 16 (musicology, music theory, composition, or music education). The paper must be submitted to all three members of the student's lecture-recital evaluating committee a minimum of two weeks prior to their recital date.

7.5.4.6 Scheduling the Lecture-Recital

Because of the nature of the lecture-recital project, the procedures for scheduling the public presentation and the submission of the final version of the paper are somewhat different from the procedure for scheduling other degree recitals:

1. The student works with Lecture-Recital Advisor (LRA) on the written document.
2. During the writing process or upon completion of a draft of the lecture-recital paper, the candidate (in consultation with the advisor) should seek out one other member of the faculty to serve as a "third reader," who should be a member of the academic faculty.
3. When the paper is completed, the student, LRA, applied teacher, and third reader agree on a time/date for the recital at least 4 weeks in advance.
4. The LRA reserves the hall with Kevin Viscariello, either through email or through artspace.
5. The student completes the online [Lecture-Recital Application Form](#). This must be done at least 4 weeks prior to the date of the lecture-recital.
6. The student delivers the paper to the applied teacher and the third reader immediately after submitting the application.
7. The applied teacher and third reader may require changes made to the paper, to be communicated to the student at any point between the application submission and the date of the lecture-recital.
8. Student presents the lecture-recital.

9. Student submits the final version of the paper to the graduate advisor, signed by all three readers. This may happen before or after the lecture-recital.

7.5.4.7 Public Presentation of the Lecture-Recital

The public presentation of the lecture-recital itself should be a 50 to 75-minute presentation, approximately 30 minutes of which will be performance time. Significant exceptions to this policy may be made on a case-by-case basis by the lecture-recital advisor, the studio teacher, and the Graduate Advisor. The lecture may consist of a summary of the central issues in the paper, or it may present a portion of the paper. Candidates may choose to read directly from the paper or to extemporize. Candidates are encouraged to use any available tools – instruments, handouts, slides, audio excerpts – to enhance the presentation and to put their ideas across clearly and succinctly.

7.5.5 Pedagogical Component

Candidates in the DMA programs in Performance and Conducting are required to fulfill a pedagogical component which represents one credit for the degree. The pedagogical element of the program is particularly important in today's musical environment, as nearly all performing artists are engaged in some form of teaching. This component is directed by the major teacher in consultation with the Graduate Advisor. It may involve assisting the major teacher or taking an approved internship or Curricular Practical Training. In other cases, the student may take on a teaching role outside the department or obtain a teaching assistantship in which the candidate, under supervision, instructs his or her own students.

7.5.6 Comprehensive Examinations

Among the final components of the DMA degree are the written comprehensive exam and the oral comprehensive exam. Information about these exams is in the sections below. Faculty members are not obligated to assist students in their studying and preparation for the exams. However, they may do so at their own discretion.

7.5.6.1 Written Comprehensive Exam

The written comprehensive exam may be taken in the semester in which the student is registered for his or her final coursework requirements.

The written comprehensive exam covers the musical literature for the candidate's instrument, as well as related issues in history, theory, performance practice, and pedagogy. The written comprehensive exam has two components: a Score Identification portion and an Essay portion. These two components last five hours each and are normally administered one week apart from each other in both fall and spring semesters—typically late September or early October and mid-February. Registration for the written comprehensive exams are conducted via email communication with the Graduate Advisor.

The written comprehensive exams may be repeated only twice for a maximum of three administrations. If a student fails three times, he or she will be administratively withdrawn from the program without a degree. If a student fails one of the two components of the Essay portion of the written comprehensive exam, he or she may re-take the failed portion alone with a 2.5-hour time limit. The prompt will be selected with a particular emphasis for the student's prior deficiencies.

Faculty evaluator comments can be requested by the student after the exam. However, confidentiality of the comments will be preserved by the Graduate Advisor by not disclosing the identities of the faculty evaluators.

7.5.6.2 Oral Comprehensive Exam

The oral exam is the final component of the DMA degree. Therefore, all other degree requirements must be completed by the date of the oral exam. Students may begin the scheduling procedures of this application prior to the completion of degree requirements; however, those requirements must be fulfilled before the exam itself.

The committee for the oral exam consists of 5 faculty members:

- The student's applied teacher
- The student's lecture-recital advisor
- The Graduate Advisor
- An additional member of the performance faculty selected by the Graduate Advisor
- An additional academic faculty member selected by the Graduate Advisor

If the studio instructor is unavailable, the head of the student's performance area may serve as a substitute. If the lecture-recital advisor is not available, another member of the academic faculty may serve as a substitute. Exceptions must be approved by the Graduate Advisor on a case-by-case basis.

This exam lasts roughly one hour. Committee members may question candidates on any aspect of the music literature for their instrument, as well as related questions in musicology, music theory, performance practice, pedagogy etc.

The oral comprehensive exam is scheduled using the [DMA Oral Comprehensive Exam Scheduling Application](#). The scheduling procedure for the oral exam must begin at least 4 weeks before the date of the exam. More detailed instructions of the scheduling process are available at the application link above.

If a student fails the oral exam, he or she may not take it again until two months have passed from the failed attempt. The oral exam may be repeated only twice for a maximum of three administrations. If a student fails three times, he or she will be administratively withdrawn from the program without a degree.

Area-specific study guides for the comprehensive exam can be obtained from the Graduate Advisor.

7.5.7 Jury Requirements

Most DMA Students have regular end-of-semester jury requirements. See section [7.2.3 Juries](#) above for more information.

7.5.8 Large Ensemble Requirement for Conductors

Like most other DMA students, students in the DMA Program in Conducting are required to register for six semesters of large ensemble. However, conducting students have varied

requirements depending on their area of specialization. Choral conducting students are required to perform in Kirkpatrick Choir for six semesters and have additional responsibilities related to the ensemble. Orchestral conducting students enroll in RSO for each semester and serve as an assistant conductor, taking sectional rehearsals and full rehearsals as needed, taking rehearsals and balance notes, and writing program notes, as required. Students should consult with the head of their area of conducting specialization (choral, orchestral, or wind) in order to learn the requirements of their particular program.

7.5.9 Capstone Essay Requirement for Choral Conductors

Choral conducting students must complete a capstone essay (beyond the lecture-recital paper), the topic of which is determined in consultation with the major teacher and Graduate Advisor. The paper is developed and written under the supervision of the major teacher or another academic advisor who is a member of the full-time faculty, normally a musicologist or music theorist. In the event that the major teacher serves as the supervisor, the committee consists of the major teacher plus an additional member of the full-time faculty. Otherwise the committee consists of the major teacher and the academic advisor. An oral defense of this paper is folded into the DMA oral examination, scheduled only after completion of all other degree requirements.

7.5.10 Recital Requirements for Conductors

Conductors in the DMA program are required to present three recitals as part of the degree. One recital must be a Full Recital (a complete program contained within one concert). Another may be either a Full Recital or an Aggregate Recital (a composite of a complete program conducted over several concerts). The final requirement is the lecture-recital. See section [7.5.4 Lecture-Recital](#) for more information about the lecture-recital.

7.5.11 Transfer of Credit

Up to three credits of academic coursework earned in another accredited graduate program may be evaluated for transfer as a graduate elective after a student has completed twelve credits in graduate courses at Rutgers. The following criteria must be met: the student has taken more than four academic (i.e. requiring written academic coursework) classes at the Master's level and had received a grade of a B or above. In general, the Department of Music does not allow online courses to be transferred, nor are performance study (lessons) credit, ensemble credit, or undergraduate credit to be transferred. Therefore, only academic courses, specifically graduate courses that are equivalent to those required at Rutgers, may be transferred.

Approval of transfer credit is determined by the Graduate Oversight Committee. In order to petition for transfer of credit, students must submit the following materials to the Graduate Advisor, who will present the petition to the committee.

- Credit Transfer Form (located in the appendix of this handbook)
- Official final transcript from the institution from which the credit transfer is requested
- Materials from the original courses being transferred including, as possible, syllabi, assignments, course materials, etc.

- A written statement to the committee explaining the request for transfer credit, which articulates the manner in which the transfer request accords with the policy stated above.

7.5.12 Course Substitution for 16:700:501

If a student has taken a graduate course comparable to 16:700:501 Research in Music and has earned a grade of B or higher, the student may substitute any other graduate-level course in music theory, musicology, or literature in lieu of 501. This substitution must be approved by the Graduate Advisor. A transcript and course syllabus may be required to validate the suitability of the substitution.

Doctor of Musical Arts in Performance (excluding Voice and Piano)

Degree Requirement Checklist (minimum ~34 credits)

Diagnostic Evaluations

Writing Proficiency Requirement, as stipulated upon admission to the program

Music History Diagnostic Exam or Music History 16:700:509

Music Theory Diagnostic Exam or Music Theory Review 16:700:511

Performance Study (6 courses; minimum 6 credits)

____ 08:703:701

____ 08:703:701

____ 08:703:701

____ 08:703:702

____ 08:703:702

____ 08:703:702

Large Ensemble (6 courses; 6 credits)

____ 08:703:____ (1 credit)

____ 08:703:____ (1 credit)

____ 08:703:____ (1 credit)

____ 08:703:____ (1 credit)

____ 08:703:____ (1 credit)

____ 08:703:____ (1 credit)

Chamber Music (2 courses; 2 credits)

____ 08:703:555/6 (1 credit)

____ 08:703:555/6 (1 credit)

Academic Courses (6 courses; 18 credits)

____ 16:700:501 – Introduction to Music Research (3 credits)*

____ 16:700:____ or 08:702:550 – Graduate-level course in musicology (3 credits)

____ 16:700:____ – Graduate-level course in music theory (3 credits)

____ 16:700:567 or 568 – Graduate-level course in performance practice (3 credits)

____ _____ – Graduate-level course in literature of the student's area (3 credits)[@]

____ _____ – Graduate elective (in musicology, theory or literature) (3 credits)

Pedagogical Component (1 course; 1 credit)

____ 08:703:599

Recitals (1 course; 1 credit)

____ Solo recital 1

____ Chamber recital 1

____ Solo recital 2

____ Lecture-recital[^]

Foreign Language Proficiency (French, Italian, or German)

____ Language Proficiency Exam **or** Summer Language Course

Comprehensive Examinations

____ Score Identification Exam

____ Oral Exam

____ Essay Exam

Graduation

____ Candidacy Form

____ Online Diploma Application

*If Introduction to Music Research was taken previously at the graduate level, an elective may substitute for this requirement. See section [7.5.12 Course Substitution for 16:700:501](#) 7.5.12 Course Substitution for 16:700:501.

[^]Students working on the lecture-recital must be registered for 08:702:603 or 604 Lecture-Recital Advisement. See section [3.3.5 Lecture-Recital Advisement](#).

[@]Choral conducting students take a 1-credit independent study instead

Doctor of Musical Arts in Performance (Voice)

Degree Requirement Checklist

(minimum ~34 credits)

Diagnostic Evaluations

Writing Proficiency Requirement, as stipulated upon admission to the program

Music History Diagnostic Exam or Music History 16:700:509

Music Theory Diagnostic Exam or Music Theory Review 16:700:511

Performance Study (6 courses; minimum 6 credits)

____ 08:703:701

____ 08:703:701

____ 08:703:701

____ 08:703:702

____ 08:703:702

____ 08:703:702

Opera Workshop (6 courses; 6 credits)

____ 08:703:553 (1 credit)

____ 08:703:553 (1 credit)

____ 08:703:553 (1 credit)

____ 08:703:554 (1 credit)

____ 08:703:554 (1 credit)

____ 08:703:554 (1 credit)

Academic Courses (7 courses; 20 credits)

____ 16:700:501 – Introduction to Music Research (3 credits)*

____ 16:700:____ or 08:702:550 – Graduate-level course in musicology (3 credits)

____ 16:700:____ – Graduate-level course in music theory (3 credits)

____ 16:700:567 or 568 – Graduate-level course in performance practice (3 credits)

____ 08:703:557 – Acting for Singers (2 credits)

____ _____ – Graduate-level course in literature of the student’s area (3 credits)

____ _____ – Graduate elective (in musicology, theory or literature) (3 credits)

Pedagogical Component (1 course; 1 credit)

____ 08:703:599

Recitals (1 course; 1 credit)

____ Solo recital 1

____ Chamber recital 1

____ Solo recital 2⁺

____ Lecture-recital[^]

Foreign Language Proficiency (French, Italian, or German)

____ Language Proficiency Exam **or** Summer Language Course

Comprehensive Examinations

____ Score Identification Exam

____ Oral Exam

____ Essay Exam

Graduation

____ Candidacy Form

____ Online Diploma Application

*If Introduction to Music Research was taken previously at the graduate level, an elective may substitute for this requirement. See section [7.5.12 Course Substitution for 16:700:501](#) 7.5.12 Course Substitution for 16:700:501.

[^]Students working on the lecture-recital must be registered for 08:702:603 or 604 Lecture-Recital Advisement. See section [3.3.5 Lecture-Recital Advisement](#).

+Voice students may substitute a substantial opera role instead of a solo recital with advance permission from the Head of the Voice Area and the evaluation of two voice faculty members

Doctor of Musical Arts in Performance (Piano)

Degree Requirement Checklist

(minimum ~35 credits)

Diagnostic Evaluations

Writing Proficiency Requirement, as stipulated upon admission to the program

Music History Diagnostic Exam or Music History 16:700:509

Music Theory Diagnostic Exam or Music Theory Review 16:700:511

Performance Study (6 courses; minimum 6 credits)

____ 08:703:701

____ 08:703:701

____ 08:703:701

____ 08:703:702

____ 08:703:702

____ 08:703:702

Ensemble Requirements (6 courses; 6 credits)⁺

____ 08:703:505 – Studio Accompaniment

____ 08:703:505 – Studio Accompaniment

____ 08:703:505 – Studio Accompaniment

____ 08:703:555 or 556 – Chamber Music

____ 08:703:505 – Studio Accompaniment

____ 08:703:555 or 556 – Chamber Music

Academic Courses (8 courses; 21 credits)

____ 16:700:501 – Introduction to Music Research (3 credits)*

____ 16:700:____ or 08:702:550 – Graduate-level course in musicology (3 credits)

____ 16:700:____ – Graduate-level course in music theory (3 credits)

____ 16:700:567 or 568 – Graduate-level course in performance practice (3 credits)

____ 08:702:509 – Piano Literature I (2 credits)

____ 08:702:510 – Piano Literature II (2 credits)

____ 08:702:515 – Piano Pedagogy (2 credits)

____ _____ – Graduate elective (in musicology, theory or literature) (3 credits)

Pedagogical Component (1 course; 1 credit)

____ 08:703:599

Recitals (1 course; 1 credit)

____ Solo recital 1

____ Chamber recital 1

____ Solo recital 2

____ Lecture-recital[^]

Foreign Language Proficiency (French, Italian, or German)

____ Language Proficiency Exam **or** Summer Language Course

Comprehensive Examinations

____ Score Identification Exam

____ Oral Exam

____ Essay Exam

Graduation

____ Candidacy Form

____ Online Diploma Application

⁺ Up to 2 additional credits of 08:703:555 or 556 Chamber Music may substitute for credits of 08:703:505 Studio Accompaniment.

*If Introduction to Music Research was taken previously at the graduate level, an elective may substitute for this requirement. See section [7.5.12 Course Substitution for 16:700:501](#) 7.5.12 Course Substitution for 16:700:501.

[^]Students working on the lecture-recital must be registered for 08:702:603 or 604 Lecture Recital Advisement. See section [3.3.5 Lecture-Recital Advisement](#).

Doctor of Musical Arts in Conducting

Degree Requirement Checklist

(minimum ~32 credits)

Diagnostic Evaluations

Writing Proficiency Requirement, as stipulated upon admission to the program

Music History Diagnostic Exam or Music History 16:700:509

Music Theory Diagnostic Exam or Music Theory Review 16:700:511

DMA Conducting Study (6 courses; minimum 6 credits)

_____ 08:703:703

_____ 08:703:703

_____ 08:703:703

_____ 08:703:704

_____ 08:703:704

_____ 08:703:704

Ensemble Requirements (6 courses; 6 credits)⁺

_____ Large Ensemble

_____ Large Ensemble

_____ Large Ensemble

_____ Large Ensemble

_____ Large Ensemble

_____ Large Ensemble

Academic Courses (6 courses; 18 credits)

_____ 16:700:501 – Introduction to Music Research (3 credits)*

_____ 16:700:517 or 519 or 520 or 08:702:550 – Graduate-level musicology (3 credits)

_____ 16:700:525/6 or 541/2 or 571/2 or 573/4 – Graduate-level music theory (3 credits)

_____ 16:700:567 or 568 – Graduate-level course in performance practice (3 credits)

_____ 16:700:xxx or 08:702:xxx Literature: Orchestral, Instrumental, or Wind (3 credits)[#]

_____ _____ – Graduate elective (in musicology, theory or literature) (3 credits)

Pedagogical Component (1 course; 1 credit)

_____ 08:703:599

Recitals (1 course; credit)

_____ Aggregate or Full Recital

_____ Lecture-recital[^]

_____ Full Recital

Foreign Language Proficiency (French, Italian, German, Latin)

_____ Language Proficiency Exam or Summer Language Course

Capstone Essay (Choral conducting students only)

_____ Document requirement

Comprehensive Examinations

_____ Score Identification Exam

_____ Oral Exam

_____ Essay Exam

Graduation

_____ Candidacy Form

_____ Online Diploma Application

*If Introduction to Music Research was taken previously at the graduate level, an elective may substitute for this requirement. See section [7.5.12 Course Substitution for 16:700:501](#) 7.5.12 Course Substitution for 16:700:501.

