

GKSOM Doctoral Handbook

For students entering prior to Fall 2024 - The current GKSOM Doctoral Handbook is at <https://arts.unl.edu/node/8741/>

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Introduction

The information in this handbook and other University catalogs, publications, or announcements is subject to change without notice. University offices can provide current information about possible changes.

This handbook presents information on degree options, academic requirements, policies, and regulations governing the doctoral degrees offered by the Glenn Korff School of Music at the University of Nebraska-Lincoln. Its text may not reflect the most recent revisions made to programs during the current academic year. Students should always check with the Associate Director of Graduate Studies, Glenn Korff School of Music, for up-to-date changes that have been mandated by UNL's Office of Graduate Studies or which have been approved by the Graduate Committee of the Glenn Korff School of Music.

We are governed in graduate matters by the university's system-wide NU Graduate College and its Dean---NU Executive Vice President and Provost and Dean of the Graduate College, Dr. Jeffrey Gold. The NU Graduate College is represented on our campus by Dr. Debra Hope, who is UNL's Associate Vice-Chancellor and Dean of Graduate Education. Dean Hope oversees the UNL Office of Graduate Studies (1100 Seaton Hall). We are also directed in matters of graduate education by our national accrediting agency, the National Association of Schools of Music (NASM).

The website for the UNL Office of Graduate Studies in Seaton Hall is

<https://graduate.unl.edu/>

For further information and a larger university-wide context, please refer to the [*Graduate Catalog*](#).

A Note About the Use of our Facilities

When UNL cancels classes on short notice, and Westbrook Music Building and Kimball Hall are then closed (as, for example, when there is a weather emergency), then all Glenn Korff School of Music events (including applied lessons) are cancelled, all room reservations are cancelled, and all students without special key access must leave the building.

When special events in Westbrook Music Building require all classes in the building to be cancelled, or require full use of the building on a Saturday (as, for example, on Audition Days, Nebraska Music Education Association, Winter Winds, Bandmasters), then students will not be allowed to reserve rooms for their use on those days. Further, on those days, priority in the use of practice rooms must go to our guests, so students should not expect to be able to use a practice room, and if a music student is using a practice room that is needed for a guest, they must step out in favor of that guest if requested to do so.

CREATE. PERFORM. ACHIEVE.

Welcome to the Glenn Korff School of Music. As an accredited member of the National Association of Schools of Music, we provide our students with an exciting range of opportunities and degree options from the bachelor's to the doctoral level. The Glenn Korff School of Music offers two doctoral degrees: the Doctor of Musical Arts (DMA) with emphases in Composition, Conducting, Performance, and Jazz Studies, and the Doctor of Philosophy (PhD) in Music with emphases in Music Education, Vocal Pedagogy, and Piano Pedagogy.

Mission Statement

The Glenn Korff School of Music nurtures the creativity, artistry, and scholarship of students and faculty; educates students to achieve excellence as educators, performers, composers, and scholars; and enriches the education of all students through the study and practice of music and dance. The historic and continuing commitment of the Glenn Korff School of Music to teacher education infuses a fundamental commitment to the teaching of comprehensive musicianship into all

aspects of the curriculum. The Glenn Korff School of Music provides opportunities to understand, participate in, and enjoy music and dance. It has a responsibility for fulfilling this mission, not only for the citizens of Nebraska, but also for its constituency regionally, nationally, and internationally.

In fulfillment of its mission, the Glenn Korff School of Music:

1. Offers programs of study in music at the bachelor's, master's, and doctoral levels;
2. Offers programs of study in dance at the bachelor's level;
3. Provides professional preparation for educators, performers, composers, and scholars;
4. Stimulates research and creative work that fosters discovery, pushes frontiers, and advances society;
5. Serves the state and region as an important educational, artistic, and cultural resource;
6. Develops supportive and knowledgeable audiences and patrons for music and dance;
7. Sustains a strong commitment to liberal education through its course offerings and performance opportunities;
8. Maintains a strong commitment to life-long learning;
9. Provides leadership which fosters the development of music and the arts in the state, region, and nation.

Objectives

The objective of the Doctor of Musical Arts degree (DMA) in solo performance,

conducting, jazz studies, or composition is to develop the musician-scholar – one who displays a mastery of a professional medium and is well equipped with scholarly attitudes and abilities. The program leading to the degree prepares students as performers, conductors, composers, and teachers for a career in higher education. It is expected that a student entering the DMA program has achieved an advanced level of artistic performance and technical mastery, and shows capability of in-depth academic study.

The Doctor of Philosophy (PhD) degree in any field provides a program of studies by which students become producers of new knowledge in their respective disciplines. Currently, the PhD in Music has three areas of emphasis: music education, piano pedagogy, and vocal pedagogy. The curriculum in these programs prepares researchers, professors, performers and other professional leaders with the skills, values, and intellectual rigor needed for the most advanced leadership and investigation for music study. The purpose of the PhD in Music with an emphasis in Music Education is to prepare students to be music teacher educators in research-oriented universities and to educate those who aspire to be reflective leaders in PreK-12 school settings. The purpose of the piano pedagogy emphasis is to provide students with rigorous background in research skills while allowing for continued development of piano performance skills. The purpose of the vocal pedagogy emphasis is to serve the voice students, those with only a music background as well as those with a speech pathology and music background, who wish to pursue a teaching career in higher education and focus on research in vocal pedagogy.

Diagnostic Survey and Proficiency Exams

Diagnostic Survey in Music Theory

All MM students (except for jazz studies students, music education students, and students who have completed another degree in music at UNL in the past three years) are required to take the diagnostic survey in music theory prior to their

initial enrollment in classes. Jazz studies students take a separate diagnostic theory, and history exam focused on the jazz medium. Jazz studies students should contact the Area Head for Jazz Studies for information on the diagnostic survey in jazz studies. Jazz studies students who wish to be eligible for theory classes besides Jazz Theory must take the diagnostic theory survey.

Diagnostic surveys in music theory and jazz studies are given on the Monday before the start of fall semester classes and during the week preceding the start of spring semester classes. They are a preliminary step in advising for all incoming students pursuing the Master of Music degree.

The survey is designed to determine whether students must take a review course in music theory prior to enrollment in degree-required theory courses. Credit hours earned from review courses are not applicable toward the graduate degree program. Theory review courses must be passed with a grade of P before the student is admitted to full standing in the Graduate College.

The theory diagnostic survey covers: 1) four-part writing (figured bass realization, spelling and resolution of chromatic chords, including Neapolitan and augmented sixths); 2) analysis of a movement in sonata-allegro or rondo form; and 3) analysis of an excerpt from a fugue (real vs. tonal answer, labeling subject and countersubject entries, etc.).

The following sources are suggested as aids in preparing for the theory diagnostic survey:

1. A harmony textbook, such as Kostka & Payne, *Tonal Harmony* (McGraw-Hill); Aldwell & Schachter, *Harmony and Voice Leading* (Harcourt, Brace, Jovanovich); Turek, *The Elements of Music* (McGraw-Hill); or Ottman, *Elementary Harmony and Chromatic Harmony* (Prentice-Hall).
2. A form textbook, such as Turek, *The Elements of Music* (McGraw-Hill); or Spencer & Temko, *A practical Approach to the Study of Form in Music* (Prentice-Hall).

Aural Skills Proficiency Examination

All MM students are required to take an undergraduate-level Aural Skills Proficiency Exam except for jazz studies students, music education students, and

students who have completed another degree in music at UNL in the past three years. Jazz studies students take a separate aural skills exam focused on the jazz medium.

The Aural Skills Proficiency Exam is given on the Monday before the start of fall semester classes and during the week preceding the start of spring semester classes. The exam consists of aural dictation (melodic and harmonic). Students identified as having deficiencies will be required to register for either:

- 1) MUSC 198 (Special Topics Aural Skills II GR; 1 cr), or
- 2) MUSC 198 (Special Topics Aural Skills I GR; 1 cr) and MUSC 198 (Special Topics Aural Skills II GR (1 cr).

Students who successfully complete MUSC 198 (Aural Skills II GR) with a grade of Pass (equating to a B or better, by Graduate College policy since this is an undergrad/grad class) have satisfied Aural Skills Proficiency requirements.

Students with deficiencies may not retake the Aural Skills Proficiency Exam without having taken the required remedial course(s).

Students failing to successfully complete MUSC 198 (Aural Skills II GR) assume full responsibility for correcting the deficiency and must retake the Aural Skills Proficiency Exam until the grade of Pass is achieved.

Supervisory Committee

The Supervisory Committee must have at least four voting members, all of whom shall be UNL Graduate Faculty. The student begins the process by asking a current GKSOM Graduate Faculty Member in his or her area of specialization to serve as Chair of the Supervisory Committee. (NOTE: Graduate Faculty Associate members may serve on the committee in any role except that of Chair or Co-Chair.) Duties include assisting the student in preparing the Program of Studies,

preparing and evaluating recitals (DMA), organizing the Comprehensive Examination, guiding research for the document, and serving as chair of the Final Oral Examination. The student and the Chair of the Committee then ask three additional UNL Graduate Faculty members to serve. One must be a GKSOM faculty member from the student's area of specialization; one must be a GKSOM faculty member from outside the area of specialization, and one must be a UNL faculty member from outside the GKSOM. If the student designates a minor or related area of study, a Graduate Faculty Member from the minor or related area must also be represented on the Supervisory Committee. This committee member might also be functioning as the "outside-the-School" member or "outside-the-area-of-specialization" member. In special circumstances, the student may petition the Graduate Committee to include an Emeritus faculty member (voting) to serve as one of the members of the Supervisory Committee, other than the Chair of the Supervisory Committee.