[#] Choral conducting students should register for Independent study 08:703:599 as fulfillment of Literature requirement.

[^]Students working on the lecture-recital must be registered for 08:702:603 or 604 Lecture Recital Advisement. See section [3.3.5 Lecture-Recital Advisement](#).

+See section [7.4.7 Large Ensemble Requirement for Conductors](#).

7.6 Music Education Programs

The program of study leading to the Master of Music (MM) degree in Music Education is intended for practicing music teachers who possess a teaching certificate and have at least one year of full-time K-12 music teaching experience.

The Master of Music (MM) in Music Education Online is a degree program is designed for the busy professional music teacher. This program is not addressed in this handbook. Students should consult the following website for information about this degree:

<http://www.masongross.rutgers.edu/music/master-music-education-online>

The Doctor of Musical Arts (DMA) in Music Education is designed for professional music educators who want to expand and refine their teaching and musical skills and who seek to broaden their knowledge of current music education research and practice. With courses offered through the Graduate School of Education and the Department of Music, the curriculum includes advanced studies in music education, theory, history, research, and a cognate area of the student's choice. Students select a cognate in such areas as performance, conducting, musicology, educational administration, or another area related to music education. A dissertation is required.

7.6.1 Diagnostic Examinations

International MM students and all DMA students are required to complete the diagnostic requirements as outlined above in section [7.2.1 Diagnostic Requirements](#).

7.6.2 Written Comprehensive Examinations

MM and DMA students in Music Education must pass a written comprehensive exam on topics related to their course of study. The music education comprehensive exam consists of essay questions, short answer definitions, and analysis of a research article.

Exams must be scheduled with the Graduate Advisor at least four weeks prior to the exam date. Students who teach full-time may schedule exams based on their availability (typically during school holidays or summer). Students may also choose to take a personal day(s) from teaching in order to complete exams.

Students wishing to take exams during the summer must inform the Graduate Office no later than March 15. Results of exams taken in the summer may not be available until the following semester.

MM comprehensive exams are administered in one four-hour session. Students must write an essay in response to one of three given prompts. Students must also write a response to a research article and define 15-20 terms relevant to the field of music education.

DMA comprehensive exams are administered over two days of testing. Each day, the session for the exam is four hours. On the first day of the exam, students write essays in response to two of four given prompts. Students also define 10-15 terms relevant to the field of music education. On the second day of testing, students respond to a research article and define an additional 10-15 terms.

DMA comprehensive exams also include questions on topics related to music history and music theory. Students have the option of taking this portion of the exam in one sitting of in-person testing or completing this portion in take-home format.

For more information regarding music education comprehensive exams, students should consult the Head of the Music Education Area.

7.6.3 DMA Cognate

Selected in one specific field related to music education, the cognate is an area of study related to the field of music education in some fashion. Students may choose from topics such as performance, composition, musicology, educational administration, etc. Lessons, if available, may not be taken without participating in a large ensemble. The cognate area must be approved by the Music Education faculty. A maximum of 4 credits of ensemble may count toward this requirement. Upon declaring a cognate area, students must meet any specific entrance requirements and prerequisites for that area.

7.6.4 DMA Dissertation

Developed under faculty direction, the dissertation consisting of original research related to music education is the culminating component of the Doctor of Musical Arts in Music Education. After successful completion of the written comprehensive examination and preparation of a dissertation proposal, a proposal defense can be scheduled. A five-member committee hears the presentation of the proposed dissertation. The committee will include the Graduate Advisor, two members of the music education faculty (one of whom will serve as chair), one member of the Music Department's musicology or music theory faculty, and one outside reader. The Graduate Advisor, in consultation with the student's advisor, appoints the outside reader. This person is expected to be a recognized authority on the subject of the dissertation. Following approval and completion of the dissertation, an oral defense of the dissertation is held.

7.6.5 Transfer of Credit

Information about transfer of credit can be found in sections above:

- MM students: see section [7.4.9 Transfer of Credit](#)
- DMA students: see [7.5.11 Transfer of Credit](#)

7.6.6 Leave of Absence Restrictions for DMA Candidates in Music Education

While other DMA programs allow students to enroll in up to two semesters of Matriculation Continued, Music Education DMA students are allowed only one semester's leave, which may be taken at any time during the course of study. Permission for the leave must be arranged in advance with the Graduate Advisor, and the student must register for Matriculation Continued for that semester.

Master of Music in Music Education
Degree Requirements Checklist
(30 graduate credits)

On Campus/Hybrid option

Required Music Education Courses (6 credits)

- _____ 08:702:513 Historical and Philosophical Foundations of Music Education (3 credits)
_____ 08:702:514 Graduate Research in Music Education (3 credits)

Music Education Electives (2 courses; 6 credits)

Two courses chosen from the following courses

- 08:702:538 ProSeminar in Music Education (3 credits) (may be repeated)
08:702:539 Behavioral Approaches to Music Learning (3 credits)

Graduate-Level History and Theory (4 courses; 12 credits)

Four courses chosen from the following (at least two courses each of history and theory)

- 16:700: _____ – Graduate Theory Course (3 credits)
16:700: _____ or 08:702: _____ – Graduate History Course (3 credits)
08:702:573 – Studies in Form and Analysis for Graduate Music Ed. Online (3 credits)
08:702:579 – Musical Practices of the World for Music Education Online (3 credits)
08:702:577 – Graduate Music History for Music Education Online (3 credits)

Elective (2 courses; 6 credits) in either music, music education, and/or education*

Comprehensive Exam

_____ Written Comprehensive Exam

Graduation

_____ Candidacy Form

_____ Online Diploma Application

*The [master of music degree in music education online program](#) offers online elective courses that may be permissible pending approval of the Graduate Advisor.

7.7 Artist Diploma – General Information for Students

The artist diploma (AD) program addresses the needs of those who wish to concentrate more narrowly on performance-related study than the doctor of musical arts (DMA) student does. Unlike the DMA, the AD program does not require formal coursework in music history or theory. Instead, students must perform five recitals, four of them solo and one a chamber recital. With the exception of the AD in opera, students must have a master of music (MM) degree or its equivalent to gain admission to the program.

There are two concentrations in the Artist Diploma program:

- Performance
- Opera

These concentrations have different requirements as detailed below in the degree checklists.

7.7.1 Oral Comprehensive Examination

All Artist Diploma students must, as their last degree requirement, pass an oral comprehensive exam. The student, in conjunction with the Graduate Advisor, forms a panel consisting of five faculty members; normally, the committee includes several faculty members from the student's instrumental/vocal area and the Graduate Advisor. If one of these committee members is unavailable (for example, due to retirement), a substitution may be made with the permission of the Graduate Advisor. This exam lasts roughly one hour. Committee members may question candidates on any aspect of the music literature for their instrument.

The oral comprehensive exam may be repeated only twice for a maximum of three administrations. If a student fails three times, he or she will be administratively withdrawn from the program without a degree.

Area-specific study guides for the comprehensive exam can be obtained from the Graduate Advisor.

Artist Diploma in Performance
Degree Requirement Checklist
(minimum 20 credits)

Performance Study (6 courses; minimum 6 credits)

08:703:701 08:703:701 08:703:701
 08:703:702 08:703:702 08:703:702

Large Ensemble (6 courses; 6 credits)

08:703:_____ (1 credit) 08:703:_____ (1 credit)
 08:703:_____ (1 credit) 08:703:_____ (1 credit)
 08:703:_____ (1 credit) 08:703:_____ (1 credit)

Chamber Ensemble (6 courses; 6 credits)

08:703:555 (1 credit) 08:703:556 (1 credit)
 08:703:556 (1 credit) 08:703:555 (1 credit)
 08:703:555 (1 credit) 08:703:556 (1 credit)

Literature (1 course; 2-3 credits)

16:700:5__ or 08:702:_____ – Course in literature in the student's area

Recitals

Solo recital 1 Solo recital 4
 Solo recital 2 Chamber recital 1
 Solo recital 3

Comprehensive Examinations

Oral Exam

Graduation

Candidacy Form Online Diploma Application

7.8 Programs in Musicology

The purpose of the MA and PhD programs in Musicology is to build students' mastery of music research and to prepare them for careers that require such mastery. The learning goals of the MA in musicology are:

1. To attain mastery in the field of musicology;
2. To engage in and conduct original research;
3. To prepare to be professionals in the discipline.

Coursework, independent research, and examinations are directed toward these goals. Students are exposed to current methodologies in research. They work closely with faculty in seminars centered on the faculty's area of expertise, and they develop the skills to develop and answer original questions of their own. For PhD students, the dissertation proposal, dissertation, and dissertation defense represent a complete synthesis of these goals and demonstrate the candidate's ability to contribute new knowledge to the discipline.

A full explanation of the vision, learning goals, and assessment procedures for the MA/PhD programs can be found online at <http://www.masongross.rutgers.edu/music/ma-phd>

The MA and PhD programs in musicology enable students to take advantage of both the professional conservatory setting within the Mason Gross School of the Arts and the broad, humanistic environment of a major research university. Graduate students may also take courses in other departments throughout the university as appropriate to their research interests; PhD students may enroll in classes at Princeton, Columbia, CUNY, NYU, the New School, Stony Brook, and Fordham through the [Inter-University Doctoral Consortium](#).

With the support of the faculty and the Graduate Student Assembly, the Rutgers University Musicological Society (RUMS), a graduate-student organization, regularly organizes colloquia and guest speakers, as well as an annual graduate-student conference in academic music.

The following information pertains to particular components of the MA in Musicology degree. See the Master of Arts in Musicology Degree Checklist below.

7.8.1 Master of Arts in Musicology

Students may enroll in the Master of Arts in Musicology as terminal MA students (who finish with an MA degree) or with the intention of continuing on to the PhD. Information about the PhD is available below in section [7.8.2 PhD in Musicology](#).

In addition to coursework, requirements for the Master of Arts degree include two foreign language proficiencies, a master's project, and comprehensive examinations. Students intending to continue on to the PhD program take the qualifying exam instead of the comprehensive examination.

7.8.1.1 Examining Committee for Master's Project, Take-Home Essay and Oral Exam

The student's advisor (a member of the musicology faculty or another faculty member with the approval of the area head of musicology) will act as chair of the master's examining committee. The chair convenes an examining committee with two additional members or associate members of the School of Graduate Studies Music Faculty. At least two members of the examining committee must be faculty in the musicology area.

7.8.1.2 Master's Project

Students may select one of two plans to complete the master's project:

Plan A.

Master's students must write an extended paper (normally 40–50 pages long, 10,000–12,500 words) under the supervision of an advisor, who will later become the chair of the examining committee. Students should register for 16:700:603 (master's project), normally in their second or third semester of full-time coursework. The extended paper should involve original research, engage with pertinent literature, and include a detailed discussion of the relevant repertoire. The student must give the advisor at least two weeks to evaluate the paper. The extended paper must be approved by the advisor as faculty evaluator (Section B of the Master's Degree Application Form).

Once the extended paper has been approved the student may proceed to schedule the take-home essay examination and the oral examination.

Students must submit the master's project no later than six weeks before the deadline for the completion of all graduation requirements. The steps include:

- two weeks for the advisor to read and approve the final draft of the project,
- one week to convene a committee and for that committee to formulate the take-home exam question
- one week for the student to answer the take-home essay question
- two weeks to schedule the oral defense.

Plan B.

Students also have the option of submitting their essay to the School of Graduate Studies as a formal master's thesis. In this case, students should register for 16:700:603 for two semesters (6 credits) and inform the musicology faculty of their intention to formalize the paper and deposit it with the School of Graduate Studies. The student must give the advisor at least two weeks to evaluate the thesis and approve of its distribution to the rest of the committee, who will in turn take two weeks to evaluate the thesis. The faculty may request revisions, subject to the advisor's approval.

Once all committee members agree, the student may proceed to schedule the take-home essay exam and the oral examination. The thesis must receive approval by all three members of the examining committee after a successful defense during the oral examination (Section A of the Master's Degree Application Form).

Students who submit a formal master's thesis must submit it to their advisor no later than eight weeks before the deadline for all graduation requirements. The steps include:

- two weeks for the advisor to read and approve of the distribution of the thesis to the committee.
- two weeks for the committee to read and approve the final draft of the thesis,
- one week to convene a committee and for that committee to formulate the take-home exam question
- one week for the student to answer the take-home essay question
- two weeks to schedule the oral defense.

7.8.1.3 Take-Home Essay Exam (for Terminal MA candidates only)

(Candidates proceeding to the PhD will instead take the Qualifying Exam described below in section [7.8.2.3 Qualifying Examination](#))

The student's advisor, in consultation with the other members of the committee, will determine a topic for a take-home research essay. The topic will be related to, but not directly overlapping with, the master's project or thesis. The take-home essay should be approximately 15 pages long (3,750–4,000 words, double-spaced, including notes but excluding bibliography). The take-home essay is to be completed in one week at a time agreed upon by the faculty and the student.

7.8.1.4 Oral Examination (for Terminal MA candidates only)

(Candidates proceeding to the PhD will instead take the Qualifying Exam described below in section [7.8.2.3 Qualifying Examination](#))

The oral examination will be scheduled approximately two weeks after the take-home essay is completed, as allowed by the schedules of the student and the faculty. The oral examination will consist of two parts:

1. **Defense of Master's Project:** In response to questions from the examination committee, the student will be expected to demonstrate knowledge of topics connected to the student's main research interests (as reflected in the master's project), as well as the ability to connect those topics to broader issues within the field of musicology, including the citation of relevant scholarly literature and discussion of relevant repertoire. The project or thesis is not considered finally approved until it has been defended in the oral exam.
2. **Defense of Take-Home Essay Exam:** In this portion of the oral examination, the student will be asked to defend and elaborate on the take-home essay examination.

The vote on the results of the take-home essay examination and the oral examination must be unanimous. Students will be informed of the outcome of the entire exam immediately following the oral exam.

Possible results of the Master's Examination are as follows:

- Successful
- Unsuccessful
- Decision Deferred. The committee is in temporary adjournment until the student revises or retakes all or part of the examination as indicated by the committee. When this has been completed, a final decision will be imparted.

7.8.1.5 Language Proficiency

Two languages relevant to the student's research interests, as approved by the musicology faculty. Information about satisfying this requirement is in section [7.2.2 Foreign Language Proficiency Requirements](#).

7.8.1.6 Progression from MA to PhD

Students who complete the MA and wish to proceed to the PhD must discuss these intentions with the Graduate Advisor and Musicology faculty in advance. In order to proceed onto the PhD,

students must gain approval by the Admissions Committee and must subsequently complete the SGS Change of Degree Status Application. Students progressing from the MA in Musicology program to the PhD in Musicology program should consult the Suggested 9-Semester Registration Schedule for Combined MA/PhD in Musicology below.

7.8.2 PhD in Musicology

The following information relates to the PhD in Musicology degree requirements, both as they pertain to students continuing from the Rutgers MA program and to students entering with an MA degree from another institution. Distinctions are noted, where necessary.

7.8.2.1 Transfer of Credit for Students with MA Degrees from Other Institutions

Students entering the PhD in Musicology program with a graduate degree from another institution should transfer 24 credits from their Master's degree after completion of 9 credits of graduate level coursework with grades of B or better. The transfer is done by means of the [SGS Transfer of Credit Application](#), which should, along with an official final transcript from the previous institution, be submitted to the SGS Academic Program Coordinator. If the faculty determines that fewer than 24 credits can be transferred from the student's MA, the student will be required to take additional credits (more than 6) at the master's level before formal admission to the PhD.

7.8.2.2 Initial Coursework

Students entering the PhD in Musicology program with an MA from another institution must take the following courses at the master's level before formal admission to the PhD, however with the approval of the faculty, students may substitute electives in any category (see the PhD in Musicology degree checklists below) for either or both of the required courses.

- 16:700:501 Introduction to Music Research (3 credits)
- 16:700:502 Current Issues in Musicology (3 credits)

Students who are continuing from the MA in Musicology program at Rutgers to the PhD program are advised to take two of the courses required for the PhD (6 credits) during the second year of enrollment in the MA program.

7.8.2.3 Qualifying Examination

Students entering the PhD in Musicology program with an MA from another institution take the Qualifying Exam at the end of the summer immediately after the first year of enrollment.

Students who enter with some master's-level credit (but not a full MA degree) in musicology should consult with the area head to determine the appropriate time to take this exam.

Students continuing from the MA in Musicology program at Rutgers to the PhD program take the Qualifying Exam at the end of the summer immediately after the completion of the MA coursework (i.e. after Year 2 and before Year 3 of enrollment in the combined MA/PhD program).

The student's advisor (a member of the musicology faculty or another faculty member with the approval of the area head of musicology) will act as chair of the master's examining committee. The chair convenes an examining committee with three additional members or associate

members of the School of Graduate Studies Music Faculty. At least three members of the examining committee must be faculty in the musicology area.

The examination is described separately in the document titled “Guidelines for Graduate Exams in Musicology,” posted on the Sakai site for the musicology area. The exam is in three parts:

1. A proctored written examination
2. A take-home examination
3. An oral examination

Proctored Examination

The proctored examination is taken over two days, in two three-hour periods per day. The portions of the proctored examination are as follows:

1. Musical Object Identification (scores, manuscripts, recordings, sketches, engravings, paintings, others) (one 3-hour period): The chair of the examination committee will determine, in advance, three major repertoires/traditions that will be covered in this section of the examination. During the examination, five musical objects related to these repertoires/traditions will be provided. For each object, the student must discuss its historical, analytical, or socio-cultural significance. This discussion should include, as relevant:

- assigning the object to a specific historical period, with an approximate date
- explaining other information that can be inferred from the object (e.g., genre, composer, relation to a specific individual or collective output, geographical origin, social group, etc.)
- contextualizing its relation to broader musical and socio-cultural practice

2. Essays (three 3-hour periods): Under the guidance of the chair of the examining committee, the committee will determine three general areas for essay questions. The topics will cover a range of historical periods, geographical areas, and/or methodological approaches. The student will develop a bibliography within each area and submit it for approval of the committee. Under the guidance of the chair of the examining committee, the committee will formulate one specific essay question within each of the general topics; the student will answer each of these questions in one of the three-hour examination periods. The chair of the examining committee assembles the questions and takes responsibility for administering the exam.

Take-Home Essay

The take-home essay examination is to be completed in one week at a time agreed upon by the examining committee and the student. The essay should be 15–20 pages long (3,750–5,000 words, double-spaced, including notes but excluding bibliography). Although the instructions will vary with the question, the main goal of these papers is to synthesize the existing scholarship on a given topic broadly related to the student’s research interests.

Oral Examination

The oral examination will be scheduled approximately two weeks after all portions of the exam are completed, as allowed by the schedules of the student and the committee. The oral examination will consist of two parts:

- **Analysis:** A score of one complete movement will be provided 90 minutes before the examination. At the start of the oral defense, students will present the analysis orally, considering the various aspects of the music that contribute to its overall structure and effect and avoiding a blow-by-blow treatment. Students may write on the score and distribute copies of it to the faculty.
- **Oral Defense (including a defense of the analysis, proctored examination, and take-home essay examination):** Following the presentation of the analysis, the committee will ask students to defend and elaborate on all portions of qualifying examination. In addition, the committee may ask new questions that cover additional topics not covered in the examination so far.

Students will be informed of the outcome of the entire exam immediately following the oral exam.

Possible results of the Qualifying Examination are as follows:

- Successful: acceptance to candidacy
- Unsuccessful
- Decision Deferred: The committee is in temporary adjournment until the student revises or retakes all or part of the examination as indicated by the committee. When this has been completed, a final decision will be imparted

A student who fails any part of the examination will be allowed to re-take it once. If he or she fails the second time, he/she will not be allowed to continue in the PhD program. The student's advisor (a member of the musicology faculty or another faculty member with the approval of the area head of musicology) will act as chair of the master's examining committee. The chair convenes an examining committee with three additional members or associate members of the School of Graduate Studies Music Faculty. At least three members of the examining committee must be faculty in the musicology area.

7.8.2.4 PhD Coursework

After completion of all master's level coursework and the qualifying examination, students take a series of required and elective courses at the doctoral level, as stipulated by the degree requirement checklists below.

7.8.2.5 Language Proficiency

Students are required to demonstrate proficiency in three languages relevant to the student's research interests, as approved by the faculty. Students having completed the MA in Musicology program at Rutgers must demonstrate proficiency in one language in addition to the two languages from the Master's degree.

7.8.2.6 Registration for Independent Study in Final Semester of Coursework

If necessary, during the final semester of coursework, students should register for 16:700:602 Independent Study with the student's intended dissertation advisor, intended to assist in the preparation of the Dissertation Proposal.

7.8.2.7 Dissertation Committee

Students who pass the Qualifying Examinations are accepted to candidacy and proceed to the dissertation. Dissertation committees must be appointed immediately before or shortly after the student has been accepted to candidacy. After consultation with the student, with the student's proposed chairperson, and the SGS Academic Program Coordinator, the latter will appoint the committee. The PhD dissertation committee must consist of a minimum of four members, chaired by a full member of the School of Graduate Studies. One of the committee members must be from outside the program and should be chosen in consultation with the SGS Academic Program Coordinator. If the outside committee member is not a member of the Graduate Faculty, the Academic Program Coordinator must immediately inform the Office of the Dean of the School of Graduate Studies of the name and address of the person appointed. If the outside member does not hold a doctoral degree, then a copy of her/his CV must be submitted for the Dean's approval.

Substitutions in committee membership, once it has been formed, are the responsibility of the SGS Academic Program Coordinator and will be allowed only if a member is unable to serve or if a student's dissertation topic changes, requiring a new dissertation director and/or modification of the committee. In cases other than these, approval for a change in committee membership rests with the Dean of the School of Graduate Studies. If a member of a student's committee leaves the University, he or she may continue to serve on the committee with the approval of the SGS Academic Program Coordinator.

7.8.2.8 Dissertation Proposal and Public Colloquium

Within no more than a year of completing the required courses (apart from research credits), candidates must submit a fully articulated dissertation proposal developed with the advice of the dissertation advisor. The dissertation proposal should be roughly 25–30 pages (6,250–7,500 words, double-spaced, including notes but excluding bibliography). The document should define the topic, explain its importance, and cite the specific repertoire and methods to be engaged. In addition, the proposal will explain the current state of research in the chosen field, identify important primary and secondary documents, and justify the candidate's proposed contribution. The document should include a thesis statement, justification, a literature review, a proposed methodology, a tentative chapter outline, and a bibliography.

Students should expect that the advisor will require two weeks to read and evaluate the proposal, either approving it for distribution to the committee or returning it to the student with instructions for revision. Once a draft of the proposal has been completed and approved by the advisor, the proposal will be forwarded to the rest of the committee (including the outside member, whenever possible) for their evaluation, which should take no longer than two weeks. The candidate will then make any revisions that are requested by members of the committee, subject to the approval of the advisor.

As soon as possible after evaluating members of the committee have approved the proposal, the candidate will present the core of the dissertation proposal in a public colloquium, consisting of approximately 20 minutes of speaking followed by a question-and-answer session. This colloquium may take place in the context of one of the meetings of the Rutgers University Musicological Society, or it may be scheduled separately.

The Candidacy Form and the Dissertation Proposal Form should be brought to the Dissertation

Proposal Defense.

There is no formal approval required after the colloquium, but students should expect to receive informal feedback from faculty about their presentation style and aspects of their research that should be taken into account as the dissertation gets underway.

The committee must be kept informed of the student's progress and must agree to follow his or her work and assist in its development. The committee shall also agree to give ample and early warning of any reservations concerning the student's progress and must specify in writing the changes required for dissertation acceptance. If the outside member participates only during the last stages of the dissertation, it shall be the responsibility of the SGS Academic Program Coordinator to furnish him or her with a copy of the dissertation proposal and of all subsequent changes.

While working on the dissertation, the student registers for 24 credits of 16:700:701/2 Research in Music.

7.8.2.9 Dissertation and Defense

Students should expect that the advisor will require at least one month to read and evaluate a full draft of a dissertation. After the advisor has approved it, the rest of the committee will likewise need one month to read and evaluate it. This time must be taken into account as students work toward a graduation deadline.

The chairperson and all but one member of the committee must approve the dissertation regardless of the total number of members on the committee. In the case of two or more dissenting members, attempts should be made to reconcile differences at the program level. If a resolution of the differences is not possible, the dissertation must be judged unsatisfactory. Appeals may be referred to the Dean of the School of Graduate Studies.

All members of the committee should sign the PhD candidacy form. In the event that the outside member is unable to attend the defense, the advisor's written approval or disapproval of the dissertation, prior to the defense, will be an acceptable substitute for a signature on the form. If approval is not unanimous, a letter from the dissenting member(s), in which the reasons for disapproval are briefly indicated, must accompany the dissertation. This letter shall be addressed to the Dean of the School of Graduate Studies, and a copy sent to the SGS Academic Program Coordinator, all members of the committee, and to the student. It is strongly advised that approval of the completed dissertation and of the final examination be completed at the same time. In other words, the dissertation should be in essentially final form at the time of the public oral defense.

The defense consists of an oral discussion by the candidate and the dissertation committee following the provisional completion of the dissertation. The committee chair and the defending student must be physically present at the defense (e.g., presence by teleconference is not acceptable). Ideally, all voting members of the committee must be present at and participate in the defense. In special circumstances, the School of Graduate Studies will allow up to two voting members to participate via electronic communication media such as speaker-phone or video-conference link. Students wishing to take advantage of this option should seek approval from the SGS Academic Program Coordinator.

Dissertation defenses are oral and open to the public. Students will be informed of the outcome immediately following the defense. Possible results of the defense are as follows:

- Successful: The candidate passed the defense. All members sign the candidacy form.
- Successful, Pending Revisions: The committee requires the incorporation of specified revisions in the text. When this has been done to the satisfaction of the advisor (or, if the committee so specifies, to the satisfaction of each member of the committee), the chairperson and members who have not signed the form will sign the form.
- Unsuccessful: The candidate did NOT pass the defense. The chairperson will summarize the committee recommendations in a letter to the candidate and will forward a copy to the School of Graduate Studies within three days of the examination.

Master of Arts in Musicology
Degree Checklist
(30 credits)

Introduction to Music Research (3 credits)

_____ 16:700:501 *Must be taken in the first semester of enrollment. MA students in musicology will be allowed to take other proseminars simultaneously.*

Current Issues in Musicology (3 credits)

_____ 16:700:502

4 Proseminars in Musicology (4 courses; 12 credits) *Must all be on different topics.*

_____ 16:700:519

_____ 16:700:519

_____ 16:700:520

_____ 16:700:520

Introduction to Ethnomusicology (3 credits)

_____ 16:700:503

Studies in Analysis (3 credits)

_____ 16:700:525/526

Elective (3 credits)

_____ (selected from list below)

- Additional course in musicology. Options include, but are not limited to, the following:
 - Additional Proseminar in Musicology (16:700:519/520), on topic not covered by the other Proseminars taken by the student
 - Proseminar in Performance Practice (16:700:567/568)
- Additional course in music theory:
 - Student may elect Studies in Analysis (16:700:525/526) for a second time, if the course is given on a different topic
- Seminar in another academic department at Rutgers, subject to the approval of the faculty
- (In the second year of enrollment only) Seminar at another institution in the Inter-University Doctoral Consortium, subject to the approval of the faculty

Master's Project (3 credits)

_____ 16:700:603

Foreign Language Proficiency Two relevant to student's research, as approved by faculty

_____ Language 1

_____ Language 2

Terminal MA Students
Comprehensive Examinations

_____ Take-Home Essay

_____ Oral Exam

Students continuing on to PhD
Qualifying Examination

_____ Proctored Musical Object ID Exam

_____ Three Proctored Essay Exams

_____ Take-Home Essay Exam

_____ Oral Exam

PhD in Musicology (for students who completed their MA at Rutgers)

Degree Checklist

(24 graduate credits + 24 research credits, in addition to 30 credits from the MA)

Initial Coursework

It is recommended that two of the courses required for the PhD (6 credits) be taken during the second year of enrollment in the MA program.

Qualifying Examination

_____ Written Exam

_____ Oral Exam

_____ Take-home Exam

Seminars in Musicology (2 courses; 6 credits) *Must be on two different topics, different from the Proseminars taken for the MA*

_____ 16:700:619/620

_____ 16:700:619/620

Electives from the following “Category A” courses (2 courses; 6 credits)

-
- Additional (16:700:619/620) on topics not covered by the other Seminars yet taken
 - Proseminars in Performance Practice (16:700:567/568)
 - Courses in musicology not listed above
 - Seminars in another academic department at Rutgers, or at another institution in the Inter-University Doctoral Consortium, subject to the approval of the faculty

Electives from the following “Category B” courses (2 courses; 6 credits)

-
- Studies in Analysis (16:700:525/526) – Students may take this course twice, if the courses are given on a different topic from the previous time the student took it.
 - Other courses in music theory

Elective in Category C (1 course; 3 credits)

-
- Seminar in another academic department at Rutgers, or at another institution in the Inter-University Doctoral Consortium, subject to the approval of the faculty. (must be a different course from those used to fulfill the elective “Category A” requirement above.)
 - Course in music performance worth 3 credits, or multiple courses in music performance worth a combined total of 3 credits

Independent Study (1 course; 3 credits)

_____ 16:700:601/602

Foreign Language Proficiency

_____ One other language relevant to the student’s research interests, as approved by the faculty, in addition to the two required for the MA

Dissertation

_____ Proposal Defense

_____ 16:700:701/2 Research in Music (24 credits)

_____ Dissertation Defense

Sample 9-Semester Registration Schedule for Combined MA/PhD in Musicology

(The actual distribution of courses in each semester depends on course offerings.)

MA

<p>YEAR 1 Fall (9 credits) Introduction to Music Research (3 credits) Studies in Analysis (3 credits) Proseminar in Musicology (3 credits)</p>	<p>YEAR 1 Spring (9 credits) Current Issues in Musicology (3 credits) Proseminar in Musicology (3 credits) Elective (3 credits)</p>
<p>YEAR 2 Fall (9 credits) Introduction to Ethnomusicology (3 credits) Proseminar in Musicology (3 credits) Master's Project (3 credits)</p>	<p>YEAR 2 Spring (9 credits) Proseminar in Musicology (3 credits) Elective—Category B (3 credits)* Elective—Category A (3 credits)*</p>

*Course not required for terminal MA. Credits count toward the coursework requirements for the PhD.

End of summer after Year 2: Qualifying Examination

PhD

<p>YEAR 3 Fall (9 credits) Seminar in Musicology (3 credits) Elective—Category A (3 credits) Elective—Category B (3 credits)</p>	<p>YEAR 3 Spring (9 credits) Seminar in Musicology (3 credits) Elective—Category C (3 credits) Independent Study (with intended dissertation advisor) (3 credits)</p>
<p>YEAR 4 Fall (9 credits) 9 Research Credits</p>	<p>YEAR 4 Spring (9 credits) 9 Research Credits</p>
<p>YEAR 5 Fall (6 credits) 6 Research Credits</p>	

PhD in Musicology (for students who hold an MA from another institution)

Degree Checklist

(24 + 6 Master's-level credits + 18 graduate credits + 24 research credits)

Transfer Credits

_____ 24 credits transferred from MA or equivalent

Initial Coursework (2 courses; 6 credits)

_____ 16:700:501 Introduction to Music Research (*Must be taken in the first semester. PhD students in musicology will be allowed to take other seminars simultaneously.*)

_____ 16:700:502 Current Issues in Musicology

Qualifying Examination

_____ Written Exam

_____ Oral Exam

_____ Take-home Exam

Seminar in Musicology (2 courses; 6 credits) *Must be on two different topics.*

_____ 16:700:619/620

_____ 16:700:619/620

Introduction to Ethnomusicology (1 course; 3 credits)

_____ 16:700:503 *With faculty approval, student may substitute an elective for this course.*

Elective from the following "Category A" courses (1 course; 3 credits)

- Additional (16:700:619/620) on topics not covered by the other seminar yet taken
- Proseminars in Performance Practice (16:700:567/568)
- Courses in musicology not listed above
- Seminars in another academic department at Rutgers, or at another institution in the Inter-University Doctoral Consortium, subject to the approval of the faculty

Electives from the following "Category B" courses (1 course; 3 credits)

- Studies in Analysis (16:700:525/526)
- Other course in music theory

Independent Study (1 course; 3 credits)

_____ 16:700:601/602

Foreign Language Proficiency

_____ One other language relevant to the student's research interests, as approved by the faculty, in addition to the two required for the MA

Dissertation

_____ Proposal Defense

_____ 16:700:701/2 Research in Music (24 credits)

_____ Dissertation Defense

Sample 6-Semester Registration Schedule - Musicology PhD with non-Rutgers MA
 (The actual distribution of courses in each semester depends on course offerings.)