The student may also petition the Graduate Committee to include additional committee members, including members of the University of Nebraska Graduate Faculty (voting), University of Nebraska authorized emeriti faculty (voting), and members who do not hold Graduate Faculty status, but who are approved by the Graduate College for committee service (voting), who may bring needed expertise to the Committee. In addition, non-graduate faculty members from inside or outside the UN system may serve as consultants (non-voting) to the Committee, e.g., a non-graduate faculty member who is authorized to teach graduate applied lessons may be invited to serve as a consultant to the committee.

Students must complete the form prior to the completion of half of the required coursework has been completed. [Supervisory Committee Form](#) form is located on the [Graduate College Steps to Degree Completion](#) page.

Under extraordinary circumstances, students may initiate a change in their Supervisory Committee membership. If the change involves a change in the Chair of the Committee, students should consult with the GKSOM Graduate Committee Chair. If the change involves a committee member other than the Chair, students should consult with their Supervisory Committee Chair. If, after the consultation, the appropriate chair decides that a change should be made, the appropriate Chair informs the faculty member that he/she is being removed. After this

notification has occurred, the student should complete the [Change of Supervisory Committee for the Doctoral Degree](#) form available on the [Graduate College Steps to Degree Completion](#) page.

All graduate forms should be submitted using the [Graduate Form Submission Portal](#).

Occasionally a student will wish to change their applied music instructor. Permission for any change in applied studio assignment must come from the area head. It is not admissible to sign up for a different section of applied lessons without the approval of the area.

Course Requirements

DMA Course Requirements

The total number of hours required for the Doctor of Musical Arts degree (DMA) is 90, of which 30-36 hours may be from the student's Master of Music degree. A total of no more than 45 credits may be transferred in. Further, the National Association of Schools of Music (NASM) requires that at least one half of the credits required for graduate degrees must be in courses intended for graduate students only. Here, that is 45 out of 90 credits.

Required Courses

In order to allow maximum flexibility in the structuring of each individual program, the number of required academic courses common to all programs in the DMA degree, and fulfilling NASM specifications, is minimal. These requirements (comprising 21 credits) include:

1. Strategies for Advanced Research in Music (MUSC 881), 3 crs - materials and methods for research in music. (Recommended for 2nd year students.)
2. Required courses in History and Theory, 9 crs - two courses in music history and one course in music theory. One of these three must be a doctoral seminar. (NOTE: These courses must be taken at the GKSOM during the doctoral program. Transfer theory/history courses from an institution other than the GKSOM or GKSOM theory/history courses taken during the master's degree cannot be used to fulfill this requirement.)
3. Doctoral Seminar (900-level): this requirement specifies that at a minimum, three of the nine credits in theory and history music be a seminar, offering guided research and in-depth exploration of a topic in music theory (MUSC 979) or music history (MUSC 986) chosen by the instructor. (To be clear, the seminar is not an additional class over and above the nine credits in history and theory.) The seminar must be designated as such on the Program of Study. Topics may differ each time these courses are offered, and therefore students may take more than one seminar during their coursework.
4. One MUED Class (900-level) on Pedagogical Issues in Music, 3 crs - Either "College Teaching in Music" (MUED 982) or "Seminar in the Curriculum and Teaching of Music" (MUED 928):
 - a. "College Teaching in Music" (MUED 982), 3 crs - Covers competencies and understandings in music curriculum design and development, instructional strategies, and assessment techniques that contribute to being an effective college music instructor. Taught yearly in the Spring semester.
 - b. "Seminar in the Curriculum and Teaching of Music" (MUED 928), 3 crs - Critical evaluation of current literature, yearbooks, research, new developments, and experiments in the curriculum and teaching of general music. A summer class.

5. Doctoral Colloquium (MUSC 99), 0 cr - a regularly scheduled meeting of faculty and doctoral students to share ideas and the results of scholarly research. All doctoral students are required to attend and pass four semesters of Doctoral Colloquium before being admitted to Candidacy. If a student should fail the course one or more times, it will be necessary to attend the course for one or more additional semesters until the four-semester requirement is fulfilled.
6. Performance Practice (MUSC 977), 3 crs - a course which acquaints the student with a broad range of issues and problems in the field of performance practice study.
Note: Jazz Studies students may substitute Jazz Styles (MUSC 866) for MUSC 977.
7. Doctoral document (MUSC 999), 3 cr - All students must register for a minimum of 3 cr of Doctoral Document (MUSC 999). A student may register for more, but only the first three credits may count towards the 90-cr minimum degree requirement.
8. Recitals - All students do recitals. Students must register for each recital. There is no required minimum number of credits that must be earned in recitals, so students may enroll for zero (0) credit in MUSC 98, or they may enroll for 1-3 credits in MUSC 998. The maximum total number of credits earned in MUSC 998 is not to exceed 12. For further information on recital requirements, see below in the separate section in this Handbook.

Course Requirements Affecting Only Certain DMA Degree Programs

1. Applied Music.

- a. Vocal and Instrumental performance majors---and Jazz Studies-performance majors---must register for a minimum of 17 cr of applied music in the major area. Fall and spring semester lessons normally are taken for 4 cr. (Students may take up to six semesters of lessons at 4 cr per semester for a total of 24 cr. in the applied area). Students must be enrolled in applied music with their primary teacher in every semester in which a degree recital is given.
- b. Conducting students must register for a total of 12 cr. in their MUAP 9XX applied conducting. Students normally take six semesters at 2 cr

per semester. Students must be enrolled in applied conducting with their primary teacher in every semester in which a degree recital is given.

2. Literature and Pedagogy requirements:

- a. Instrumental (except keyboard and Jazz Studies):
MUSC 862 - Instrumental Literature and Pedagogy (2-3 cr)
- b. Piano: MUSC 877 - Piano Literature Seminar (3 cr),
and a total of 6 pedagogy credits,
including MUSC 824 - Piano Pedagogy I (3 cr),
and one selected from either
MUSC 825 - Piano Pedagogy II (3 cr)
or MUSC 826 - Piano Pedagogy III (3 cr)
- c. Organ: MUSC 874 - Organ Literature and Pedagogy (3 cr)
and MUSC 875 - Organ Literature Seminar (3 cr)
- d. Voice: MUSC 870 - Introduction to Vocal Pedagogy (3 cr)
MUSC 872 - Art Song II (3 cr)
MUSC 971 - The Science of Singing (3 cr)

3. Diction.

DMA students in voice and choral conducting are required to enroll in MUSC 969 - Graduate Diction (3 cr).

4. Conducting

Conducting-Choral:

- MUSC 972A-Choral Lit to 1600 (3 cr)
- MUSC 972B-Choral Lit 1600-1750 (3 cr)
- MUSC 972D-Choral Lit 1750-1900 (3 cr)
- MUSC 972E-Choral Lit from 1900 (3 cr)

Conducting-Orchestral:

- MUSC 973A-Orchestral Lit to 1800 (3 cr)
- MUSC 973B-Orchestral Lit 1800-1873 (3 cr)
- MUSC 973D-Orchestral Lit 1875-1910 (3 cr)
- MUSC 973E-Orchestral Lit after 1900 (3 cr)

Conducting-Wind Band:

MUSC 974A-Wind Band Lit to 1892-1952 (3 cr)

MUSC 974B-Wind Band Lit after 1952 (3 cr)

MUSC 974D-Wind Band Lit: The Symphony (3 cr)

MUSC 974E-Wind Band Lit-Wind Ensemble Instr (3 cr)

Related Areas of Studies

Composition students are required to study and master at least one additional area of knowledge and skill. Performance, Jazz Studies, and Conducting students have the option of electing a related area of studies. A Related Area consists of fifteen (15) credits, which may all count toward the 90-cr minimum for the degree. This requirement may be fulfilled by one of the following two options:

OPTION 1. Fifteen (15) credits of related graduate courses in one or two of the following areas of music: history, theory, music education, church music (must include MUSC 894 or MUSC 94 and an internship of 1-6 semesters), accompanying and chamber music, or conducting. Composition majors may also choose piano performance or piano pedagogy. Other related areas in music must be specifically approved by the Graduate Committee at the time of approval of the Program of Studies.

OPTION 2. Fifteen (15) credits of related graduate courses in a department outside of the School of Music. The respective departments must approve all prerequisites for these courses.

At least 6 hours in the related area must be courses for graduate students only, if they are part of the student's Program of Studies.

Courses for the Requirement in History and Theory

The following courses may be used to satisfy the music history and music theory requirements.

Music History.

830J Music & Text in the English Renaissance (3 cr)

835 Music and Film: History and Analysis (3 cr)

836 Introduction to Graduate Studies (2 cr)

837 History of Jazz: Origins-Bop (3 cr)

838 History of Jazz: Post Bop (3 cr)

- 842 Great Composers (3 cr)
- 849 Medieval Music (3 cr)
- 850 Johann Sebastian Bach (2-3 cr)
- 851 Music and the Church (3 cr)
- 858 History of the Opera (3 cr)
- 859 Symphonic Literature (3 cr)
- 878 Music of the Twentieth Century I (3 cr)
- 879 American Composers and the Orchestra (3 cr)
- 882 Music of the Twentieth Century II (3 cr)
- 884 Music in 20th Century American Society (3 cr)
- 885 Music of the Classic Period (3 cr)
- 886 Music of the Renaissance (3 cr)
- 887 Music of the Baroque Era (3 cr)
- 888 Music of the Romantic Period (3 cr)
- 889 American Music (3 cr)
- 898 Meaning in Music (3 cr)
- 898 Women in Music Videos (3 cr)
- 942 Music History Pedagogy* (3 cr)
- 986 Seminar in the History and Literature of Music (3 cr)
- 988 Introduction to the Interdisciplinary Study of the Middle Ages (3 cr)
- 989 Introduction to the Interdisciplinary Study of the Renaissance (3 cr)

*Students may elect to apply *either* Music History Pedagogy *or* Music Theory Pedagogy to degree requirements in music history and theory, but not both.

Music Theory.

NOTE: All graduate level theory courses have the following prerequisite: a grade of pass in the Diagnostic Survey in Theory or a grade of P in the Graduate Theory Review course (MUSC 848).

- 836 Introduction to Graduate Studies (2 cr)
- 850 Johann Sebastian Bach (2-3 cr)
- 855 Techniques of Counterpoint (3 cr)
- 856 Schenkerian Analysis (before 2021) Prolongational Analysis of Tonal Music (after fall 2021) (3 cr)
- 857 Post-Tonal Theory (3 cr)

860 Musical Form (3 cr)
861 Comprehensive Analysis (3 cr)
865 Jazz Theory (3 cr)
880 Advanced Tonal Theory (before 2021) 898 or 846 Analytic Perspectives (after fall 2021) (3 cr)
941 Theory Pedagogy* (3 cr)
979 Seminar in Music Theory (3 cr)

*Students may elect to apply *either* Music History Pedagogy or Music Theory Pedagogy to degree requirements in music history and theory, but not both.

Large Ensemble and Chamber Music Policy

Note: in the rules that follow, care must be taken to distinguish the required number of semesters of enrollment from the total number of credit hours earned in ensembles.

The first ensemble must always be enrolled in for 1 credit.

1. FULL SEMESTER COMMITMENT AS A MEMBER

Some DMA students are required to participate in ensembles, and some are exempt. In either case, DMA students who participate in ensembles must formally enroll for each ensemble and participate in the ensemble (large or chamber) as a performer regularly for the entire semester. Students who are conducting/coaching an ensemble, or who are accompanying an ensemble, may not use this experience to fulfill degree requirements.

2. EXEMPTION FROM THE LARGE ENSEMBLE REQUIREMENT

DMA students pursuing emphases in Composition, Jazz Studies-Composition, Piano, Organ, and Voice are not required to participate in large ensembles. These DMA students may, of course, enroll in ensembles if they wish to, and they may count large ensemble credits toward their minimum 90-cr degree requirement in the Program of Study subject to the following maximum credit allowances:
Composition, Jazz Studies-Composition, Piano, Organ - 3 cr
Voice - 6 cr.

3. DMA CONDUCTING STUDENTS

DMA conducting students, whether or not on a GTA, are required to register for

an assigned ensemble in each semester of residency (normally registering for 1 credit hour each semester). A maximum of 5 credits for large ensemble courses may count toward degree requirements. (DMA students wanting to use ensemble participation to fulfill degree requirements must participate in the ensemble (large or chamber) as a performer regularly for the entire semester. Students who are conducting/coaching an ensemble or only accompanying an ensemble may not use this experience to fulfill degree ensemble requirements.)

4. THE STANDARD DMA ENSEMBLE REQUIREMENT

a. Large Ensemble Requirement

DMA students who are pursuing performance emphases in Wind, String, Percussion, and Jazz Studies-Performance, and who are not on a GTA and who are not following the Chamber Music Option, are required to participate in a large ensemble (Symphony Orchestra, Wind Ensemble, Symphonic Band, Jazz Orchestra, Jazz Big Band) for a minimum of three semesters during their residency. These three semesters may be taken for 0 or 1 credit. Students may count from zero up to three (and no more than three) credits of large ensemble in the minimum 90 credits in their Program of Study.

b. Chamber Music Requirement

DMA students who are pursuing performance emphases in Wind, String, Percussion, and Piano, whether or not on a GTA, and who are not following the Chamber Music Option, are required to enroll in chamber music (MUEN 852 or MUEN 844P [Percussion Ensemble], which may count as chamber music for percussionists) for two semesters. Similarly, Jazz Studies-Performance students, whether or not on a GTA and who are not following the Chamber Music Option must enroll in Small Jazz Group for two semesters. These two semesters may be taken for 0 or 1 credit per semester, and up to a maximum of two (2) chamber music credits may be used to fulfill the required minimum 90 cr for the degree. Students whose chamber literature is severely limited may petition the Graduate Committee for an exemption to this requirement.

c. Doubling up

On account of 4a and 4b, the DMA students in Wind, String, Percussion, and

Jazz Studies-Performance who are not on a GTA and who are not following the Chamber Music Option must enroll in a minimum of three semesters of large ensemble and two semesters of chamber ensemble. The total number of credit hours of ensemble (3 for large and 2 for chamber) that can be counted towards their minimum 90 credit degree requirement is five (5). It is possible that preference or circumstance may require students to participate in both kinds of ensemble during the same semester, and students may register for 0 credit for the additional ensemble in a semester when they double up.

5. DMA STUDENTS ON THE CHAMBER MUSIC OPTION

The Chamber Music Option is a focus area of the DMA Performance Emphasis. It is defined by the choice of Recital Option. DMA students in Instrumental Performance who are pursuing the Chamber Music Option perform three full-length chamber music recitals (each at least 50 minutes performing time), one full-length solo recital and a lecture recital featuring solo or chamber music.

DMA doctoral students pursuing the Chamber Music Option, whether or not holding a GTA, must participate in a minimum of four semesters of ensembles. They are required to enroll in large ensemble for two semesters (for 0 or 1 cr each semester for a minimum of 0 credit and a maximum of 2). And they are required to enroll in chamber ensemble for two semesters (for 0 or 1 cr each semester for a minimum of 0 credit and a maximum of 2). Together, a maximum of up to three ensemble credits, large and chamber, may be counted toward the minimum 90-credit requirement for the degree in the Program of Study.

6. DMA STUDENTS ON A GTA

DMA students with a GTA who are pursuing performance emphases in Wind, String, Percussion, and Jazz Studies-Performance must enroll in a large ensemble, i.e., Orchestra, Wind Ensemble, Symphonic Band, Jazz Orchestra, or Jazz Big Band, each semester in which they hold an assistantship and are in residence. Normally, this will be for six semesters. Students may petition their Supervisory Committee for a waiver of large ensemble participation during the final (i.e., normally the sixth) semester.

N.B. #1 Because students can use only 3 credits of large ensemble towards the minimum 90-credits for the degree, GTAs pursuing these emphases should list on their Programs of Study and enroll in 3 credits of large ensemble for credit and

3 credits of large ensemble for zero credit.

NB #2: If, in a particular semester, registration for 1 credit of large ensemble results in a 13th credit (and hence the student would need to pay for this credit), students may petition, with the approval of the Chair of the Graduate Committee, to take the large ensemble for zero credit and to amend their Program of Study.

N.B. #3 This requirement does not apply to students pursuing the chamber music option.

Ph.D. (Music Education) Course Requirements

1. Ninety hours of graduate work (MM and Ph.D.) are required for the degree. Specifically, the curricular framework for this new degree includes four major areas: (1) Core music courses common to all Ph.D. in Music degrees, (2) Research tools courses & dissertation, (3) Courses/seminars in the major area, and (4) Minor or related (cognate) courses. Sample courses/credit hours in each area is structured as follows:

Area One: Core Music Courses 12 credits

- MUED 982. College Teaching in Music (3 crs)
- Music History (3 crs)
- Music Theory (3 crs)
- Other Music Courses (3 crs)

Area Two: Research Tools Courses & Dissertation 27 credits

- Research Design Statistics Courses (three 3-cr courses = 9 crs)
 - EDPS 859. Statistical Methods (3 crs)
 - Advanced Statistics - (Choose one) (3 crs)
 - EDPS 941. Int. Stats - Experimental (3 crs)

- EDPS 942. Int. Stats - Correlation (3 crs)
- EDPS 972. Multivariate Analysis (3 crs)
- Advanced Design/Analysis (Choose one) (3 crs)
 - EDPS 900A. Correlational and Experimental Methods (3 crs)
 - EDPS 900B. Single Case/Small N Methods (3 crs)
 - EDPS 900D. Survey Methods (3 crs)
 - EDPS 900J. Historical Methods (3 crs)
 - EDPS 935. Seminar in Qualitative Research (3 crs)
 - EDPS 936. Mixed Methods Research (3 crs)
- Dissertation (18 crs)

Area Three: Major Area Courses/Seminars 30-42 credits

- Doctoral Seminars in Music Education (four out of these five) (12 crs)
 - MUED 989A. Doctoral Seminar: Music Learning & Cognition (3 crs)
 - MUED 989B. Doctoral Seminar: Philosophy & Policy (3 crs)
 - MUED 989K. Doctoral Seminar: Assessment in Music (3 crs)
 - MUED 989E. Doctoral Seminar: Technology for Teaching, Research, & Outreach (3 crs)
 - MUED 989J. Doctoral Seminar: Individual Differences in Music Learning (3 crs)
- Major Area Courses Courses 18-30 crs