<p>YEAR 1 Fall (9 credits) Introduction to Music Research, or elective by permission (3 credits) Seminar in Musicology (3 credits) Elective—Category A (3 credits)</p>	<p>YEAR 1 Spring (9 credits) Current Issues in Musicology, or elective by permission (3 credits) Seminar in Musicology (3 credits) Elective—Category B (3 credits)</p>
<p>End of summer after Year 1: Qualifying Examination</p>	
<p>YEAR 2 Fall (9 credits) Introduction to Ethnomusicology, or elective by permission (3 credits) Independent Study (with intended dissertation advisor) (3 credits) 3 Research Credits</p>	<p>YEAR 2 Spring (9 credits) 9 Research Credits</p>
<p>YEAR 3 Fall (9 credits) 9 Research Credits</p>	<p>YEAR 3 Spring (3 credits) 3 Research Credits</p>

7.9 Programs in Music Theory

The Department of Music at Rutgers offers MA and PhD degrees in music theory. Students may enroll in the Master of Arts in Music Theory as terminal students (who finish with an MA degree) or with the intention of continuing onto the PhD.

These academic programs enable students to take advantage of both the professional conservatory setting within the Mason Gross School of the Arts and the broad, humanistic environment of a major research university. Classes in research methods and current issues in music theory are supplemented by seminars open to musicologists, music theorists, composers and performers. The program fosters the development of interdisciplinary perspectives and critical thinking on music of diverse traditions, and the exploration of various analytical methods germane to the repertoire. Music theory students are encouraged to take courses in musicology, performance practice, and in other departments throughout the university as appropriate to their research interests.

Additionally, through the [Inter-University Doctoral Consortium](#), students may take courses at Princeton, Columbia, CUNY, NYU, the New School, Stony Brook, and Fordham. The Rutgers music theory program prepares students to become active members of the professional academic community as well as independent thinkers who will challenge the field's intellectual conventions.

A full explanation of the vision, learning goals, and assessment procedures for the MA/PhD programs can be found online at <http://www.masongross.rutgers.edu/music/ma-phd>

The following information relates to the Master of Arts and PhD degrees in Music Theory. Further information about these degree requirements should be obtained from the Music Theory faculty.

7.9.1 Coursework

Required seminars on research methods are offered regularly. Theory seminars cover all major areas of the profession, including Schenkerian analysis, neo-Riemannian theory, post-tonal theory, perception and cognition, and rhythm studies, in addition to current topics in music theory. These seminars are designed both to expose students to current research in the particular area of the seminar and to impart skills in analysis, critical thinking, research, writing, and oral presentation. Students will benefit from a particularly rich array of post-1900 topics, as the faculty's research interests encompass atonal music, popular music, Chinese opera, cultural synthesis in contemporary music, American ultra-modern music, and women and gender studies.

7.9.2 Professional Opportunities

Graduate students are encouraged to pursue professional opportunities during their tenure at Rutgers. They may present their work-in-progress at meetings of the [Rutgers University Musicological Society \(RUMS\)](#), which also provides opportunities for leadership. Teaching and assistant teaching positions offer valuable classroom experience under the guidance of experienced faculty. The faculty guide students through the process of submitting appropriate work to professional conferences and journals, and students may apply for funds for conference travel. Rutgers students enjoy access to a number of consortium libraries and research facilities. The [Performing Arts Library](#) is an outstanding research facility and supports many online music and scholarly resources.

7.9.3 Master of Arts in Music Theory Requirements

MA and MA/PhD students must pass the comprehensive exam and complete a Master's Project.

7.9.3.1 MA in Music Theory Comprehensive Exam

The comprehensive exam is to be taken in its entirety at the end of the student's third semester of MA study. Only one retake of a given section is permitted, which must be taken the following semester. Failure to pass any section of the exam on the retake is grounds for dismissal from the program. The theory comprehensive exam consists of a proctored exam and a take-home analysis.

Proctored Exam

This proctored of the comprehensive exam is taken over two days. It consists of four sections, each of which takes three hours:

- **Score excerpts:** Five scores are provided. Instructions: "Discuss in detail the most important characteristics of each excerpt. Assign each work to a specific historical period (with an approximate date), indicate the likely genre, and suggest a likely composer." This test is identify administered on the morning of the first day of comprehensive exam testing.
- **Analysis (tonal or post-tonal):** The student will be asked to give detailed answers to questions about a given tonal or post-tonal piece. A score and recording will be provided, as well as staff paper. Students may write on the score, which must be returned with the exam. It is encouraged that students use the staff paper to illustrate analytical points. This test is administered on the afternoon of the first day of comprehensive exam testing
- **Essays (2 sections):** Students are given two envelopes, each containing two essay questions. Students must answer one essay question from each envelope. This test is administered on the second day of comprehensive exam testing.

Take-Home Analysis

The take-home portion of the comprehensive exam consists of an analysis that will address the area (tonal or post-tonal) remaining from above. It is done over a three-day period, should be about 1500 words in length, and requires analytical, historical, and stylistic discussion of the work.

7.9.3.2 Master's Project

In addition to the comprehensive exam, master's students must write a substantial essay (normally 40-50 pages long), done over the course of the student's third and fourth semester under the supervision of an advisor in the theory department. Students should register for 16:700:602/603 (Master's Project), normally in their third semester of coursework. The essay should involve some original research, engage with pertinent literature, and include detailed discussion of the relevant repertory.

Students also have the option of submitting their essay to the Graduate School as a formal master's thesis. In this case, the essay must be approved by the full theory faculty. Students

should register for 16:700:602/603 and inform the theory faculty of their intention to formalize the paper and deposit it with the Graduate School.

7.9.3.3 Foreign Language Requirement for the MA in Music Theory

The MA Degree in Music Theory requires a reading knowledge and proficiency of German. Information about satisfying the Foreign Language Requirement is in section [7.2.2 Foreign Language Proficiency Requirements](#).

7.9.3.4 Necessary Forms for MA Students

After completion of the Comprehensive Exams MA students must complete the Diploma Application Form as well as the Master of Arts Candidacy Form. These forms can be obtained through the School of Graduate Studies.

7.9.4 PhD in Music Theory Requirements

PhD students (entering with a master's degree) must pass the comprehensive exam; pass the qualifying exam; prepare and defend a dissertation proposal; and prepare and defend a dissertation.

MA/PhD students, having passed the comprehensive exam and completed a Master's Project, must pass the qualifying exam; prepare and defend a dissertation proposal; and prepare and defend a dissertation.

7.9.4.1 Transfer of Credit for Students with MA Degrees from Other Institutions

Students entering the PhD in Musicology program with a graduate degree from another institution should transfer 24 credits from their Master's degree after completion of 9 credits of graduate level coursework with grades of B or better. The transfer is done by means of the [SGS Transfer of Credit Application](#), which should, along with an official final transcript from the previous institution, be submitted to the SGS Academic Program Coordinator. If the faculty determines that fewer than 24 credits can be transferred from the student's MA, the student will be required to take additional credits (more than 6) at the master's level before formal admission to the PhD.

7.9.4.2 PhD in Music Theory Comprehensive Exam

PhD students entering with an MA from another institution must take the comprehensive exam in its entirety at the end of their first semester of PhD study. Only one retake is permitted, which must be taken in the following semester. Failure to pass any section of the exam on the retake is grounds for dismissal from the program.

The theory comprehensive exam consists of a proctored exam and a take-home analysis:

Proctored exam

This portion of the comprehensive exam is taken over two days. It consists of four sections, each of which takes three hours:

- **Score excerpts:** Five scores are provided. Instructions: "Discuss in detail the most important characteristics of each excerpt. Assign each work to a specific historical period (with an approximate date), indicate the likely genre, and suggest a likely composer." This test is identify administered on the morning of the first day of comprehensive exam testing.

- **Analysis (tonal or post-tonal):** The student will be asked to give detailed answers to questions about a given tonal or post-tonal piece. A score and recording will be provided, as well as staff paper. Students may write on the score, which must be returned with the exam. It is encouraged that students use the staff paper to illustrate analytical points. This test is administered on the afternoon of the first day of comprehensive exam testing
- **Essays (2 sections):** Students are given two envelopes, each containing two essay questions. Students must answer one essay question from each envelope. This test is administered on the second day of comprehensive exam testing.

Take-home analysis

The take-home analysis will address the area (tonal or post-tonal) remaining from above. It is done over a three-day period, should be about 1500 words in length, and requires analytical, historical, and stylistic discussion of the work.

7.9.4.3 PhD Qualifying Examination

The qualifying exam should be taken within one semester of completing the PhD coursework (normally the fifth semester of PhD study). Only one retake is permitted, which must be taken in the following semester. Failure to pass any section of the exam on the retake is grounds for dismissal from the program.

Students should begin registering for research credits in the same semester as the initial qualifying exam is taken.

The theory qualifying exam consists of three components:

1. **Oral Analysis:** This exam will be one hour long and is usually administered during reading days. One week before the oral analysis, students are sent a piece (tonal or post-tonal) to analyze. In addition to doing original analysis, students may prepare by reading published scholarship about the piece, but students may not consult with other students taking the same exam. Students may bring notes and marked scores to the exam. At the start of the exam, students will be asked to give a summary presentation of the piece.
2. **History of Theory:** This exam is three hours long and is administered occur during reading days. Students answer one question from a choice of two. The questions focus on theorizations of tonal-music structures or on connections/comparisons between different tonal-music theoretical traditions, with an emphasis on pre-20th-century theory (but not necessarily excluding theory written since 1900).
3. **Field Exam:** This exam has several stages:
 - a. First, students select two of the following topics: 1) Schenker; 2) set/serial theory; 3) transformation theory; 4) semiotics/hermeneutics; and 5) *Formenlehre*. Alternatively, students may design one or two other topics in consultation with and upon approval of the theory faculty.
 - b. Next, students develop bibliographies for each of your two topics. Each bibliography should contain around 30 works which the student believes to be the most significant to the field, including at least 5 book-length works (monographs,

essay collections, translations, etc.). Book chapters should not be given as individual entries unless the larger work as a whole is not appropriate to list. Alternative designs of the bibliographies may be possible.

- c. Bibliographies should be submitted to the faculty at the end of the semester preceding the semester in which the student is intending to take the qualifying exam (normally at the end of the fourth semester of PhD study). It is recommended that students submit drafts to faculty for feedback before this. Students will receive faculty approval of your bibliographies by the start of the following semester.
- d. Finally, at the end of the semester in which the student will take the qualifying exam (exact date to be determined), students are be given a question related to one of your two topics and bibliographies. Students have one week to write a 20-page paper that answers the question as originally as possible in as or (i.e. not simply retransmitting ideas from existing scholarship).

Possible results of the Qualifying Examination are as follows:

- Successful: acceptance to candidacy
- Unsuccessful
- Decision Deferred: The committee is in temporary adjournment until the student revises or retakes all or part of the examination as indicated by the committee. When this has been done to the satisfaction of the committee, a final decision will be imparted

7.9.4.4 Dissertation Proposal

Upon passing the qualifying exam (or sooner), candidates should seek out a faculty advisor with whom they wish to work on the dissertation. Students working on the dissertation enroll in 16:700:701 Research in Music. Within one year of passing the qualifying exam, candidates should submit a dissertation proposal. The dissertation proposal should be roughly 20 double-spaced pages, excluding the bibliography. The proposal should generally include:

1. Working title of the dissertation
2. General statement
 - A description of the topic, including a brief explanation of its historical and/or biographical context
 - An explanation of the purpose of the project and its value to scholarly research
3. State of research
 - A discussion of the current state of research in the chosen field
 - A bibliography of relevant literature
4. Approach
 - An explanation of the research plan and methodology for the project
 - A provisional table of contents, with a brief explanation of the substance and purpose of each chapter
5. Writing sample

- A brief sample (2-5 pages) of the kind of work to be undertaken in the main body of the dissertation. The exact contents will vary according to the topic and methodology. Some examples include but are not limited to: musical analyses; graphs or charts with interpretive commentary; and mathematical or other computations with explanatory commentary.

7.9.4.5 Dissertation Proposal Defense

The candidate and the advisor should identify two other faculty members who agree to join the dissertation proposal committee. Once the dissertation proposal is completed and has been approved by the advisor, the candidate should provide a copy of the proposal to the other two committee members. This should occur at least four weeks before the dissertation proposal defense.

The candidate is responsible for scheduling the dissertation proposal defense at a time convenient for all three committee members. The defense will last approximately one hour, consisting of discussion between the candidate and the committee members.

The candidate will be notified of the results immediately after the defense. The possible outcomes are: accepted; accepted with revisions; and not accepted.

7.9.4.6 Dissertation

The dissertation is an extensive paper (normally 250 or more double-spaced pages, excluding front matter and bibliography) in which the candidate presents original scholarly research in the area identified in the dissertation proposal. The dissertation is written under the direction of the dissertation advisor.

7.9.4.7 Dissertation Committee

The candidate and the advisor should identify at least three persons who agree to serve as readers. At least two of the readers should be faculty members, and at least one reader should be outside the Graduate School. The outside reader may be a faculty member or, in consultation with the advisor, may be a person otherwise qualified to serve as a reader in relation to the topic of the dissertation. The dissertation committee consists of the advisor and the readers.

7.9.4.8 Dissertation Defense

Once the dissertation is completed and has been approved by the advisor, the candidate should provide a copy of the dissertation to the other members of the committee. This should occur at least four weeks before the dissertation defense.

The candidate is responsible for scheduling the dissertation defense at a time convenient for all committee members. The dissertation defense will last one to two hours, consisting of discussion between the candidate and the members of the committee.

The candidate will be notified of the results immediately after the defense. The possible outcomes are: accepted; accepted with revisions; and not accepted.

7.9.5 Foreign Language Proficiency

MA Students must demonstrate proficiency in German. PhD students must, in addition to German, demonstrate proficiency in either French, Italian, or Latin. Information about satisfying

these language proficiency requirements is in section [7.2.2 Foreign Language Proficiency Requirements](#).

Master of Arts in Music Theory
Degree Requirements Checklist
(30 credits)

Required Theory Courses (5 courses; 15 Credits)

- _____ 16:700:501 Introduction to Music Research
- _____ 16:700:504 Current Issues in Music Theory
- _____ 16:700:571/2 Schenkerian Analysis
- _____ 16:700:573/4 Twentieth-Century Theory
- _____ 16:700:525/6 Studies in Analysis

History Courses (6 credits)

- _____ 16:700:519/520 Proseminar in Musicology
- _____ 16:700:_____ or 08:702:_____ Any music history elective

Other Electives (2 courses; 6 credits)

- _____ 16:700:_____ or 08:702:_____
- _____ 16:700:_____ or 08:702:_____

Master's Project (3 credits)

- _____ 16:700:603 Master's Project

Foreign Language Proficiency – German

- _____ Foreign Language Exam

Comprehensive Examination

- _____ Excerpt Exam
- _____ Analysis Exam
- _____ Essays Exam (2)
- _____ Take-home Analysis

PhD in Music Theory
Degree Requirements Checklist
(24 + 6 Master's-level credits +24 graduate credits + 24 research credits)

Transfer Credits

_____ 24 credits transferred from MA or equivalent

Initial Courses (to be counted in coursework below)

Students must take two of required courses from the list below, as offered in the student's first semester.

Comprehensive Examination

_____ Excerpt Exam
_____ Analysis Exam
_____ Essays Exam (2)
_____ Take-home Analysis

PhD Interview

_____ Interview with Music Theory faculty

Coursework (8 courses; 24 credits)

_____ 16:700:541 Special Topics in Theory/Analysis
_____ 16:700:542 Special Topics in Theory/Analysis
_____ 16:700:652 Topics in the History of Music Theory
_____ 16:700:651 History of Music Notation (recommended elective)
_____ 16:700:_____ Elective
_____ 16:700:_____ or 08:702:_____ Elective
_____ 16:700:_____ or 08:702:_____ Elective
_____ 16:700:_____ or 08:702:_____ Elective

Foreign Language Proficiency (Two languages, German to be completed at MA level):

_____ German
_____ Italian, French or Latin

Qualifying Examination

_____ Oral Analysis
_____ History of Theory
_____ Field Exam

Oral Follow-up Exam

_____ Oral Follow-up Exam

Dissertation

_____ Dissertation Proposal Defense
_____ 16:700:701/2 Research in Music (24 credits)
_____ Dissertation Defense

7.10 Programs in Composition

The MA and PhD programs in composition enable students to take advantage of both the professional conservatory setting within the Mason Gross School of the Arts and the broad, humanistic environment of a major research university, all within the radius of New York City's bustling new-music scene. Performance opportunities abound, as composers are able to recruit undergraduate and graduate students in the school's large performance program, as well as receive readings from the [Rutgers Symphony Orchestra](#). Additionally, student composers regularly receive performances from the resident new-music ensemble [HELIX!](#), [The Rutgers Percussion Ensemble](#), and through other opportunities.

A full explanation of the vision, learning goals, and assessment procedures for the MA/PhD programs can be found online at <http://www.masongross.rutgers.edu/music/ma-phd>

The following information pertains to the Master of Arts and Doctor of Philosophy degrees in Composition. At the time of this handbook's publication, components of the Composition requirements are being rewritten. Therefore, it is necessary that students obtain the most up-to-date requirements from the Composition Faculty, though students may follow any old requirements if they have begun their degree before the establishment of new requirements.