- MUED 980. Quantitative Research in Music (3 crs)
- EDPS 900K. Qualitative Research Methods (3 crs)
- MUED 836. Psychology/Sociology of Music (3 crs)
- MUED 843. Intro to Research in Music Education (3 crs)
- MUED 845. Historical & Philosophical Foundations of American Music Education (3 crs)

- MUED 928. Seminar in the Curriculum & Teaching of Music (3 cr)
OR MUED 838. Inclusive Music Education (3 crs)

- MUED 899. Thesis (0-6 crs)
- Electives in Music Education (0-12 crs)

Area Four: Formal Minor/Related (Cognate) Courses or Electives 9-21 credits

- Courses or Areas of Study may include: Arts Management, Composition, Conducting, History/Literature, Performance, Content Analysis, Educational Administration, Inclusive Education or other areas of interest

TOTAL 90 credits

Ph.D. (Piano Pedagogy) Course Requirements

Ninety hours of graduate work (MM and Ph.D.) are required for the degree. Specifically, the curricular framework for this degree includes four major areas: (1) Core music courses common to all Ph.D. in Music degrees, (2) Research tools courses & dissertation, (3) Courses/seminars in the major area, and (4) Minor or related (cognate) courses. Sample courses/credit hours in each area are structured as follows:

*indicates typical transfer hours from master's degree

Area One: Core Music Courses 12 credits

- MUED 982. College Teaching of Music (3 crs)
- Music History* (3 crs)
- Music Theory* (3 crs)
- Other Music Course (3 crs)

Area Two: Research Tools Courses & Dissertation 22 credits

- EDPS 859. Statistical Methods (3 crs)
- MUED 980 Quantitative Research in Music (3 crs)
- EDPS 900K Qualitative Research Methods (3 crs)
- Dissertation (13 crs)

Area Three: Major Area Courses/Seminars 38 credits

- Master's level Piano Pedagogy classes* (6 crs)
- Doctoral level Piano Pedagogy (Choose 2) (6 crs)
 - MUSC 824 Foundations, Philosophies, and Theories
 - MUSC 825 Approaches to Studio Teaching
 - MUSC 826 Pedagogical Literature and Materials
 - MUSC 996 Seminar in Piano Pedagogy (may be repeated on different topics)
- MUAP xxx Masters level Applied Piano*; with at least one recital (9 crs)
- MUSC 876 Piano Literature* (3 crs)
- MUSC 902 Doctoral level Applied Piano (12 crs)
- MUSR 998 Recital (1 cr)
- MUSC 898 Special Topics: Public Teaching Demonstration (1 cr)

Area Four: Formal Minor/Related (Cognate) Courses or Electives (one must be MUED course) 18 credits

- Additional piano pedagogy class* (3 crs)
- MUAP 902 Additional applied piano study (3-6 crs)
- Performance Practice Seminars (3-6 crs)
- Additional music history/theory* (3-6 crs)
- Advanced Design/Analysis (Choose one) (3-6 crs)
 - EDPS 941. Intermediate Stats-Experimental (3 crs)
 - EDPS 942. Intermediate States-Correlation (3 crs)
 - EDPS 972. Multivariate Analysis (3 crs)
 - EDPS 945. Computer-Assisted Data Analysis (3 crs)
 - EDPS 900A. Correlational and Experimental Methods (3 crs)
 - EDPS 900B. Single Case/Small N Methods (3 crs)
 - EDPS 900D. Survey Methods (3 crs)
 - EDPS 900J. Historical Methods (3 crs)
 - EDPS 935. Seminar in Qualitative Research (3 crs)
 - EDPS 936. Mixed Methods Research (3 crs)
- MUSC 890 Occupational Health & Wellness for Musicians (3 crs)
- MNGT/ENTR 821 Initiating & Managing Entrepreneurial Growth

OR

- MNGT 823 Business Plan Development & Decision Making (3 crs)
- MUED 838 Inclusive Music Education (3 crs)
- MUED 989A. Doctoral Seminar: Music Learning & Cognition (3 crs)
- MUED 989B. Doctoral Seminar: Philosophy & Policy (3 crs)

- MUED 989E. Doctoral Seminar: Technology for Teaching, Research & Outreach (3 crs)
- MUED 989J. Doctoral Seminar: Individual Differences in Music Learning (3 crs)
- MUED 989K. Doctoral Seminar: Assessment in Music (3 crs)

TOTAL 90 Credits

Ph.D. (Vocal Pedagogy) Course Requirements

Ninety hours of graduate work (MM and Ph.D.) are required for the degree. Specifically, the curricular framework for this degree includes four major areas: (1) Core music courses common to all Ph.D. in Music degrees, (2) Research tools courses & dissertation, (3) Courses/seminars in the major area, and (4) Minor or related (cognate) courses. Sample courses/credit hours in each area are structured as follows:

*indicates typical transfer hours from master's degree

Area One: Core Music Courses 12 credits

- MUED 982. College Teaching in Music (3 crs)
- Music History* (3 crs)
- Music Theory* (3 crs)
- Other Music Course (3 crs)

Area Two: Research Tools Courses & Dissertation 30 credits

Chose courses from either "Science Methods" or "Literature Methods" for a total of 12 credits plus Dissertation

Science Methods

- EDPS 859. Statistical Methods (3 crs)
- MUED 980 Quantitative Research in Music (3 crs)

OR

- EDPS 900K Qualitative Research Methods (3 crs)
- SLPA 854 Research Methods (3 crs)
- SLPA/EDPS Research Methods see list of approved electives (3 crs)

Literature Methods

- EDPS 859. Statistical Methods (3 crs)
- EDPS 900K Qualitative Research Methods (3 crs)
- MUED 843 Introduction to Research in Music Education (3 crs)

OR

- MUSC 881 Strategies for Advanced Research in Music (3 crs)
- GERM 803 Advanced Grammar (3 crs)

OR

- FREN 806 Translation (3 crs)
- Dissertation (18 crs)

Area Three: Major Area Courses/Seminars 33 credits

- MUSC 870 Vocal Pedagogy I (3 crs)
- MUSC 971 Vocal Pedagogy II (3 crs)
- MUSC 894 Internship (3 crs)
- SPLA 894 Independent Study (2 crs)
- MUSC 898 Special Topics: Public Teaching Demonstration (1 cr)
- MUSR 98 Lecture Recital (0 cr)
- MUAP 901 Applied Voice (6 semesters) (18 crs)

- MUSC 872 Art Song II (3 crs)

Area Four: Formal Minor/Related (Cognate) Courses or Electives 15 credits

- SLPA Speech Pathology Courses (Science Track = minimum 12 crs)
- Music or Music Education Electives (Literature Track – minimum 12 crs)
- See list of Approved Electives

TOTAL 90 Credits

Independent Study Registration

Students wanting to enroll in an independent study or special topics course must, in consultation with the instructor, complete the [*Independent Study/Special Topics Course Contract*](#) available on the [GKSOM Student Resources page](#) and submitted via the [GKSOM Graduate Form Submission Portal](#). Students must complete this form on or before the end of the add period in any given semester. The GKSOM Graduate Program Coordinator will provide the student with registration information. The Graduate Committee then reviews the proposal to determine if the amount of coursework required is congruent with the number of credit hours requested. Students will be informed of Graduate Committee approval. Student projects that are not acceptable are returned to the student for revision with the help of the instructor.

The Program of Studies

THE PROGRAM OF STUDIES

The Program of Studies is intended to function as a uniquely personalized academic program for a doctoral student's career at UNL, which is planned out during the first few weeks of the first semester in residence and then followed through all subsequent semesters. It is best arranged in semester-by-semester fashion, consulting degree requirements and the rotation of courses to ensure completion of all necessary academic work without surprises and in a timely manner.

Ideally, an initial draft of the Program of Studies will be prepared very early during the first semester of studies, and in any case before Priority Registration (i.e., by the end of October or the end of March), so that it will specify all five subsequent semesters of study in a three-year, six-semester program. Particular care should be taken to make decisions about courses taught in semester 2 that will not return in the rotation until semester 6. Moreover, in completing the Program of Studies, it is important for DMA and PhD students to realize the function of the choice of coursework in preparing for their comprehensive examinations. It is highly recommended that DMA students evaluate their strengths and weaknesses in history and theory as they relate to the expectations of performance on the comprehensive examinations.

After initial planning that begins early in the fall of the first semester in residence, the student and the chair of the Supervisory Committee together prepare the [Program of Studies for the Doctoral Degree](#) located on the [Office of Graduate Studies | Steps to Completion](#) page

NOTE: For PDF files, please download, open, edit, and save these fillable forms using only Adobe Acrobat/Reader. Do not use your web browser to edit or save the form.

The completed form must then be approved by the members of the student's Supervisory Committee, ideally before the beginning of the second semester of study, and preferably at a face-to-face meeting, but in any event so that no more than 45 semester credit hours have a recorded letter grade, or grades of incomplete or pass, on the student's transcript and program at the time the program is submitted to the Office of Graduate Studies. (NOTE: The outside

committee member will be informed of the face-to-face meeting but is not required to attend.)

The Supervisory Committee is not obligated to reduce the doctoral program of studies by applying all coursework taken toward a previously earned master's degree. Each course accepted must be determined to be current and relevant in relation to the desired degree.

After approval by the student's Supervisory Committee of the Program of Studies, the form must be submitted to the Graduate Committee for approval. It may be approved without further comment by the Graduate Committee, or it may be sent back to the student for modifications. After approval is obtained, the form is then sent to the Office of Graduate Studies with a minimum of 45 hours to be taken at the University of Nebraska-Lincoln exclusive of language and/or research skills remaining to be taken.

MAKING A CHANGE IN THE PROGRAM OF STUDIES

Changes may be made to an approved Program of Studies. Changes must be approved by the Supervisory Committee prior to the semester that the course(s) requested is (are) being taught. To avoid a variety of potential problems, Program of Studies changes should be anticipatory, not retrospective. Either the student or the student's Supervisory Committee Chair may initiate a change by submitting a [Program or Memorandum Substitution/Change Request](#) to the Graduate Committee through the [Graduate Forms Submission Portal](#). Once submitted, the GKSOM Graduate Program Coordinator will process the form, route it for signatures, and submit it to the Office of Graduate Studies. Chairs should clear the changes with the rest of the committee via email prior to signing the form.

MINIMUM CREDITS OF ENROLLMENT

A degree-seeking graduate student enrolled for nine (9) or more hours in one semester is considered a full-time student for that semester. All graduate assistants *must* register for a minimum of seven (7) hours of degree graduate work each semester. Any exceptions must be granted by the Director of the Glenn Korff School of Music.

CORRECTION OF REGISTRATION ERRORS

A graduate student who has registered in error (for example, enrollment in the undergraduate level of a 400/800 course) should correct the error through the normal drop and add process during the term in which the error occurred.

In the event the error is not recognized until a grade is posted, the student may appeal for correction of registration within sixty (60) days of the posting of the grade report in the Office of the University Registrar. Changes to a student registration record *will not be made* more than sixty days *after grades are posted*.

Semester-By-Semester Model Plans

Students should draft a personalized academic plan as soon as possible after arrival, with reference to all course requirements, to the relevant model below, and to the latest on-line version of the Glenn Korff School of Music Academic Course Rotation, and in consultation with the chair of their supervisory committee. They then should be able to use their uniquely individualized plan to help prepare the formal Program of Studies.

The following provides five hypothetical examples of semester-by-semester academic plans for the 90-credit hour DMA programs in Performance, Conducting, Composition, Jazz Studies-Performance, and Jazz Studies-Composition.

To repeat, these are entirely hypothetical examples. They have certain shortcomings and work under certain assumptions. For example, they assume a fixed amount of transfer credit in each case (30 or 36 credits, when in fact up to 45 credits can be transferred in), they each offer a model for completion of the degree in exactly six semesters for the minimum rock-bottom of 90 credits, they omit the credits involved in the chamber music and large ensemble requirements that are part of several emphases, they make assumptions (e.g., in the case of Jazz Studies) about what classes in the rotation are available in a given year, and so forth. Moreover, the timing of the comprehensives and the application for admission to Candidacy assume the intention to graduate the following May. These models also make no mention of how to integrate a student's Related Area of Study, if such is being pursued. Nonetheless they have proved to be a useful point of departure for DMA students in the construction of their own individualized academic plans.

Performance

9+9, 9+9, 9+10

Note 1: This plan assumes that the student has completed 35 hours of transfer credit that are applicable toward the degree.

Note 2: Not shown are, for most students, 2 semesters of chamber music, and 3 semesters of large ensemble.

Note 3: This plan assumes 20 credits of Applied Music and 11 credits of Recital.

Fall 1

MUAP 9--. Applied Music (4)

MUSC 99. Doctoral Colloquium (0)

MUSC 9--. Music Theory/History Sem (3)

MUSC 8/9--. Music Theory/History (3)

MUEN 8XX. Ensemble (1)

Spring 1

MUAP 9--. Applied Music (4)

MUSC 99. Doctoral Colloquium (0)

MUSR 998. Recital (3)

MUSC 862. Lit & Pedagogy (2)

Fall 2

MUAP 9--. Applied Music (3)

MUSC 99. Doctoral Colloquium (0)

MUSR 98. Recital (0)

MUSC 881. Strategies for Advanced Research in Music (3)

MUSC 977. Performance Practice (3)

Spring 2

MUAP 9--. Applied Music (3)

MUSC 99. Doctoral Colloquium (0)

MUSR 998. Recital (3)

MUED 982. College Teaching in Music (3)

Fall 3

Comprehensive Exams & Candidacy by early September

MUAP 9--. Applied Music (4)

MUSR 98. Recital (2)

MUSC 8/9--. Music History (3)

Document Proposal completed by Nov. 1

Spring 3

MUAP 9--. Applied Music (3)

MUSR 998. Lecture Recital (3)

MUSC 999. Doctoral Document (3)

Conducting

10+9, 9+9, 9+9

Note 1: This plan assumes that the student has completed 36 hours of transfer credit that are applicable toward the degree.

Note 2: This plan assumes 11 credits of Applied Conducting and 3 credits of Recital.

Note 3: This plan shows 6 semesters of registration but just 5 credit hours of large ensemble as a performer.

Fall 1

MUAP 9--. Applied Conducting (2)

MUSC 99. Doctoral Colloquium (0)

MUEN 8XX. Ensemble (1)

MUSC 9--. Literature (3)

MUSC 8--. Music Theory/History (3)

Spring 1

MUAP 9--. Applied Conducting (2)

MUSC 99. Doctoral Colloquium (0)

MUEN 845. Ensemble (1)

MUSC 9--. Literature (3)

MUSR 98. Recital (0)

MUSC 9--. Theory or History Sem (3)

Fall 2

MUAP 9--. Applied Conducting (2)
MUSC 99. Doctoral Colloquium (0)
MUEN 8XX. Ensemble (1)
MUSC 881. Strategies for Advanced Research in Music (3)
MUSC 977. Performance Practice (3)

Spring 2

MUAP 9--. Applied Conducting (2)
MUSC 99. Doctoral Colloquium (0)
MUEN 8XX. Ensemble (1)
MUSC 9--. Literature (3)
MUSR 98. Recital (0)
MUED 982. College Teaching in Music (3)

Fall 3

Comprehensive Exams & Candidacy by early September

MUAP 9--. Applied Conducting (2)
MUEN 8XX. Ensemble (1)
MUSC 8/9--. Music History (3)
Elective (3)
Document Proposal completed by Nov. 1

Spring 3

MUAP 9--. Applied Conducting (2)
MUEN 8XX. Ensemble (1)
MUSR 998. Recital (3)
MUSC 999. Doctoral Document (3)

Composition

9+9, 9+12, 12+9

Note 1: This plan assumes that the student has completed 30 hours of transfer credit that are applicable toward the degree.

Note 2: This plan assumes 18 credits in the Seminar in Composition (individual lessons) and 6 credits of Recital.

Fall 1

MUCP 983. Sem in Composition (3)
MUSC 99. Doctoral Colloquium (0)
MUSC 9--. Theory or History Sem (3)
MUSC 8--. Music Theory/History (3)

Spring 1

MUCP 983. Sem in Composition (3)
MUSC 99. Doctoral Colloquium (0)
Elective (3)
Elective (3)

Fall 2

MUCP 983. Sem in Composition (3)
MUSC 99. Doctoral Colloquium (0)
MUSC 881. Bibliography (3)
MUSC 977. Performance Practice (3)

Spring 2

MUCP 983. Sem in Composition (3)
MUSC 99. Doctoral Colloquium (0)
MUSR 998. Recital (3)
MUED 982. College Teaching in Music (3)
Elective (3)

Fall 3

Comprehensive Exams & Candidacy by early September

MUCP 983. Sem in Composition (3)
MUSC 8/9--. Music History (3)
Elective (3)
Elective (3)
Document Proposal completed by Nov. 1

Spring 3

MUCP 983. Sem in Composition (3)
MUSR 998. Lecture Recital (3)
MUSC 999. Doctoral Document (3)

Jazz Studies - Performance

9+9, 10+12, 10+10

Note 1: This example of a plan assumes that the student has completed 30 hours of transfer credit that are applicable toward the degree, including 6 hours of graduate jazz history transfer credit.

Note 2: This plan assumes 22 credits of Applied Music and 8 credits of Recital.

Note 3: Not shown are, for most, 2 semesters of chamber music and 3 semesters of large ensemble.