7.10.1 Coursework

Private instruction in composition is supplemented by musicology, theory, and performance-practice seminars; graduate students will benefit from a particularly rich array of post-1900 topics, as the theory faculty's research interests encompass atonal music, popular music, ultra-modern music, contemporary Chinese composers, cultural synthesis in music, and women and gender studies. Graduate students may also take courses in other departments throughout the university as appropriate to their research interests; PhD students may enroll in classes at Princeton, Columbia, CUNY, NYU, the New School, Stony Brook, and Fordham through the [Inter-University Doctoral Consortium](#). Undergraduate and graduate composers are required to participate in the composer's practicum, in which students share their in-progress pieces, collaborate with members of the art & design, dance, film, and theater programs, and attend lectures by visiting composers. The practicum also covers issues of notation, score preparation, compositional form, parameters and concepts in musical language, pre-compositional models and structures, professional development and affiliations, compositional collegiality, rehearsal techniques, and other practical issues for the contemporary composer.

7.10.2 Master's Project

Terminal MA students will prepare a portfolio of pieces composed while in residency. The format of the portfolio is determined by the student and their composition teacher. At least two of the included pieces need to be performed and/or recorded. The portfolio is submitted to the entire faculty for review by April 1 for May graduation or November 1 for January graduation. Three members of the SGS Music Faculty will evaluate the portfolio within two weeks of receipt.

Possible results of the Master's Project are as follows:

- Successful
- Unsuccessful
- Decision Deferred: The faculty provides the student additional time to augment their portfolio with additional compositions. When this has been done to the satisfaction of the faculty, a final decision will be imparted.

7.10.3 Written Comprehensive Examination

The comprehensive examination is taken over two days; it consists of three sections, each of which takes three hours: For students enrolled in Terminal MA and MA/PhD programs, the exam is to be taken in its entirety at the end of the student's third semester of study: December (if first enrolled in the Fall) or May (if first enrolled in the Spring). For students enrolled in the PhD program, the exam is to be taken at the end of the first semester of study. For part-time students, the exam should be taken after they have completed an equivalent number of credit hours. The comprehensive exam will be evaluated by three members of the School of Graduate Studies (SGS) Music Faculty within four weeks.

1. **Musical Styles:** For each musical style, students should be able to provide a brief (2–4 sentence) description of the style, including approximate dates. Students should then describe one of the most prominent composers of that style and how their music fits in, citing at least 2 specific pieces. A list of musical styles will be distributed to students. 10 styles from this list will be selected for the exam.
2. **Tonal Analysis:** Students will be asked to give detailed answers to questions about a given tonal piece. A score and recording will be provided. Students may write on the score, which must be returned with the exam.
3. **Essay:** Students are given two essay questions. They must choose one out of the two questions to answer.

Possible results of the Comprehensive Examination are as follows:

- Successful
- Unsuccessful
- Decision Deferred: The faculty is in temporary adjournment until the student revises or retakes all or part of the examination as indicated by the faculty. When this has been done to the satisfaction of the faculty, a final decision will be imparted.

7.10.4 Transfer of Credit for PhD Students with MA Degrees from Other Institutions

Students entering the PhD in Musicology program with a graduate degree from another institution should transfer 24 credits from their Master's degree after completion of 9 credits of graduate level coursework with grades of B or better. The transfer is done by means of the [SGS Transfer of Credit Application](#), which should, along with an official final transcript from the previous institution, be submitted to the SGS Academic Program Coordinator. If the faculty determines that fewer than 24 credits can be transferred from the student's MA, the student will be required to take additional credits (more than 6) at the master's level before formal admission to the PhD.

7.10.5 PhD Qualifying Examination

The PhD Qualifying Exam consists of two components: **Take-Home Essays (2)** and **Oral Examination**. Students will take this exam in its entirety in their 4th semester of enrollment (or equivalent credit hours): May (if first enrolled in the Fall) or December (if first enrolled in the Spring). One retake will be permitted. A failing grade on the retake will result in dismissal from the program. The examining committee will consist of four members of the SGS Music Faculty.

7.10.5.1 Take-Home Essays (2)

The student will be required to write two essays during a four-day period. Each essay should be 2,500–3,500 words in length, double-spaced (including notes but excluding bibliography) and should cite appropriate scholarly sources and include a complete bibliography. The four-day period will begin at an agreed-upon time during the first week of the exam period of the student's 24th credit of classes, when the student will receive their two questions via email. Students will need to submit their essays via email to their committee and Graduate Advisor at the end of the four-day period.

The selection of topics shall proceed as follows:

- The student is asked to devise 6 topics for the exam. Three should address issues pre-1945; three should be related to contemporary musical practice (post-1945). The student should consult with faculty about good potential topics. The student must submit these topics to the examining committee by the last day of classes the semester before the exams are to be taken.
- During the university exam period following the submission of topics, the examining committee selects the final topics from the student's 6, substituting up to 3 of our own (assuming no major problems in the topics proposed by the student). The student will be notified of the final 6 topics by the last date of grade submission for the university exam period.
- The examining committee will devise two take-home essay questions based on the final 6 topics. These questions will be emailed to the student at the beginning of the four-day examination period.

7.10.5.2 Oral Examination

The oral examination will be scheduled approximately one week after the take-home essay portion of the exam has been completed, as allowed by schedules of the student and the examining committee. Students should print out and bring the [PhD Candidacy Form](#) to the Oral Examination.

The oral examination will consist of two parts:

- **Analysis Presentation:** The student will prepare a formal oral presentation on the analysis of a post-tonal composition. This composition will be selected by the faculty and provided to the student one week before the oral examination. The presentation should be 30 minutes. Slides, musical examples, and/or handouts are encouraged.

- Oral Defense (including a defense of the analysis presentation and take-home essays): Following the Analysis Presentation, the examining committee will ask students to defend and elaborate on the Analysis Presentation as well as the take-home essays. In addition, the committee may ask new questions about any of the six original topics.

Students will be informed of the outcome of the entire examination immediately following the oral exam. Possible results of the Qualifying Examination are as follows:

- Successful: acceptance to candidacy
- Unsuccessful
- Decision Deferred: The committee is in temporary adjournment until the student revises or retakes all or part of the examination as indicated by the committee. When this has been done to the satisfaction of the committee, a final decision will be imparted.

Students who pass the Oral Examination must bring the signed PhD Candidacy Form to the SGS Dean's Office at 25 Bishop Pl.

At the discretion of the committee, the student may be offered the opportunity to earn a terminal MA degree upon completion of the required 30 credits and a master's project.

7.10.6 PhD Dissertation

The scope of the dissertation is determined in advance by the student and a faculty advisor once the general area of a potential dissertation topic is decided. The dissertation project for students in composition has two components:

1. A large-scale composition
2. A written document. There are two options for the written document portion of the dissertation:
 - a. Writing on the student's own work. Students will provide an analysis of their composition and contextualize it in the broader musical field in a research-based paper.
 - b. Writing a research paper on a separate topic from their composition. If this option is chosen, a short analysis of the student's own work will be required.

7.10.6.1 Dissertation Committee

Dissertation committees must be appointed immediately before or shortly after the student has been accepted to candidacy. After consultation with the student, with the student's proposed chairperson, and the SGS Academic Program Coordinator, the latter will appoint the committee. The PhD dissertation committee must consist of a minimum of four members, chaired by a full member of the School of Graduate Studies. Composition dissertation committees may be co-chaired by a member of a composition faculty and a member of either the musicology or music theory faculty. One of the committee members must be from outside the program and should be chosen in consultation with the SGS Academic Program Coordinator. If the outside committee member is not a member of the Graduate Faculty, the Academic Program Coordinator must immediately inform the Office of the Dean of the School of Graduate Studies of the name and

address of the person appointed. If the outside member does not hold a Doctoral degree, then a copy of her/his CV must be submitted for the Dean's approval. Substitutions in committee membership, once it has been formed, are the responsibility of the SGS Academic Program Coordinator and will be allowed only if a member is unable to serve or if a student's dissertation topic changes, requiring a new dissertation director and/or modification of the committee. In cases other than these, approval for a change in committee membership rests with the Dean of the School of Graduate Studies. If a member of a student's committee leaves the University, s/he may continue to serve on the committee with the approval of the SGS Academic Program Coordinator.

7.10.6.2 PhD Dissertation Proposal Defense

The dissertation proposal is a written document consisting of the following components:

1. A 1,7500-2000-word paper (7-10 pages) including the following sections: Literature Review, Thesis, Methods of Analysis, and Approaches
2. A 250–500-word description of original composition (1-2 pages)
3. Comprehensive bibliography of sources relevant to the student's paper topic and their original composition

The dissertation proposal is written under the direction of the student's advisor and submitted by the beginning of the student's fifth semester of study, at least one month prior to the dissertation proposal defense. It is the student's responsibility to schedule their dissertation proposal defense in consultation with the members of the committee and the Graduate Advisor.

The completed and approved proposal should be distributed to the members of the committee at least four weeks prior to the defense. Faculty will respond to the student with requests for revisions at least two weeks prior to the defense.

The dissertation proposal defense will consist of a short (10-15 minutes) presentation on the student's paper topic and a short (10-15 minutes) presentation on the student's original composition.

Students will be notified of the outcome of their defense immediately after the defense.

Possible results of the dissertation proposal defense are as follows:

1. Successful: The candidate may proceed to working on the dissertation.
2. Successful, Pending Revisions: The committee requires the incorporation of specified revisions to the proposal. When this has been done to the satisfaction of the advisor (or, if the committee so specifies, to the satisfaction of each member of the committee), the candidate may proceed to working on the dissertation.
3. Unsuccessful: The proposal requires substantial revisions and requires the student to re-present the proposal to their committee.

7.10.6.3 Research in Music

Over the course of a student's period of work on the Dissertation, the student registers for 24 credits of 16:700:701/2 Research in Music.

7.10.7 Dissertation Defense

Students should expect that the advisor will require at least one month to read and evaluate a full draft of a dissertation. After the advisor has approved it, the rest of the committee will likewise need one month to read and evaluate it. This time must be taken into account as students work toward a graduation deadline.

The chairperson and all but one member of the committee must approve the dissertation regardless of the total number of members on the committee. In the case of two or more dissenting members, attempts should be made to reconcile differences at the program level. If a resolution of the differences is not possible, the dissertation must be judged unsatisfactory. Appeals may be referred to the Dean of the School of Graduate Studies.

All members of the committee should sign the PhD candidacy form. In the event that the outside member is unable to attend the defense, their written approval or disapproval of the dissertation, prior to the defense, will be an acceptable substitute for a signature on the form. If approval is not unanimous, a letter from the dissenting member(s), in which the reasons for disapproval are briefly indicated, must accompany the dissertation. This letter shall be addressed to the Dean of the School of Graduate Studies, and a copy sent to the SGS Academic Program Coordinator, all members of the committee, and to the student. It is strongly advised that approval of the completed dissertation and of the final examination be completed at the same time. In other words, the dissertation should be in essentially final form at the time of the public oral defense.

The final examination consists of an oral discussion by the candidate and the dissertation committee following the provisional completion of the dissertation. The committee chair and the defending student must be physically present at the final examination (e.g., presence by teleconference is not acceptable). Ideally, all voting members of the committee must be present at and participate in final examinations. In special circumstances, the School of Graduate Studies will allow up to two voting members to participate via electronic communication media such as speaker-phone or video-conference link. Students wishing to take advantage of this option should seek approval from the SGS Academic Program Coordinator.

Final examinations are oral and open to the public. Students will be informed of the outcome immediately following the defense. Possible results of the defense are as follows:

- Successful: The candidate passed the final examination. All committee members sign the candidacy form.
- Successful, Pending Revisions: The committee requires the incorporation of specified revisions in the text. When this has been done to the satisfaction of the advisor (or, if the committee so specifies, to the satisfaction of each member of the committee), the chairperson and members who have not signed the form will sign the form.

- Unsuccessful: The candidate did NOT pass the final examination. The chairperson will summarize the committee recommendations in a letter to the candidate and will forward a copy to the School of Graduate Studies within three days of the examination.

Students must bring the PhD Candidacy Form to the Dissertation Defense. The student should also fill out a Diploma Request Form in the semester during which he or she presents the dissertation defense.

7.10.8 Foreign Language Proficiency

MA and PhD students must demonstrate proficiency in either German, Italian, French, or another language with permission from the composition faculty. Information about satisfying the language proficiency requirement is in section [7.2.2 Foreign Language Proficiency Requirements](#).

Master of Arts in Composition
Degree Requirement Checklist
(30 graduate credits)

Introduction to Music Research (1 course; 3 credits)

_____16:700:501

Studies in Analysis (1 course; 3 credits)

_____16:700:525/526

Proseminar in Composition (4 courses; 12 credits)

_____16:700:531

_____16:700:531

_____16:700:532

_____16:700:532

Computer Composition (1 course; 3 credits)

_____16:700:515

Music History Elective (1 course; 3 credits) chosen from the following:

16:700:517 Historical Musical Styles

16:700:519-520 Pro-Seminar in Music History

08:702:550 Special Topics in Music History

Music Electives (2 courses; 6 credits) Chosen from the following:

16:700:504 Current Issues in Theory

16:700:522 Canon and Fugue

16:700:541/542 Special Topics in Music Theory and Analysis

16:700:571/572 Schenkerian Analysis

16:700:573/574 Twentieth-Century Theory

07:700:469 Interactive Computer Music

Master's Project (Terminal MA only)

_____Portfolio of pieces composed while in residency.

Foreign Language Proficiency (German, French, Italian, or other with area faculty approval)

_____Foreign Language proficiency exam

Comprehensive Examination

_____Musical Styles Exam

_____Analysis Exam

_____Essay Exam

PhD in Composition

Degree Requirements Checklist

(24 + 6 Master's-level credits + 18 graduate credits + 24 research credits)

Transfer Credits

_____ 24 credits transferred from MA or equivalent

Initial Lessons and Practicum (2 courses; 6 credits)

_____ 16:700:531 Pro-seminar in composition

_____ 16:700:532 Pro-seminar in composition

Comprehensive Examination

_____ Musical Styles Exam

_____ Analysis Exam

_____ Essay Exam

Coursework (6 courses; 18 credits)

_____ 16:700:501 Introduction to Music Research

_____ 16:700:631 Seminar in Composition

_____ 16:700:632 Seminar in Composition

_____ 16:700:573/574 Twentieth-Century Theory

_____ 16:700:515 Computer Composition

_____ 16:700___ or 08:702___ Any Graduate-level Theory or History course

Foreign Language Proficiency (German, Italian, French, or another with faculty approval)

_____ Foreign Language proficiency exam

Qualifying Examinations

_____ Oral Presentation of Post-tonal Analysis

_____ Take-Home Essay Exam (2 essays)

Dissertation

_____ Dissertation Proposal Defense

_____ 16:700:701/2 Research in Music (24 credits)

_____ Dissertation Defense

Graduate Course Listings

The following is a listing of all of the graduate-level courses offered by the School of Graduate Studies and the Mason Gross Department of Music. More detailed descriptions of these courses are available in the Graduate Catalog list of graduate courses, accessible online at http://catalogs.rutgers.edu/generated/mgsa_current/pg93.html.