Fall 1

MUAP 9--. Applied Music (3)

MUSC 99. Doctoral Colloquium (0)

MUSC 9--. Theory or History Sem (3)

Jazz Theory (MUSC 865) or Jazz History I (MUSC 837) (3)

Spring 1

MUAP 9--. Applied Music (3)

MUSC 99. Doctoral Colloquium (0)

MUSR 998. Recital (3)

MUSC 868. Jazz Pedagogy (3)

Fall 2

MUAP 9--. Applied Music (4)

MUSC 99. Doctoral Colloquium (0)

MUSR 98. Recital (0)

MUSC 881. Bibliography (3)

MUSC 977 Performance Practice or MUSC 866 Jazz Styles (3)

Spring 2

MUAP 9--. Applied Music (4)

MUSC 99. Doctoral Colloquium (0)

MUSR 998. Recital (2)

MUED 982. College Teaching in Music (3)

MUSC 867. Jazz Improvisation (3)

Fall 3

Comprehensive Exams & Candidacy by early September

MUAP 9--. Applied Music (4)
MUSR 98. Recital (0)
MUSC 8/9--. Music History (3)
MUCP 886. Jazz Arranging: Small Ensembles (3)
Document Proposal completed by Nov. 1

Spring 3

MUAP 9--. Applied Music (4)
MUSR 998. Lecture Recital (3)
MUSC 999. Doctoral Document (3)

Jazz Studies - Composition

9+9, 10+12, 10+10

Note 1: This plan assumes that the student has completed 30 hours of transfer credit that are applicable toward the degree, including 6 hours of graduate jazz history transfer credit.

Note 2: This plan assumes 22 credits of Applied Music and 8 credits of Recital.

Fall 1

MUCP 983. Seminar in Composition (3)
MUSC 99. Doctoral Colloquium (0)
MUSC 9--. Theory or History Sem (3)
Jazz Theory (MUSC 865) or Jazz History I (MUSC 837) (3)

Spring 1

MUCP 983. Seminar in Composition (3)
MUSC 99. Doctoral Colloquium (0)
MUSR 998. Recital (3)
MUSC 868. Jazz Pedagogy (3)

Fall 2

MUCP 983. Seminar in Composition (3)
MUSC 99. Doctoral Colloquium (0)
MUSC 881. Bibliography (3)
MUSC 977 Performance Practice or MUSC 866. Jazz Styles (3)

Spring 2

MUCP 983. Seminar in Composition (3)
MUSC 99. Doctoral Colloquium (0)
MUSR 998. Recital (2)
MUED 982. College Teaching in Music (3)
MUSC 867. Jazz Improvisation (3)

Fall 3

Comprehensive Exams & Candidacy by early September
MUCP 983. Seminar in Composition (4)
MUSC 8/9--. Music History (3)
MUCP 886. Jazz Arranging: Small ensembles (3)
Document Proposal completed by Nov. 1

Spring 3

MUCP 983. Seminar in Composition (4)
MUSR 998. Lecture Recital (3)
MUSC 999. Doctoral Document

Grade Requirements

For students on a GTA, a grade of B or better in all course work is required for continuance of the assistantship.

For all students, the minimum academic standard in order to earn graduate degree credit in a graduate course is obtained as follows:

1. In non-elective* music courses, the minimum grade of B minus (B-) is required for graduate credit in graduate-only classes, i.e., in 900-level courses, or in 800-level courses without 400-level counterparts. Applied lessons are an important example of such classes, and as a further rule,

lessons are not taken on a pass/no pass basis.

2. In non-elective* music courses, the minimum grade of B is required for graduate credit in cross-listed grad/undergrad classes, i.e., in 800-level courses with 400-level counterparts. Here, the grade of B minus (B-) is not acceptable for graduate credit. Also, these courses may not be taken on a pass/no pass basis for graduate credit. (A maximum of three hours credit may be taken on a pass/no pass basis in a student's program.)
3. In a minor or related area outside music or in elective* courses in music, the minimum grade of C or pass is required in 800-level or 900-level courses. A grade of C minus (C-) is not acceptable.
4. A maximum of 9 credit hours may be taken in approved workshops.
5. A maximum of 6 credit hours may be taken in Special Topics, Special Problems or Independent Study.

*Note: an elective course refers to any course in which the student has a free and open opportunity to select a course. A scenario in which students may select from a menu of courses in order to fulfill degree requirements in a certain area (i.e., select a music theory course from among 3 different theory courses) does NOT constitute an elective course.

A student who receives a grade below the minimum allowable for graduate credit may not continue the program of studies without permission from the Glenn Korff School of Music Graduate Committee. Typically, an underachieving student will be placed on probation for a semester before a decision about continuing in the program is rendered. The retention of financial aid and other support will require exemplary, rather than minimum, academic standards.

If a student receives a grade below the minimum allowable for graduate credit, then the student will have to take the class off the Program of Studies and take another in its place to be counted toward the minimum required 90 credits, as the class fulfilling the particular course requirement involved.

POLICY FOR HANDLING GRIEVANCES AND APPEALS

Students who want to pursue a grievance or appeal (appeal a grade, for example) should follow this step-by-step procedure:

Step 1: If, after attempting to resolve the problem directly with a GKSOM administrator, professor, staff member, or fellow student, students cannot resolve the matter, the disagreement should be brought to the attention of the Graduate Committee Chair (GD Chair). The GD Chair will discuss with students various options to further air the disagreement, including the options of speaking to the other person again, with the GD Chair present to act as a mediator, or the filing of a formal complaint. NOTE: If the disagreement is with the GD Chair himself or herself, students should bring the matter to the attention of the Director of the GKSOM.

Step 2: If a formal complaint is referred to the Graduate Committee for resolution, the GD Chair shall utilize the Committee to render a decision on the grievance/appeal after interviewing both parties involved.

Step 3: If the student is not satisfied with Committee's decision, the matter may be referred to the Director of the GKSOM for another hearing.

Step 4: If the person filing the complaint fails to receive satisfaction from the GKSOM Director, the matter may be referred back to the GD Chair, who will then seek the counsel of the Dean of the Graduate College to determine the next course of action.

See also the statement on Academic Dishonesty below in this handbook.

Probation or Termination

Graduate students in the Glenn Korff School of Music are expected to maintain a high level of achievement in their graduate studies, and conferral of the degree Doctor of Musical Arts is contingent primarily on achieving a high standard of musicianship and scholarship. If at any point in a student's doctoral career the Graduate Committee finds a strong indication that the student is unlikely to show the appropriate level of attainment in musicianship, scholarship, or teaching, the Committee may (in consultation with the student and the doctoral supervisory

committee) suggest or insist on the termination of the student's doctoral studies at UNL.

Accordingly, students who do not maintain satisfactory progress may be subject to losing their GA if they hold one, being placed on probation, being terminated from a degree program, or being denied permission to continue graduate studies in the University. Except in cases of dismissal because of violations of the Student Code of Conduct, upon termination from a graduate degree program and/or dismissal from the Graduate College, students may apply for admission to another degree program or admission as a non-degree seeking student only with the approval of the Dean for Graduate Studies. No student on probation may receive a graduate degree.

Probation or termination recommendations may be made by the student's adviser (masters students) or the Supervisory Committee (doctoral students) in writing, and must be approved by the Graduate Committee overseeing the student's major. The Graduate Committee overseeing the student's major must communicate the probation or termination recommendation in writing to the campus Dean for Graduate Studies. A copy of the recommendation must be sent to the student.

For all graduate students at UNL, probation or termination recommendations may be made under the following conditions: a) violations of the "Student Code of Conduct" listed in the Graduate Bulletin, b) failure to satisfy "Scholastic Grade Requirements" also listed in the Graduate Bulletin, c) failure in qualifying examinations, preliminary examinations, comprehensive examinations or final degree examinations, d) failure to master the methodology and content of one's field in a manner that is sufficient to complete a successful thesis or dissertation., or e) in fields leading to licensure or certification, ethical misconduct or lack of professional promise in the professional field. Termination recommendations may also be made if a student fails to satisfy conditions required for removal of probationary status or provisional admission. Students have the right to appeal a probation or termination recommendation following procedures stipulated in the "[Guidelines for Probation and Termination](#)" section of the Graduate Catalog. See:

Student Evaluation of Courses & Faculty

Student evaluations are part of the materials submitted for annual review, promotion, and tenure of the faculty. In addition, evaluations are used by the faculty members for possible course modification, syllabus revision, and/or reinforcement of course content, materials, and teaching method effectiveness. It is important to complete carefully and thoroughly the evaluations.

Faculty members cannot access the evaluations until after final grade rosters have been submitted.

Academic Dishonesty

The Hixson-Lied College of Fine and Performing Arts policy on cheating is:

1. Students are expected to be honest in all aspects of their academic work.
2. Academic judgments about a student's work (including questions of cheating) are the responsibility of the instructor. (Normally disagreements are resolved by means of a conference between the student and the instructor.)
3. When a student has been judged by the instructor to have cheated the student may be given a grade of an F on that assignment by the instructor and if the work in question is the final examination or some large proportion of the work for the course, the F may be given for the whole course.
4. If the student disputes the instructor's finding of academic dishonesty, the matter shall be referred to the UNL Judicial Officer as required by the UNL policy on Academic Dishonesty.
5. Appeals rights of the student

- a. The instructor must inform a student of the right of appeal at the time the student is accused of cheating.
- b. If a student feels he or she is treated unjustly, the student may take the case to his or her department or school's Grading Appeals Committee.
- c. The student may appeal the departmental committee's decision to the College Grading Appeals Committee if he or she is not satisfied.