Many of these courses are not offered every semester. For a list of courses offered in a given semester, please see the Online Schedule of Classes at <https://sis.rutgers.edu/soc/>

School 16 Courses

- 16:700:501 Introduction to Music Research (3 credits)
- 16:700:502 Current Issues in Musicology (3 credits)
- 16:700:503 Introduction to Ethnomusicology (3 credits)
- 16:700:504 Current Issues in Music Theory (3 credits)
- 16:700:509 **Music History Review (3 credits)**
- 16:700:511 Music Theory-Intensive Review (3 credits)
- 16:700:515,516 Sound Synthesis and Computer-Assisted Composition (3 credits)
- 16:700:517 The History of Musical Style (3 credits)
- 16:700:519,520 Proseminar in Music History (3 credits)
- 16:700:522 Canon and Fugue (3 credits)
- 16:700:525,526 Studies in Music Analysis (3 credits)
- 16:700:527 Studies in Opera (3 credits)
- 16:700:528 Studies in Choral Literature (3 credits)
- 16:700:529 Studies in Instrumental Ensemble Literature (3 credits)
- 16:700:530 Studies in Keyboard Literature (3 credits)
- 16:700:531,532 Proseminar in Composition (3 credits)
- 16:700:541,542 Special Topics in Music Theory and Analysis (3 credits)
- 16:700:551 Jazz Research and Analysis (3 credits)
- 16:700:567,568 Proseminar in Performance Practice (3 credits)
- 16:700:571-572 Schenkerian Analysis (3 credits)
- 16:700:573,574 Twentieth-Century Theory (3 credits)
- 16:700:601 Independent Study (by arrangement)
- 16:700:619,620 Seminar in Musicology (3 credits)
- 16:700:631,632 Seminar in Composition (3 credits)
- 16:700:652 History of Music Theory and Notation (3 credits)

School 08 Courses: Subject 702

- 08:702:502 Art Song Repertoire (3 credits)
- 08:702:506 Writing About Music (by arrangement)
- 08:702:507,508 Score Reading (1 credit)
- 08:702:509 Special Studies in Piano Repertoire I (2 credits)
- 08:702:510 Special Studies in Piano Repertoire II (2 credits)
- 08:702:511 Special Studies in Piano Repertoire III (2 credits)
- 08:702:513 Philosophical Foundations of Music Education (3 credits)
- 08:702:514 Graduate Research in Music Education (3 credits)
- 08:702:519,520 Jazz Historiography (3 credits)
- 08:702:521,522 Introduction to Graduate Studies in Jazz (3 credits)

08:702:523,524 Jazz History and Research (3 credits)
08:702:525-526 Seminar in Jazz Arranging and Composition (3 credits)
08:702:527,528 Advanced Improvisation (3 credits)
08:702:536 Cognitive Approaches to Music Learning Online (3 credits)
08:702:537 Behavioral Approaches to Music Learning Online (3 credits)
08:702:538 Proseminar in Music Education (3 credits)
08:702:541,542 Advanced Accompaniment Repertoire (2 credits)
08:702:543 Special Topics in Collaboration (1 credit)
08:702:550 Special Topics in Music History (3 credits)
08:702:551 Instrumental Literature: Winds, Brass, and Percussion (3 credits)
08:702:552 Orchestral Literature (3 credits)
08:702:553 Wind Literature (3 credits)
08:702:555 Business of Opera (1 credit)
08:702:572 Seminar in Choral Literature for Music Educators (3 credits)
08:702:577 Graduate Music History for Music Education Online (3 credits)
08:702:579 Musical Practices of the World for Music Education Online (3 credits)
08:702:600 Research in Music (by arrangement)
08:702:603,604 Lecture Recital Advisement (1 credit)
08:702:614 Graduate Research in Music Education (3 credits)
08:702:640 Doctoral Seminar in Music Education Curriculum (by arrangement)
08:702:643 Special Topics in Collaboration (by arrangement)
08:702:645,646 Special Studies in Advanced Solo Instrumental Repertoire (by arrangement)
08:702:647,648 Special Studies in Vocal Repertoire for Collaborative Piano (by arrangement)
08:702:701 Doctoral Research in Music Education (3 credits)
08:702:702 Dissertation Research in Music Education (by arrangement)

School 08 Courses: Subject 703

08:703:501 Helix: New Music Ensemble (1 credit)
08:703:502 Beginning Organ Skills (1 credit)
08:703:503 RU Baroque Players (1 credit)
08:703:505 Studio Accompaniment (1 credit)
08:703:506 Graduate Performance Lesson (by arrangement)
08:703:511,512 Kirkpatrick Choir (1 credit)
08:703:519,520 Chamber Jazz Ensemble (1 credit)
08:703:521,522 Jazz Ensemble (1 credit)
08:703:523,524 Orchestra (1 credit)
08:703:525,526 Percussion Ensemble (1 credit)
08:703:527,528 Brass Ensemble (1 credit)
08:703:533,534 Voorhees Choir (1 credit)
08:703:535 Graduate Diction: English (1 credit)
08:703:536 Graduate Diction: French (1 credit)
08:703:537 Graduate Diction: German (1 credit)
08:703:538 Graduate Diction: Italian (1 credit)
08:703:539,540 University Choir (1 credit)
08:703:543,544 Symphony Band (1 credit)
08:703:545,546 Orchestra/Wind Ensemble (1 credit)
08:703:547,548 Rutgers Sinfonia (1 credit)
08:703:549,550 Glee Club (1 credit)

08:703:553,554 Opera Workshop (1 credit)
08:703:555,556 Chamber Ensemble (1 credit)
08:703:557 Acting for Singers (2 credits)
08:703:558 Stage Movement for Singers (2 credits)
08:703:563,564 Conducting (3 credits) (First year M.M.)
08:703:575,576 Applied Major Lesson (3 credits) (First year M.M.)
08:703:599 Independent Study (by arrangement)
08:703:600 Advanced Performance Study (3 credits)
08:703:601 Performance Project (1 credit)
08:703:655,656 Chamber Ensemble (1 credit)
08:703:663,664 Conducting (3 credits) (Second year M.M.)
08:703:675,676 Applied Major Lesson (3 credits) (Second year M.M.)
08:703:699 Independent Study D.M.A. and AD (by arrangement)
08:703:701,702 Performance Study D.M.A. and AD (by arrangement)
08:703:703,704 Conducting Study D.M.A. and AD (by arrangement)
08:703:800 Matriculation Continued (0 credits)

Appendix

9.1 Graduation

There are several procedures related to graduation. Students who are graduating must complete and submit the [Online Diploma Application](#) as well as the applicable Candidacy Form (there are distinct candidacy forms for each degree program). It is important that students adhere to announced deadlines related to completing degree requirements and submitting forms.

9.1.1 Graduation Dates and Deadlines

There are three points throughout the year when students can officially graduate: October, January, and May. Each of these graduation periods has its own set of deadlines. The deadlines from the 2018-2019 academic year are listed below. Note that the specific dates may change for the coming year.

October Graduation

Online Diploma Application– October 1

Completion of Degree Requirements – October 1 (SGS); September 30 (MGSA)

Submission of Candidacy Form – October 3 (SGS); September 30 (MGSA)

January Graduation

Online Diplomas Application – January 6

Completion of Degree Requirements – January 13 (SGS); December 15 (MGSA)

Submission of Candidacy Form – January 11 (SGS); December 15 (MGSA)

May Graduation

Online Diploma Application – April 1

Completion of Degree Requirements – April 1 (SGS); April 15 (MGSA)

Submission of Candidacy Form – April 1 (SGS); April 11 (MGSA)

More detailed information regarding May graduation deadlines is below

9.1.2 Convocation and Commencement Ceremonies

The graduation ceremonies take place only in May. Students who graduate in October or January may participate in the graduation ceremonies the following May.

The Mason Gross School of the Arts Convocation takes place in the State Theater. In this ceremony, all graduates from the Music Department (MM, DMA, AD, MA, and PhD students) is recognized by name and DMA students are hooded on stage. Commencement awards are also presented to students at this ceremony.

The School of Graduate Studies Convocation takes place at the Louis Brown Athletic Center (RAC), Livingston Campus and recognizes by name students who graduate with the MA and PhD degrees. PhD students are hooded at this ceremony.

The University Commencement takes place at High Point Stadium, Busch Campus. This ceremony is for all graduates from all schools across the university. Students are not recognized by name in this ceremony.

9.1.3 Detailed Student Procedures for MA/PhD Students Graduating in May

1. All requirements must complete by April 15, including all coursework, papers, course requirements, exams, forms, etc. Students should go to http://gsnb.rutgers.edu/checklist_phd.php3 for a check-list of requirements. This includes format and instructions for the dissertation (for PhD).
2. By April 1, students should submit an online diploma application at <http://nbregistrar.rutgers.edu/grad/grad-dipl.htm>. Students should submit this application if there is any chance of graduating in May, even if students are uncertain. If one does not actually graduate at the end of the spring semester, the form should be completed every semester until graduation.
3. PhD candidates should make sure that the 24 credits from the Master's degree have been transferred. If not, the student should complete the Transfer of Credit Form, accessible online at <http://gsnb.rutgers.edu/resources/graduate-student-forms> or in the Front Office of Marryott Music Building. A final transcript from the Master's degree is required as part of the transfer processes. Students should submit three copies of the completed form and transcript and to the Graduate Advisor for a signature. The materials can then be sent by campus mail or delivered in person to the Graduate School office at 25 Bishop Place, College Avenue campus.
4. Students then complete the four-page Candidacy Form for the respective degree—MA or PhD available online at <http://gsnb.rutgers.edu/resources/graduate-student-forms> and are also printed in the appendix of this handbook.
 - a. MA candidates need signatures from the thesis advisor, from the members of the examining committee for the comprehensives, and the Graduate Advisor.
 - b. PhD candidates must, after passing the comprehensive and language exams, complete the form, which must be signed by the Graduate Advisor and members of the examining committee before being returned to the School of Graduate Studies. Before the scheduled defense of the dissertation, candidates must retrieve the candidacy from the School of Graduate Studies and bring it to the defense. Once passed, the committee (the primary advisor, two Rutgers faculty members in the field of study, one outside reader plus Graduate Advisor) will sign both the Candidacy Form and the title page of the dissertation.
5. Prior to the dissertation defense, PhD candidates and their advisor must provide the name and address of the outside reader to the Graduate Advisor. The Graduate Advisor will forward this information to the graduate school.
6. There are three graduation ceremonies for PhDs and MAs: the University commencement (for all graduating students of the university), the School of Graduate Studies commencement (for MAs and PhDs), and the Mason Gross commencement (for all music degrees). If intending to participate in any of the commencement ceremonies, students should rent or purchase a cap and gown from the University Bookstore. Most PhD students select the blue hood (for philosophy); the pink hood is for applied music degrees.

7. Tickets for the Mason Gross commencement ceremony are allotted by the Dean of Students in the Mason Gross School. Notification is sent through email to all students

9.1.4 Detailed Student Procedures for MM/DMA/AD Students Graduating in May

1. By April 1, students must complete the diploma application that is available online: <http://nbregistrar.rutgers.edu/grad/grad-dipl.htm>. Students must do this if there is any chance of graduating in May. If one does not actually graduate at the end of the spring semester, the form should be completed every semester until graduation.
2. By April 15, degree candidates need to complete and submit the Candidacy Form found in the appendix of this handbook. The completed form should be submitted to the Graduate Advisor.
3. MM, DMA, and AD candidates wishing to graduate in May must have completed all coursework, recitals, lecture-recitals, incompletes (for courses necessary for graduation), and all exams by April 15 at the latest.
4. There are two graduation ceremonies for MM, DMA, and AD candidates: The University commencement (for all graduating students) and the Mason Gross commencement (for all music degrees). If planning to participate in any of commencement ceremonies, students should purchase or rent graduation regalia from the university bookstore. The doctoral hoods for music degrees in Mason Gross are pink.
5. Tickets for the Mason Gross commencement ceremony are allotted by the Dean of Students in the Mason Gross School. Notification is sent through email from the Dean's office to all students.

9.2 Template for Lecture-Recital Document Title Page

[Title]
by
[Author]

Presented to the Faculty of the
Department of Music
in partial fulfillment of the requirements for the Doctor of Musical Arts degree.
Mason Gross School of the Arts
Rutgers, The State University of New Jersey
[Date]

Project Advisor

Signature

Primary Studio Teacher

Signature

Additional Reader

Signature

9.3 Forms

Note that most of these forms are multiple pages long. Make sure that you have completed them in their entirety.

The following forms are printed below in order:

Registration Course Request Form
Health Insurance For Part-Time Considered Full-Time
MGSA Transfer of Credit Form
SGS Transfer of credit
MGSA Reinstatement Form
Reduced Credit Form (SGS)
Reduced Credit Form (MGSA)
Curricular Practical Training Form
SGS Extension of Time Form
MGSA Graduate Extension of Program Application
SGS Application for Change of Degree Status
Master of Music Candidacy Form
Artist Diploma Candidacy Form
Doctor of Musical Arts Candidacy Form
Artist Diploma and Doctor of Musical Arts Candidacy Form
Master of Arts Degree Application
PhD Candidacy Form

Rutgers University – Course Request Form

Name: _____ RUID: _____

Address: _____

Email Address: _____ Phone: _____

School: _____ Class: _____ Major: _____

Term: Fall or Spring Year: _____

Please enter all information in the chart below according to the registration website: webreg.rutgers.edu
 (Special permission numbers must be obtained from the Advisor of Graduate Studies)

Course Title	School Number	Subject Number	Course Number	Section Number	Credit Hours	Registration Index #	Credits by arrangement	Credit Prefix
						Special Permission #		
Total Credits:								

Approval: Advisor of Graduate Studies _____

Date _____

Be sure to register for your approved courses at: <https://sims.rutgers.edu/webreg/>
 Schedule of classes can be found at: <https://sis.rutgers.edu/soc/#home/>



Request for Health Insurance for Graduate PT Students considered FT (2019-2020)

This form is required for Graduate Part Time (PT) Students (based on registered credits) considered Full Time (FT) by their department who want to enroll in the Student Health Insurance Plan (SHIP). If you have completed your course work and are working towards exams, research, dissertation etc, please check with your department to see if they consider you to be Full Time even though you are Part Time based on registered credits. This form may also be used by Terminal Masters students for your final semester **IF** you have been enrolled in the Full Time SHIP preceding your final semester.

Note: This form is not to be used by F and J Rutgers Sponsored Visa Students. These students will enroll online at www.universityhealthplans.com.

The rate for the FALL 2019 SHIP premium is \$967. Effective date 08/15/19 - 1/14/20 Deadline to enroll: Sept. 13, 2019

The rate for the SPG/SMR 2020 is \$1345. Effective date 1/15/20– 8/14/20 Deadline to enroll: January 31, 2020

Student must complete this form to enroll each semester.

Student

___ The premium will be added to your term bill. You may email the completed form to insure@rutgers.edu
If you have already paid your term bill, the premium will still be added. You can go online to submit payment.
If using a credit card to pay online, a convenience fee will be charged by Student Accounting.

PLEASE NOTE: You are enrolling in the SHIP under the FT premium rate but you are still considered PT based on registered credits. Even though, you have the FT policy, you may incur charges as a PT Student at Rutgers Student Health.

Department - Process a JE to GL string 900.1560.7772.0001.800.8328.40635.0000.000.00000
Description: PT-FT 2019-2020, Name of Department

After submission, you will receive an email in 7-10 business days to your Rutgers email address from UnitedHealthcare StudentResources advising you to print your card and/or use the Mobile App. For benefit details call 866-599-4427 or visit www.uhcsr.com.

Please print legibly.

[Student Name: Last: _____ First: _____ RU ID Number: _____]

Street Address: _____ APT #: _____

City: _____ State: _____ Zip code: _____

Rutgers email _____ Phone _____]

I certify that I am completing/have completed my course work but, considered full time by my department.

[Student Signature _____ Date: _____]

For Completion by Rutgers Graduate Program Director/Dean/Authorized Personnel: I certify that the above statement is accurate.

[Name of Department _____ Phone: _____]

(PRINT) Name of Graduate Program Director/ Dean/Authorized Personnel _____

Signature of Program Director/Dean/Authorized Personnel _____ Date _____]

MASON GROSS SCHOOL OF THE ARTS
Application for Graduate Transfer of Credit

This form is to be completed by the student and submitted to the Director of Graduate Program, together with an official transcript showing the courses for which the credit is requested: After the Graduate Director endorses the application, the application and transcript should be forwarded to the Office of the Dean. When approved, a copy and the accompanying transcript will be sent to the Registrar's office and another copy will be returned to the Graduate Director.

Note carefully the following: The maximum number of transfer credits toward a graduate degree is as follows: M.M.—6 credits, AD-3 credits, and DMA—3 credits (9 credits if from another doctoral level program). No undergraduate credit may be transferred, nor can ensemble or lesson credit. For the DMA, a transfer can occur only if the student took more than 4 academic courses during their M.M degree. A student must apply for transfer of credit after accumulating twelve (12) credits in graduate courses at Rutgers University. No transfer of credit will be granted for courses in which the student received a grade below B (in a letter grade system). Rutgers University does not allow online courses to be transferred. Any course for which the student requests transfer of credit must be evaluated by the Program Director and by the Dean of The Mason Gross School of the Arts

Name of Student: _____ RUID: _____ Date: _____

Graduate Program: _____ Date of Admission: _____

Summary of All Previous College Education:

<u>Institution</u>	<u>Location</u>	<u>Degree</u>	<u>Degree or Attendance Dates</u>

Transfer of Credit Requested:

<u>University</u>	<u>Title of Course</u>	<u>Course number</u>	<u>Credits</u>	<u>Grade</u>	<u>Semester/Year</u>

Total credits recommended for Transfer _____

Transcripts enclosed from: _____

Recommended by GPD _____ **Date** _____

Approved by the Dean: _____ **Date** _____



School of Graduate Studies

Office of the Dean · School of Graduate Studies
25 Bishop Place · New Brunswick · New Jersey 08901-1181
p. 848/932-7034 · f. 732/932-7407

APPLICATION FOR TRANSFER OF CREDIT

- Complete this form in **triplicate** (three copies).
- Submit for evaluation and signature by your Graduate Director.
- After your Director's approval, submit all three copies (signed) along with two transcripts to the School of Graduate Studies.
- Transcripts must be in English or an **official translation** must be also be provided.
- Upon approval, one copy will be forwarded to Records & Transcripts and another will be forwarded to your program.