Transfer of Credit

The following points clarify the transfer policy for graduate credit to the Glenn Korff School of Music:

- Not less than 50 percent of the course work (excluding thesis or doctoral document) of the minimum number of graduate credits required for the Master of Music, DMA or PhD degree must be completed at the University of Nebraska-Lincoln.
- Courses repeated for credit must show substantially different content in order to be considered for multiple transfer credits. (It is the student's responsibility to provide documentation of these content differences through syllabi, written communication from the instructor, or other appropriate supporting materials.)
- All non-distance learning credits presented for transfer must meet the UNL contact hour requirement of no more than one credit hour awarded for each 15 hours of student/teacher instructional contact.
- No graduate credits will be accepted as transfer credits unless earned at an institution that offers a comparable masters degree in music or music education. No graduate credits will be accepted as transfer credits unless earned at an institution fully accredited to offer graduate work in the field of the student's major. Additionally, all institutions from which transfer credits

are presented must be listed in the book *Accredited Institutions of Postsecondary Education* and must be authorized to offer graduate credit.

- The Glenn Korff School of Music Graduate Committee must approve each transfer credit. Approval is granted on the basis that the quality and suitability of the course to be transferred is equal to or superior to offerings available at the University of Nebraska-Lincoln. A student seeking to transfer credit for a particular course should submit information about the content of that course to the Graduate Committee. Upon approval of transfer credit(s) by the Graduate Committee, the request is forwarded to the Office of Graduate Studies for final approval. It is the responsibility of the student to ensure that official transcripts of graduate work taken elsewhere are sent by the institution where the work was completed and received by the Office of Graduate Studies well before the student plans to complete all other requirements for the graduate degree. Official transcripts should be sent directly to the Dean for Graduate Studies, 1100 Seaton Hall, University of Nebraska-Lincoln, Lincoln, NE, 68588-0619.

Academic Dishonesty

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1. Students are expected to be honest in all aspects of their academic work.
2. Academic judgements about a student's work (including questions of cheating) are the responsibility of the instructor. (Normally disagreements are resolved by means of a conference between the student and the instructor.)
3. When a student has been judged by the instructor to have cheated the student may be given a grade of an F on that assignment by the instructor and if the work in question is the final examination or some large proportion of the work for the course, the F may be given for the whole course.
4. If the student disputes the instructor's finding of academic dishonesty, the

matter shall be referred to the UNL Judicial Officer as required by the UNL policy on Academic Dishonesty.

5. Appeals rights of the student

- a. The instructor must inform a student of the right of appeal at the time the student is accused of cheating.
- b. If a student feels he or she is treated unjustly, the student may take the case to his or her department or school's Grading Appeals Committee.
- c. The student may appeal the departmental committee's decision to the College Grading Appeals Committee if he or she is not satisfied.

Residency Requirement

The Graduate College has established a residency requirement for the purpose of ensuring that the doctoral program should be reasonably compact, continuous, and coherent; and that a substantial portion be in fact done at and under close supervision by the University. The residency requirement is part of the student's approved program.

A student beginning a doctoral program in the University of Nebraska system with a bachelor's degree, the residency requirement for the Doctor of Musical Arts degree is 27 hours of graduate work within a consecutive 18-month period or less. Fifteen of these 27 hours may be brought forth from the UNL Master of Music degree, provided they are taken in the same 18-month period.

A student who transfers to the University of Nebraska system with a master's degree from another institution, or who has a time interval between earning a master's degree at the University of Nebraska and beginning work on a doctoral program, the residency requirement for the Doctoral of Musical Arts degree is 27 hours of graduate work in a consecutive 18-month period or less.

A member of the University staff who is engaged at least half time in instruction or research in a major department, or a person employed in a major field, the residency requirement is 24 credit hours of graduate work within a consecutive two-year period with the further provision that the student take at least 12 of these after receiving the master's degree or its equivalent. Not more than one-third of the work for residency or 9 hours total credits may be taken during the summer sessions.

In exceptional circumstances, where it is clear that the purpose of residency will be fulfilled although the above formal conditions are not met, the student's Supervisory Committee may, with the approval of the Dean for Graduate Studies, designate an alternative procedure for satisfying the residency requirements.

A minimum of three full years of graduate study is normally required to complete a program for the degree of Doctor of Musical Arts. Neither the courses taken nor the time spent in study determines the granting of the degree. It is given primarily for high attainment in some special field of scholarship, performance and for demonstrated power of independent research in a subdivision of this field.

The time limit for granting the Doctor of Musical Arts degree is eight years from the time of filing the student's program of studies in the Office of Graduate Studies.

LEAVE POLICY

Graduate students are expected to maintain active status through continuous registration from the time they matriculate until they graduate. However, the Office of Graduate Studies recognizes that sometimes life events may make it impossible to continue active participation in a degree program. An Academic Leave of Absence makes it possible for a student to temporarily suspend his or her graduate studies and the pursuit of a degree. Providing a process for students to request—and take—an approved leave of absence from their studies for a specified period of time ensures that students have an opportunity to return to the University under the rules and policies in effect when they left and without affecting their time to degree. For a detailed exposition of the rules and policies surrounding academic leaves, see <https://graduate.unl.edu/academics/academic-leave/>.

Transfer of Credit

The following points clarify the transfer policy for graduate credit to the Glenn Korff School of Music: •Not less than 50 percent of the course work (excluding thesis or doctoral document) of the minimum number of graduate credits required for the Master of Music, DMA, or Ph.D degree must be completed at the University of Nebraska-Lincoln.

- Courses repeated for credit must show substantially different content in order to be considered for multiple transfer credits. (It is the student's responsibility to provide documentation of these content differences through syllabi, written communication from the instructor, or other appropriate supporting materials.)
- All non-distance learning credits presented for transfer must meet the UNL contact hour requirement of no more than one credit hour awarded for each 15 hours of student/teacher instructional contact.
- No graduate credits will be accepted as transfer credits unless earned at an institution that offers a comparable master's degree in music or music education. No graduate credits will be accepted as transfer credits unless earned at an institution fully accredited to offer graduate work in the field of the student's major. Additionally, all institutions from which transfer credits are presented must be listed in the book Accredited Institutions of Postsecondary Education and must be authorized to offer graduate credit. [NOTE: We must accept the 3rd statement in this bullet point (underlined) because it is a Graduate College rule; the other two statements are more stringent and allowed by the Graduate College, but we would need to affirm our desire to apply these rules.]
- The Glenn Korff School of Music Graduate Committee must approve each transfer credit. Approval is granted on the basis that the quality and suitability of the course to be transferred is equal to or superior to offerings available at the University of Nebraska-Lincoln. A student seeking to transfer credit for a particular course should submit information about the content of

that course to the Graduate Committee. Upon approval of transfer credit(s) by the Graduate Committee, the request is forwarded to the Office of Graduate Studies for final approval. It is the responsibility of the student to ensure that official transcripts of graduate work taken elsewhere are sent by the institution where the work was completed and received by the Office of Graduate Studies well before the student plans to complete all other requirements for the graduate degree. Official transcripts should be sent directly to the Dean for Graduate Studies, 1100 Seaton Hall, University of Nebraska-Lincoln, Lincoln, NE, 68588-0619.

PERFORMANCE JURIES

All applied music students must take a jury examination at the end of each semester during Finals Week. In effect, the performance jury at the end of every term is the equivalent of a final exam for every applied area of study. If DMA students have performed a recital that semester in fulfillment of degree requirements, they may be exempted from a jury examination.

Scheduling is done by individual sign-up for the Finals Week juries. Approximately 10 days prior to juries, sign-up sheets are posted on the appropriate applied faculty doors (usually the head of the area, such as brass, woodwinds, voice, etc.). The specific content and length of each student's jury is determined by the applied area. A panel of area faculty members serves as the evaluating group; each member registers a grade for the performance and the results are averaged together. The final jury grade is weighed as one third of the current semester's final applied studio grade.

Failure to meet expected standards in a jury can result in probationary status for one semester, at the end of which significant improvement must be demonstrated. If standards are not sufficiently met, dismissal from the applied area or the reduction or elimination of financial support may be considered by the appropriate area faculty member.

RECITALS FOR PERFORMANCE & JAZZ STUDIES-PERFORMANCE STUDENTS

DMA students in instrumental and vocal performance, and in jazz studies-performance, give five degree recitals. These five recitals may be given in any order, though customarily the lecture-recital is the last to be given. Three must be successfully completed prior to comprehensive examinations.

Students must register for each recital. There is no required minimum number of credits that must be earned in recitals, so students may enroll for zero (0) credit in MUSR 98, or they may enroll for 1-3 credits in MUSR 998. The maximum total number of credits earned in MUSR 998 is not to exceed 12.

Students must be enrolled in applied music with their primary teacher during the semester a degree recital is given. If the grade of incomplete is recorded for a recital, the student will be required to register for applied music in the semester in which the recital is given (credit hours to be determined by the supervisory committee).

In a semester in which a DMA student has performed a recital in fulfillment of degree requirements, that student may be exempted from the end-of-semester jury.

RECITAL OPTIONS

For DMA Students in Performance (includes Jazz Studies-Performance):

The student performs four full-length recitals (each at least 50 minutes performing time) and a lecture recital. Recitals may contain one or more works of chamber music, at the discretion of the Supervisory Committee and in accordance with the policies of the student's performance area.

For DMA Students Pursuing the Chamber Music-Performance Option only:

The student performs three full-length chamber music recitals (each at least 50 minutes performing time), one full-length solo recital, and a lecture recital featuring solo or chamber music.

[Note:-A student performing chamber music on a recital may register for chamber music or small jazz combo credit and recital credit concurrently. Other

students performing in the chamber ensemble or small jazz combo on a recital may register for chamber music or small jazz combo credit if the chamber/small jazz combo music-making is coached and is pursued throughout the entire semester. Pianists enrolled in chamber music may not charge an accompanist's recital fee for the enrolled recital.]