Upon completion of **9 credits** of graduate level course work with grades of *B* or better, in the School of Graduate Studies as a matriculated student, your request will be evaluated.

Transfer of credit is allowed only for formal graduate level course work specifically related to the student's program of study in which grades of B or better were received. No credit may be transferred for thesis research work, course work done as independent study, or work in courses which were not graded. Grades of P, R, or S are eligible for transfer if equivalent to a grade of B or better and accompanied by a letter from the instructor of the course testifying to that equivalence.

Credit is not normally transferred for courses taken more than six years prior to the application for transfer of credit. Appeals for waiver of this time limit may be made by the graduate director, in writing, with a statement verifying the current level of the student's information on the subject or that the course material is still current.

No more than the equivalent of one year of course work may normally be transferred toward the Ph.D. (i.e., 24 credits). No more than 40% of the credits required for the Master's degree may be transferred from an outside institution.

Quarter credits will be converted to semester credits by reducing the total by 1/3 (i.e., 9 quarter credits = 6 semester credits).

NAME _____ RUID# _____

GRADUATE PROGRAM _____

DEGREE SOUGHT _____ CREDITS COMPLETED _____

<u>INSTITUTION</u>	<u>DATES ATTENDED</u>	<u>DEGREE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

REINSTATEMENT FORM FOR GRADUATE STUDENTS

All students in graduate degree programs must maintain status by registering each fall and spring semester in course work or with the approval of the graduate director, in "Matriculation Continued." (*only two semesters of matriculation continued are allowed). Students who fail to maintain continuous registration must apply for reinstatement if they are to continue in good standing. Such students will be charged a reinstatement fee of \$750 for each semester in which they failed to register.

Submit this form with appropriate fee for validation to:

University Cashier's Office
Records Hall
College Avenue
New Brunswick, NJ 08901

After the forms have been receipted, deliver three (3) copies to the Mason Gross Office of the Dean

Date _____

Full Name _____ Student ID No. _____

Current Address _____

Program (Department) _____ Degree Sought _____

Term and Year of Last Registration in the Mason Gross School of the Arts _____

List below, each of the Fall and Spring terms in which you **failed** to register.

1. _____ 2. _____ 3. _____ 4. _____ 5. _____

I wish to be reinstated and submit payment in the amount of \$ _____.

Approved: _____

Department Chairperson

Student Signature

FOR OFFICE USE ONLY

(Cashier)

Amount Received \$ _____

Received by _____

(Dean)

Approved _____

Date _____

(Registrar)

Acknowledged _____

Date _____

3. Take signed form to the Cashier's Office to pay the required amount. Keep receipt and have the cashier sign the Re-Instatement form.

Records Hall
620 George Street
New Brunswick, NJ 08901

To be completed by Cashier:

Amount Received \$ _____ Received by _____

4. Bring signed form and receipt to Mason Gross Dean of Students for signature.

Civic Square Building
Mason Gross Dean's Office
33 Livingston Avenue New Brunswick, NJ 08901

To be completed by Dean:

Approved _____ Date _____

5. Upon Dean's approval, take signed form to the Graduate Registrar's Office. This process re-instates you as a degree candidate. (Do not leave the Registrar's Office until you have registered for the coming semester. See 6.)

Administrative Services Building
65 Davidson Road Rooms 200-A, B, F,
L Busch Campus
Piscataway, NJ 08854

6. In addition to paying the reinstatement fee, you must now register and pay for the coming semester. Be sure to bring the index numbers and, where necessary, special permission numbers of the courses you plan to register for. These are obtained from the Graduate Director.

To be completed by Registrar:

Term segment created for (semester) _____

Date _____ Initials _____

Transcript annotated, 'Reinstated for _____ semester'

Date _____ Initials _____

CERTIFICATION FOR REDUCED CREDIT LOAD

Detailed information on the Reduced Credit Load process is available on the Rutgers Global - International Student and Scholar Services website at <https://global.rutgers.edu/academic-status-and-changes/full-course-studyreduced-credit-load>

GENERAL INFORMATION - To be completed by the student

Student Name: _____ RU ID# _____
(family/surname) (given)

Student e-mail address: _____ Student phone number: _____

Undergraduate student Graduate student (if graduate, check one: master's doctoral)

Student major: _____ School/department: _____

Select Reason for Reduced Credit/Course Load Request

- | | |
|---|--|
| <input type="checkbox"/> Completion of Course of Study – final semester before graduating | <input type="checkbox"/> Improper course level placement |
| <input type="checkbox"/> Academic Difficulties (check one of the options below – first semester in U.S. only) | <input type="checkbox"/> Medical Reasons |
| <input type="checkbox"/> Initial difficulty with the English language | <input type="checkbox"/> Graduate Student who has completed all coursework and is registered for thesis/dissertation credits |
| <input type="checkbox"/> Initial difficulty with reading requirements | <input type="checkbox"/> Waiting for required course offered in the following semester to complete all course work |
| <input type="checkbox"/> Unfamiliarity with U.S. teaching methods | |

STUDENT ACADEMIC PROGRESS – TO BE COMPLETED BY DEAN / GRADUATE PROGRAM DIRECTOR

Is this student considered to be making **normal progress** towards their degree (eligible to register in next semester)?
 Yes No (please explain) _____

Based on normal academic progress in this student's program, please provide information on when this student reached or is expected to reach the following stages of his/her academic program as noted:

Completion of: **all course work** for the degree: _____ / _____
Semester year

Completion of: **all degree requirements**: _____ / _____ / _____
month day year

SEMESTER TO WHICH FORM APPLIES

Fall Spring Summer

Year: _____ (only 1 semester per form)

Receipt of **diploma** dated: _____

of credits: student will take in semester noted above: ____ & will **remain** for degree completion **after** the semester in question: ____

Please confirm if you approve of the reason selected by the student at the top of this form: Yes No

If yes, provide an explanation. This may be based on departmental school policies and/or your determination that the student is meeting the university definition for a full course of study requirement even though they are not registered for a full-course of study.

If no, please return the form to the student and direct them to contact Rutgers Global - ISSS. Provide an explanation (optional):

SIGNED CERTIFICATION & CONTACT INFORMATION OF DEAN/ GRADUATE PROGRAM DIRECTOR

I understand that the Rutgers Global – International Student and Scholar Services is required by law to provide the information on this form to the U.S. Department of Homeland Security via its "SEVIS" system. I have reviewed all of the information noted on this form and I certify that all information provided on this form is accurate to the best of my knowledge and judgment.

Dean/ Graduate Program Director

Printed name _____ Signature _____

Undergraduate School or Graduate Program: _____

Phone Extension _____ E-mail _____ Date _____

REDUCED CREDIT/COURSE LOAD FORM FOR MASON GROSS SCHOOL OF THE ARTS

*STUDENTS MUST SUBMIT THIS FORM TO THE CENTER **PRIOR TO** DROPPING BELOW FULL TIME. FAILURE TO DO SO VIOLATES FEDERAL REGULATIONS AND JEOPARDIZES THE STUDENT'S LEGAL STATUS. WE WILL CONTACT YOU WITHIN 1 WEEK OF SUBMISSION OF THIS FORM ONLY IF THERE IS A PROBLEM.*

To: Undergraduate Deans and Graduate Program Directors
From: Urmi Otiv, Director for the Center for Global Services
Re: Enrollment Status of an International Student

Your certification is required to confirm an international student's eligibility to register for or drop below full-time and to document compliance with SEVIS, the Department of Homeland Security's data tracking program.

I. GENERAL INFORMATION

To be completed by the student

Student's Name: _____
(last) (first)
RU ID# _____ Student's e-mail address: _____
Student's phone number(s): _____
 undergraduate student graduate student (if graduate, check one: master's doctoral)
Student's major: _____ Student's school/department: _____

ALL STUDENTS, PLEASE NOTE:

- Students taking a reduced course load for medical or 1st-semester academic difficulty reasons may not engage in employment during the applicable semester(s).
- Students experiencing language difficulties may be required to enroll in English language class.
- Students taking a reduced credit load may lose eligibility for on-campus housing. Check with the appropriate housing office to determine your eligibility to remain in housing.
- Prior to requesting dean/graduate program director certification of this form, please review conditions and restrictions for each exception category to ensure your eligibility for an exception.

II. STUDENT'S ACADEMIC PROGRESS

To be completed by dean or graduate director

Deans and Graduate Directors are not required to complete PART A for students beginning a new program.

Regulations stipulate that all F-1 and J-1 students make "normal progress" towards their degree at all times.

- A.** Is this student considered to be making **normal progress** towards his/her degree (progressing at the rate expected of *all* students in the student's program) that s/he is eligible to register in the next semester?
 Yes
 No (please explain) _____

B. Based on normal academic progress in this student's program, please provide information on when this student reached or is expected to reach the following stages of his/her academic program as noted:

- Completion of all course work for the degree: (semester/year) _____
- Completion of all degree requirements: (month/day/year) _____
- Receipt of diploma dated: (month/year) _____

III. SEMESTER TO WHICH THIS FORM APPLIES

To be completed by dean or graduate director

Fall or Spring Year: _____ (only ONE semester per form)

of credits student will take in the semester noted above: _____

of credits that will remain for degree completion **after** the semester in question: _____

**IV. REASON FOR REDUCED CREDIT OR COURSE LOAD
PLEASE CHECK ONE, AND ONLY ONE, BOX ON THIS PAGE**

**To be completed by
dean or graduate
director**

ACADEMIC DIFFICULTY Regulatory conditions and restrictions for this exception:

- permitted only **one** of these following reasons can be used per degree program level;
 - must register for at least 6 credits for undergraduate students or 4.5 credits for graduate students;
 - may not be employed on or off-campus during semesters authorized for academic difficulty reasons;
- initial difficulty with the English language (first semester in U.S. only).
 initial difficulty with reading requirements (first semester in U.S. only).
 unfamiliarity with U.S. teaching methods (first semester in U.S. only).
 improper course level placement.

STUDENT IS MEETING RUTGERS UNIVERSITY DEFINITION OF FULL COURSE OF STUDY.

- master's, doctoral, or (doctoral level) artist diploma students who have less than 9 credits of coursework remaining. Students must register for their remaining balance of the required coursework credits. Students **MUST** complete all coursework credits by the end of this semester.
- master's, doctoral, or (doctoral level) artist diploma students who will be out of the country for academic purposes. Students may register for "matriculation continued" (permitted for a maximum of 2 semesters per degree level.) Must also submit *Temporary Absence Form*.
- doctoral students who have completed all required coursework and the solo & chamber recitals, and are still engaged in completing the lecture-recital requirement **MUST** register for at least 1 credit.
- doctoral students who have completed all required coursework, and the solo & chamber recitals, the lecture-recital requirement, and are now studying for the written/oral exams may register for "matriculation continued" (permitted for a maximum of 2 semesters per degree level). After two semesters of matriculation continued, students **MUST** register for at least 1 credit per semester.
- master's students who have completed all coursework, and are now completing projects or studying for comprehensive exams may register for "matriculation continued" (permitted for a maximum of 2 semesters per degree level).
- master's students who have completed all coursework and are now engaged in thesis research must register for at least 1 credit (permitted for a maximum of 3 semesters).
- student waiting for a **REQUIRED** course offered only the following semester in order to finish all course work. Student **MUST** complete all course work (for graduate students) or complete the degree program (for undergraduate students) at the end of the following semester. If the student fails to comply with these provisions s/he will be out of status and will have to apply to the DHS for reinstatement (permitted only **one** semester per degree level).
- MEDICAL CONDITION.** Regulatory conditions and restrictions for this exception:
- permitted for maximum of 12 months while student is pursuing any one degree program level;
 - must be certified in writing by a physician (M.D.), doctor of osteopathy (D.O.) or licensed clinical psychologist;
 - must submit a new form *every* semester needed;
 - may not be employed on or off-campus during semesters authorized for medically-necessitated reduced credits.
- FINAL SEMESTER BEFORE GRADUATING.** Regulatory conditions and restrictions for this exception:
- permitted for students in their final term only who do not require a full-time credit load to complete their degree;

V. SIGNED CERTIFICATION & CONTACT INFORMATION OF DEAN OR GRADUATE PROGRAM DIRECTOR

I understand that the Center for International Services is required by law to provide the information on this form to the U.S. Department of Homeland Security via its "SEVIS" system. I have reviewed all of the information noted on both sides/pages of this form and I certify that all information provided on this form is accurate to the best of my knowledge and judgment.

Name of Dean or Graduate Program Director _____
 Signature of Dean or Graduate Program Director _____
 Undergraduate School or Graduate Program _____
 Phone Extension _____ E-mail _____ Date _____



CERTIFICATION FOR CURRICULAR PRACTICAL TRAINING

I. EMPLOYER INFORMATION *(To be completed by the employer)*

All Fields Required

Dear Prospective Employer:

In order to obtain permission to pursue CPT employment the F-1 non-immigrant student you intend to hire requires from you:

- A job offer on company letterhead containing all the information requested below.
- If the job offer letter does not contain all the information requested below please also complete this section in addition to the job offer.

If you have questions, please contact the ISSS office at the information above.

Student's Name: _____ Employer Name: _____

Job Title: _____ Number of hours per week: _____

Employment Start Date: _____ Employment End Date: _____

Site of Employment: _____

Street

City

State

Zip

Please provide a brief description of job responsibilities (and attach a job offer letter):

Employer Official: _____ Employer's Phone or Email: _____

Signature: _____ Date: _____

Information for Employers Hiring F-1 Students on Curricular Practical Training: **Employment Authorization Documents**

Curricular practical training is authorized directly by the designated school official---in the case of Rutgers University, an International Student Adviser with Rutgers Global – International Student and Scholar Services, who updates the student's F-1 status with the CPT employment authorization, including: the employment start and end date; employer name and address; whether the authorization is for part-time or full-time CPT; and an explanation of how the employment is curricular.



Rutgers Global – International Student and Scholar Services

New Brunswick
180 College Avenue
New Brunswick, NJ 08901-8537
globalservices.rutgers.edu
globalservices@global.rutgers.edu
Ph: 848-932-7015 Fax: 732-932-7992

Newark
65 Bergen Street, GA-72
Newark, NJ 07107
rbhs.rutgers.edu/internationalservices
ois@global.rutgers.edu
Ph: 973-972-6138 Fax: 973-972-8260

CERTIFICATION FOR CURRICULAR PRACTICAL TRAINING

II. STUDENT INFORMATION *(To be completed by the student)*

Name: _____ Major/Program of Study: _____

Requested CPT Start Date: _____ End Date: _____ Number of hours/week: _____
(MM/DD/YYYY) (MM/DD/YYYY)

Signature of Student: _____ Date: _____

Email: _____ RUID: _____

III. ACADEMIC INFORMATION

(To be completed only by the academic dean or the graduate program director)

****RBHS – must be completed by registrar**

Federal regulations permit F-1 students to apply for limited periods of "Curricular Practical Training" (CPT) prior to completion of a course of study. Each application must be accompanied by an employer's offer, an academic official's certification (see below) and must meet the following criteria: the proposed employment must be an integral part of the student's academic program for which the student will earn academic credit that specifically counts towards his or her degree requirements.

Federal regulations require a "Designated School Official" (international student adviser) in the ISSS office to certify *under penalty of perjury* a student's eligibility for employment authorization. The international student adviser's certification is based on the information provided below. We therefore rely upon your careful evaluation of the student's employment letter and all of the curricular information provided below.

Academic Official's Name _____ College/Department _____

Campus Extension _____ Email _____

The student is (check one) _____ an undergraduate _____ in a Master's program _____ in a doctoral program.

The student is expected to complete all degree requirements in _____ (month/year) and is expected to complete/has completed required course work in _____ (month/year).

Please indicate which upcoming semester this CPT will apply *(if multiple semesters, please indicate the corresponding course number for each semester on the next page)*

- Fall Spring Summer
(Any Session I, II, or III)



Rutgers Global – International Student and Scholar Services

New Brunswick
180 College Avenue
New Brunswick, NJ 08901-8537
globalservices.rutgers.edu
globalservices@global.rutgers.edu
Ph: 848-932-7015 Fax: 732-932-7992

Newark
65 Bergen Street, GA-72
Newark, NJ 07107
rbhs.rutgers.edu/internationalservices
ois@global.rutgers.edu
Ph: 973-972-6138 Fax: 973-972-8260

The student's proposed employment qualifies for curricular practical training for the following reason & the student will receive academic credit(s) for it that counts towards his/her degree requirements:

Please select only one:

- The employment is part of a Cooperative Education program
- The employment satisfies an internship or practicum which is clearly detailed in the catalogue
- The employment is directly related to and will contribute to the student's thesis or dissertation
**If this reason is selected, please explain how below in number 2*
- The employment is necessary for the student to complete a project
**If this reason is selected, please explain the student's project in detail below in number 2*

1. Describe the practical training program the student will undertake:

2. Explain why the employment is required to fulfill the degree requirements:

3. Explain how the training will be evaluated:

Please complete the following course details of the practical training program:

- 1. Course title and number as it appears in the catalogue: _____
- 2. Course description (you may instead provide a photocopy of the catalogue page which bears this information):

- 3. Number of credits the student will earn *towards degree requirements* from this course: _____

Academic Official's Signature: _____ **Date:** _____

ADDENDUM FOR STUDENTS WITH ASSISTANTSHIPS:

If the student for whom you are certifying this form will be requesting part-time CPT to begin *prior* to the end date of his or her current assistantship, please initial below indicating the department does not object to this arrangement.

Initial: _____



RUTGERS

School of Graduate Studies

APPLICATION FOR EXTENSION OF TIME

APPROVAL FOR EXTENSION OF TIME IS REQUIRED ANNUALLY FOR STUDENTS WHO HAVE COMPLETED 7 OR MORE YEARS OF GRADUATE STUDY.

COMPLETED FORMS, WITH THE SUPPORTING DETAILS AND ENDORSEMENTS OF THE MAJOR ADVISOR AND THE GRADUATE DIRECTOR MUST BE EMAILED BY THE GRADUATE DIRECTOR TO: acadean@grad.rutgers.edu. FORMS SENT BY ANYONE OTHER THAN THE GRADUATE DIRECTOR WILL BE RETURNED.

TODAY'S DATE

RUID#

NAME

NetID

RUTGERS EMAIL

PROGRAM

DEGREE SOUGHT

CREDITS COMPLETED

NAME OF CURRENT MAJOR ADVISOR

EMAIL OF CURRENT MAJOR ADVISOR

DATE OF FIRST REGISTRATION IN THE GRADUATE SCHOOL

EXTENSION WILL BE GRANTED UNTIL AUGUST OF THE CURRENT ACADEMIC YEAR,

IN THE SPACES BELOW, PLEASE PROVIDE DETAILS ABOUT THE FOLLOWING:

1. Requirements for the degree that have been completed (i.e. number of course credits completed; date of admission to candidacy):

2. Requirements that are outstanding:

3. Title and abstract of dissertation project, if known:

4. Members of dissertation committee, if known:

5. Date of acceptance of dissertation proposal by committee or statement that proposal is in progress:

6. Timeline for work to be completed this academic year:

7. Any special circumstances that should be considered in evaluating this extension:

MAJOR ADVISOR REQUIRED COMMENTS:

The Major Advisor indicates by typing below the acceptance of the above plan for completion of the degree.

MAJOR ADVISOR NAME:

DATE:

EMAIL ADDRESS:

GRADUATE DIRECTOR REQUIRED COMMENTS:

The Graduate Director indicates by typing below the acceptance of the above plan for completion of the degree.

GRADUATE DIRECTOR NAME:

DATE:

EMAIL ADDRESS:

SGS DEAN REQUIRED COMMENTS:

The Dean of the School of Graduate Studies indicates by typing below the acceptance of the above plan for completion of the degree.

SGS DEAN NAME:

DATE:

EMAIL ADDRESS:

Rutgers University
Music Department

Graduate Extension of Program Application

This form is for current students in graduate programs of the Music Department who are over the time limit for their programs. According to the Music Department Graduate Handbook, the time limits of programs are as follows in numbers of semesters since beginning each program:

- Master of Music – 8 semesters
- Doctor of Musical Arts in Music Education – 14 semesters
- All other Doctor of Musical Arts programs – 10 semesters
- Artist Diploma – 10 semesters
- Master of Arts – 6 semesters
- Doctor of Philosophy 14 semesters (including 6 semesters of MA)*

In order to continue in these programs beyond these time limits, students must formally petition the Graduate Oversight Committee or the SGS Music Department Faculty for an extension. Students in MM, DMA, AD, and MA programs should use this form. *Students in the PhD program should fill out the [SGS Extension of Time Application](#).

If students who are beyond the time limit for their programs do not submit this form, they will not be permitted to register for future semesters and will, therefore, be administratively withdrawn from the program.

The application will be reviewed by the school in the September meeting of the Graduate Oversight Committee. Possible outcomes of this process include:

- **Rejection** – the student will not be allowed to continue in the program.
- **Request for further information** – the student will be instructed to reapply if the faculty feels that insufficient information is presented in the current petition.
- **Permission with stipulations** – the student is permitted to continue the program, but with specific requirements articulated by the evaluating committee.
- **Permission as applied** – the student is permitted to continue in the program, adhering to the plan proposed in this application.

Any questions about this process should be directed to the Advisor of Graduate Studies, Robert Grohman, at rgrohman@mgsa.rutgers.edu

Current degree requirements are accessible in the [Music Department Graduate Handbook](#)

Please use this space to provide any relevant explanation for your delay in completing the degree as well as explaining, in detail, your proposed plan for completing the remaining requirements of your program, including dates by which you will reach individual remaining milestones. You may attach a separate written statement if you require more space.

Final date by which I commit to completing all requirements:

I acknowledge that, if I am granted the permission to resume the program and I do not complete all requirements by the date above, I may be permanently administratively withdrawn from the program.

Name

Date



Application for Change of Degree Status

(Please check appropriate box ☺)

- Master's to Ph.D. Candidacy
- Ph.D. to Master's Candidacy
- Non-Matric to Matriculated

- Complete and submit this form to Program Director for approval.
- International Students must provide both documentation of financial support and a General Academic Information form and obtain signature from Rutgers Global–International Student and Scholar Services, *prior* to submitting to program director.
- Once approved by the Graduate Director (and Rutgers Global for international students) this form must be delivered to the Office of the Dean, School of Graduate Studies, 25 Bishop Place, CAC.
- Students will receive a copy of this form in the mail once approved by the School of Graduate Studies.
- Students who have allowed a lapse in registration should file an Application for Readmission.

STEP 1: TO BE COMPLETED BY THE STUDENT:

Name _____ RUID _____

Street _____

City _____ State _____ Zip _____

Telephone (*day*) _____ (*evening*) _____

Citizenship: U.S. U.S. Permanent Resident Foreign

Program and status _____

Term and year desired for change to take effect:

Fall Spring Summer Year _____

Please explain why you are applying for a change in status and describe your present intentions and future plans as they pertain to your academic program:

STEP 2: TO BE COMPLETED BY CURRENT GRADUATE DIRECTOR:

This candidate IS _____ IS NOT _____ acceptable to the graduate program for the change of status sought. The reasons for *acceptance* or *non-acceptance* are as follows:

Signature (Graduate Director)

Date

STEP 3: TO BE COMPLETED BY RUTGERS GLOBAL

International Students must provide financial documentation and a General Academic Information form to Rutgers Global–International Student and Scholar Services, 180 College Avenue, CAC. The endorsement must be obtained *after* submitting to program director.

Signature (International Student Advisor)

Date

STEP 4: TO BE COMPLETED BY THE SCHOOL OF GRADUATE STUDIES

Copies of this application will be returned to the program after action has been taken at the Dean’s Office. The School of Graduate Studies will notify the student of the final action.

Conditions for Change in Status: _____

School 16 Class _____ Curriculum _____ Degree _____

Approved Not Approved

Effective: Fall Spring Summer Year _____

Dean’s Signature

Date

Mason Gross School of the Arts
Application for Admission to Candidacy for the Degree of Master of Music

This application should be submitted during the term in which you intend to graduate. It is to be submitted no later than four weeks before the diploma date. Please complete this form and submit it to the Advisor of Graduate Studies, who will approve the information and send to the MGSA Dean of Student for final approval.

Name: _____ Instrument: _____

Address: _____ Phone: _____

Please indicate the following:

Do you plan to attend the MGSA Convocation (event where all graduates from the Music Department are recognized by name)? Yes No

Do you plan to attend the University Commencement (university-wide event in which students are not recognized by name)? Yes No

A. All previous degrees received:

Institution	Period of Attendance	Degree	Date received

B. First semester registered as a graduate student at Rutgers: _____

C. List any transfer credits received towards the MM degree:

Name of the Institution	Course Number and Title	No. of Credits

D. List of graduate courses in which you are currently enrolled

Course Name	Course Number	No. of Credits

E. Recital Requirement:

Recital Date: _____ Evaluating committee: _____

F. Written Comprehensive Exam:

Date of Exam: _____

I have confirmed the information given above and recommend the student be approved for candidacy for the degree of Master of Music

Signature of Advisor of Graduate Studies: _____

Date: _____

I report to the faculty the candidate has completed all the requirements for the indicated Master of Music degree and advise that she/he is recommended to the Board of Governors for this degree.

Signature of the MGSA Dean of Students: _____

Date: _____

Comments: _____

Mason Gross School of the Arts
Application for Admission to Candidacy for the Artist Diploma

This application should be submitted during the term in which you intend to graduate. It is to be submitted no later than four weeks before the diploma date. Please complete this form and submit it to the Advisor of Graduate Studies, who will approve the information and send to the MGSA Dean of Student for final approval.

Name: _____ Instrument: _____

Address: _____ Phone: _____

Please indicate the following:

Do you plan to attend the MGSA Convocation (event where all graduates from the Music Department are recognized by name)? Yes No

Do you plan to attend the University Commencement (university-wide event in which students are not recognized by name)? Yes No

A. All previous degrees received:

Institution	Period of Attendance	Degree	Date received

B. First semester registered as a graduate student at Rutgers: _____

C. List of graduate courses in which you are currently enrolled

Course Name	Course Number	No. of Credits

D. Recital Requirement

Date	Type (Solo, Chamber, Lecture)	Evaluating Committee Members

E. Oral Exam

Date: _____

Evaluating Committee: _____

I have confirmed the information given above and recommend the student be approved for candidacy for the Artist Diploma.

Signature of Advisor of Graduate Studies: _____

Date: _____

I report to the faculty the candidate has completed all the requirements for the indicated Artist Diploma and advise that she/he is recommended to the Board of Governors for this program.

Signature of the MGSA Dean of Students: _____

Date: _____

Mason Gross School of the Arts
Application for Admission to Candidacy for the Degree of Doctor of Musical Arts

This application should be submitted during the term in which you intend to graduate. It is to be submitted no later than four weeks before the diploma date. Please complete this form and submit it to the Advisor of Graduate Studies, who will approve the information and send to the MGSA Dean of Student for final approval.

Name: _____ Instrument: _____

Address: _____ Phone: _____

Please indicate the following:

Do you plan to attend the MGSA Convocation (event where all graduates from the Music Department are recognized by name)? Yes No

Do you plan to attend the University Commencement (university-wide event in which students are not recognized by name)? Yes No

A. All previous degrees received:

Institution	Period of Attendance	Degree	Date received

B. First semester registered as a graduate student at Rutgers: _____

C. List any transfer credits received towards the DMA degree:

Name of the Institution	Course Number and Title	No. of Credits

D. List of graduate courses in which you are currently enrolled

Course Name	Course Number	No. of Credits

E. Language Requirement

Course Exam Date: _____

F. Recital Requirement

Date	Type (Solo, Chamber, Lecture)	Evaluating Committee Members

G. Written Comprehensive Exam

Date: _____

[Evaluating Committee]: _____

H. Oral Exam

Date: _____

Evaluating Committee: _____

I have confirmed the information given above and recommend the student be approved for candidacy for the degree of Doctor of Musical Arts

Signature of Advisor of Graduate Studies: _____

Date: _____

I report to the faculty the candidate has completed all the requirements for the indicated Doctor of Musical Arts degree and advise that she/he is recommended to the Board of Governors for this degree.

Signature of the MGSA Dean of Students: _____

Date: _____

PART II.

To the student: *Students who completed the requirements for a Master's degree with a thesis **MUST** have sections A, C and E signed of this form. Alternatively, students who completed the requirements for a Master's degree without thesis (Essay, Capstone etc.) **MUST** complete sections B, C and E of this form.*

Section A. Thesis

(Write Your Thesis Title)

The candidate's thesis is accepted in partial fulfillment of the requirement for the master's degree.

Signature

Print or type name

€ _____

x _____

(Committee Chairperson)

Date _____

Section B. Writing Requirement *(Non-thesis degree programs)*

Students in non-thesis graduate programs must write a satisfactory essay for the master's degree.

(Write Your Essay Title)

The candidate has written a satisfactory essay.

Date _____

(Faculty Evaluator)

Section C. Comprehensive Examination or alternative (Successful)

We certify that the candidate passed the comprehensive examination or alternative.

Signature

Print or type name

(Committee Chairperson)

Date _____

Section E. Graduate Program Director Certification

I certify that the candidate has satisfied all program requirements for the master's degree.

Date _____

(Graduate Program Director)

CERTIFICATION OF THE DEAN

I report to the graduate faculty that the candidate has completed all the requirements for the master's degree indicated and advise that he/she be recommended to the Board of Governors for this degree.

DEAN _____

Date _____

RUTGERS

School of Graduate Studies

Application for Admission to Candidacy for the Degree of Doctor of Philosophy

Part I. Qualifying Examination

Instructions to the student:

This application form is to be used on two occasions, first at the time you take your qualifying examination and again at the time you take your final (post dissertation) examination.

Shortly before you plan to take your qualifying examination, you should complete Part I of this form. Present it to the Chairperson of your committee at the time of examination. After the members of your committee have signed it, return the entire form (all four pages) to the School of Graduate Studies Deans Office (25 Bishop Place, College Avenue Campus), preferably by hand rather than through the mail.

Please read through the italicized instructions elsewhere in this application and familiarize yourself with the formal obligations you must fulfill between the qualifying examination and the completion of your doctoral studies.

Name (Mr./Ms.) _____
First Last

Local address _____

Permanent home address _____

RUID# _____ Email _____

Phone number (day) _____ (evening) _____

Degrees received:

<u>Institutions</u>	<u>Period of attendance</u>	<u>Degree</u>	<u>Year</u>
_____	_____	_____	_____
_____	_____	_____	_____

First registration as a graduate student at Rutgers _____

Other graduate schools attended, with dates of attendance _____

Graduate program in which you are enrolled _____

I am applying for admission to candidacy for the degree of Doctor of Philosophy.

Date _____ Signature of applicant _____

[For students in programs with language requirements]

The applicant has met the language requirement of the program.

Graduate Director _____

[Qualifying Examination Committee Report]

The applicant has been given a qualifying examination and the records of the applicant's previous graduate education have been examined.

Please affix your signatures to *either* A (UNSUCCESSFUL) or B (SUCCESSFUL):

- A. We recommend that the applicant NOT be admitted to candidacy. The Chairperson of this committee will summarize the committee recommendations in a letter to the applicant and will forward a copy to the Office of the Graduate School within three days of the examination.

Signature

Printed Name

Chairperson _____

Graduate Director _____

Date _____

- B. We recommend that the applicant be admitted to candidacy.

Signature

Printed Name

Chairperson _____

Graduate Director _____

Date _____

To the student: Before you return this form (with the signatures of your committee) to the School of Graduate Studies Dean's Office, please note the following. You will not need this form again until the date of your final examination; you must, however, maintain continuous registration in the School of Graduate Studies until that date, and you must file all documents specified by the School of Graduate Studies checklist for degree completion.

The applicant is admitted to candidacy for the degree of Doctor of Philosophy.

Date _____ Signature of the Dean _____

End of Part I

Part II. Final Examination

To the student: List your credits on the reverse page and verify that you have met the degree requirements. A minimum of 24 research credits and a combined total of 72 credits (course & research) are required for the Ph.D. degree. Present this form to your committee at the same time of your final examination. Your committee must also sign the title page of your dissertation after they have certified your passage of the final examination and after they are satisfied that the dissertation meets their requirements. You must then seek the authorization of the graduate director below and return this form to the School of Graduate Studies Deans office (25 Bishop Place, College Avenue Campus).

[Final Examination Committee Report]

Please affix your signature to *either* A(UNSUCCESSFUL) or B (SUCCESSFUL):

- A. We certify that the candidate did NOT pass the final examination. The Chairperson of this committee will summarize the committee recommendations in a letter to the candidate and will forward a copy to the Office of the Graduate School within three days of the examination.

Signature

Printed Name

Outside Member _____

Chairperson _____

Date _____

- B. We certify that the candidate passed the final examination.

Signature

Printed Name

Outside Member _____

Chairperson _____

Date _____

Report of the Graduate Director

I certify that the candidate has satisfied all the program requirements for the Doctor of Philosophy Degree.

Date _____

Graduate Director _____

Report of the Dean

I report to the Graduate Faculty that the candidate has completed all the requirements for the degree of Doctor of Philosophy and advise that the candidate be recommended to the Board of Governors for this degree.

Date _____ Signature of the Dean _____

Course credits offered toward the degree. You must list these in chronological order before your final defense.

<i>Subject, course number</i>	<i>Title</i>	<i>Term and year</i>	<i>Credits</i>	<i>Grade</i>
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16: _____

Total Transfer Credits _____

Total Credits _____

Research credits (minimum of 24) offered toward the degree. You must list in chronological order.

<i>Subject, course number</i>	<i>Title</i>	<i>Term and year</i>	<i>Credits</i>	<i>Grade</i>
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16: _____

Total Credits _____