[Note: A faculty member coaching a chamber ensemble that is performing for DMA recital credit in a given semester does not get load credit for this coaching unless the ensemble rehearses throughout the semester and meets the chamber music course performance requirements.]

SUBSTITUTIONS FOR VOICE STUDENTS

For DMA students in vocal performance, an opera role or roles in an UNL opera production may substitute for a maximum of one of the full-length recitals at the discretion of the Supervisory Committee. The Graduate Committee of the Glenn Korff School of Music must then approve the substitution. The request for substitution should occur well in advance of all performances to allow the members of the student's Supervisory Committee to attend and assess the performance. As with any recital, a Graduate Recital Review Form with grades must be submitted by the Committee. The student also will fulfill all the usual aspects of the recital process, such as enrollment for recital credit and payment of the recital fee.

THE LECTURE RECITAL

One lecture recital is required. It must be at least 60 minutes in length (maximum, 75 minutes) and involve performance of one or more compositions. The verbal presentation by the student is intended to serve as a model for future professional presentations. It must contribute to existing knowledge and may concern the historical background, the musical structure, pedagogical issues and other matters relevant to the performance or composition(s). Emphasis should be given to those points which have a bearing on the manner of performance of the music. Before this recital can be scheduled, a formal, typewritten paper consisting of or including the verbal presentation must be given signed approval by the chair of the student's Supervisory Committee. The paper must be filed with the Enrollment Specialist.

REPERTOIRE APPROVAL

Approval of repertoire in advance of recitals is the prerogative of the Supervisory Committee, and as such, the specific process will vary from area to area. Stipulations regarding the process for receiving advanced approval of recital repertoire should be communicated to the student by the Supervisory Committee at the same time the committee chair advises the student of the chair's notification to the Graduate Committee that the Program of Studies has received Supervisory Committee approval.

RECITAL DURATION

Each DMA doctoral student in performance must perform full-length recitals of at least 50 minutes and no more than 60 minutes duration (actual performing time) and a lecture recital of at least 60 minutes duration (actual presentation/performing time). The maximum recital length applies only to recitals given in Kimball Hall or Westbrook Recital Hall (WMB rm 119). The total time available for each recital or lecture recital will include fifteen minutes of preparation time in the recital hall and a maximum time of 75 minutes for the recital itself (start on-stage to finish off-stage).

RECITALS FOR CONDUCTING STUDENTS

DMA conducting students should know that approval of repertoire in advance of recitals is the prerogative of the Supervisory Committee, and as such, the specific process will vary from area to area. Stipulations regarding the process for receiving advanced approval of recital repertoire should be communicated to the student by the Supervisory Committee at the same time the committee chair advises the student of the chair's notification to the Graduate Committee that the Program of Studies has received Supervisory Committee approval. Students must be enrolled in applied music with their primary teacher during the semester in which a degree recital is given.

In the Program of Studies, there is no required minimum number of credits for recitals.

The DMA conducting student must complete the equivalent of a total of three (3) full recitals, of which one must be a full recital conducted throughout by the student. In special circumstances with the permission of the Supervisory Committee, a student may perform two half recitals in lieu of one full recital. Thus, the remaining two recitals may be completed as full recitals, or half recitals.

In respect to duration, a full recital by a DMA conducting student is defined as a recital totaling 50 minutes of performing time or two half recitals totaling 50 minutes of performing time. The total time available for each recital or lecture recital will include fifteen minutes of preparation time in the recital hall and a maximum time of 75 minutes for the recital itself (start on-stage to finish off-stage).

Each half-recital is to be evaluated separately (as, for example, "Recital 2A" and "Recital 2B") and the two grades averaged. Moreover, the two Graduate Recital Review Forms for the pair of half-recitals are to be submitted to the Enrollment Specialist together, along with an indication of the averaged grade, only after the second half-recital has taken place. Similarly, if the two half-recitals are presented in different semesters, the student will enroll for recital credit and pay the recital fee only in the semester during which the second half-recital takes place.

SUBSTITUTIONS FOR CONDUCTING STUDENTS

For a DMA student in conducting, recital credit may also be granted, at the discretion of the Supervisory Committee and with the approval of the Glenn Korff School of Music Graduate Committee, for work by that conducting student in the preparation of a component of a larger collaborative performance, whether or not the student conducts the final collaborative product. This contingency accommodates such responsibilities as serving as chorus master for an opera or choral-instrumental work. Only one of the required full recitals may be completed in this manner.

The request for substitution should occur well in advance of the performance. It is the responsibility of the Supervisory Committee to determine prior to the start of the rehearsal process whether the scope of the work and rehearsal process merit consideration as a full-recital or half-recital. Assessment by the Supervisory Committee will take place during the rehearsal process, at the conclusion of which a Recital Evaluation Form with grade must be submitted. The student will fulfill all the usual aspects of the recital process, such as enrollment for recital credit, payment of the recital fee, and completion of program notes.

DEADLINES

Two of the three conducting recitals must be successfully completed prior to

taking the comprehensive examinations. The third conducting recital is usually performed after the student has passed the comprehensive examination and is admitted into candidacy for the degree.

PROGRAM NOTES

Students shall write program notes for all degree recitals. Program notes shall be due to the chair of the supervisory committee at least four weeks prior to each performance. After consultation with the chair, program notes will be provided to the committee for optional review at least three weeks prior to the performance. All program materials are due two weeks prior to the performance. Program notes should reflect a balance of vernacular and scholarly content and style.

PERFORMING FORCES

Performing forces for DMA conducting recitals are obtained in one of the following three ways:

Most customarily, the student organizes his/her own ensemble, of a size appropriate to the repertoire approved for the recital. Ensemble personnel consists primarily of UNL student musicians engaged by the student conductor; when necessary, these forces may be augmented by professional musicians from outside UNL. Any expenses incurred the formation of the recital ensemble are the responsibility of the conducting student. Performing personnel should be selected in close consultation with studio faculty in the student's performing area, and a complete written list of performers must be approved by the Chair of the student's Supervisory Committee prior to the first rehearsal. The student also assumes responsibility for all rehearsals, rehearsal space, rehearsal accompanists, instruments, scores and parts, and performance location.

Less commonly, a standing ensemble of the Glenn Korff School of Music may on occasion be available for use in all or part of a DMA conducting recital. Again, this situation arises relatively rarely, and always at the discretion of the ensemble's director and instructor of record and with the approval of the Chair of the student's Supervisory Committee.

In exceptional circumstances, a standing ensemble from outside the Glenn Korff School of Music may be used for a DMA conducting recital. These circumstances are likely to exist when the conducting student is affiliated with an outside

ensemble as its director or as an associate conductor, and when the outside ensemble is judged by the student's Supervisory Committee to exhibit a technical and artistic level of performance commensurate with the level of conducting technique and interpretation expected of a student in the DMA program. Any UNL graduate student conductor desiring to use a non-UNL ensemble must request permission, in writing, from his/her Supervisory Committee. The conducting student presenting the recital is responsible for initiating the written petition and must obtain signatures from all his/her Supervisory Committee members and approval from the Graduate Committee before the recital is scheduled. A copy of the approved petition is to be placed in the student's official folder.

RECITALS FOR COMPOSITION & JAZZ STUDIES-COMPOSITION STUDENTS

DMA students in Composition and in Jazz Studies-Composition should know that approval of repertoire in advance of recitals is the prerogative of the Supervisory Committee and as such, will vary from area to area. Stipulations regarding advanced approval of recital repertoire should be communicated to the student by the Supervisory Committee at the same time that the chair advises the student of the chair's notification to the Graduate Committee that the Program of Studies has received Supervisory Committee approval. Students must be enrolled in composition lessons with their primary teacher during the semester in which a degree recital is given.

For a doctoral student in Composition, a minimum of two (2) recitals is required; one of which must be successfully completed prior to comprehensive examinations. The second recital, a lecture recital, is usually performed after the student has passed the comprehensive examination and is admitted into candidacy for the degree. A minimum of thirty minutes of required compositions must be programmed on each recital. Thus, a doctoral student in Composition must compose a minimum of sixty minutes of original music after being admitted to the doctoral program.

For a doctoral student in Jazz Studies-Composition, a minimum of three (3) recitals is required, two of which must be successfully completed prior to comprehensive examinations. The third recital, a lecture recital, is usually performed after the student has passed the comprehensive examination and is admitted into candidacy for the degree. A minimum of thirty minutes of required compositions/arrangements must be programmed on each recital. Thus, a

doctoral student in Jazz Studies-Composition must compose/arrange a minimum of ninety minutes of original music after being admitted to the doctoral program.

The total time available for each recital or lecture recital will include fifteen minutes of preparation time in the recital hall and a maximum time of 75 minutes for the recital itself (start on-stage to finish off-stage). The maximum recital length applies only to recitals given in Kimball Hall or Westbrook Recital Hall (WMB rm 119).

RECITAL PROCEDURES

Students who want to give a solo or chamber recital in Glenn Korff School of Music facilities, whether that recital is for degree credit or not, must follow certain rules and regulations. Off-campus recitals by GKSOM students may be bound by certain stipulations as well.

Enrollment

Students must be concurrently enrolled in major applied lessons during the semester in which they give a degree recital. Non-degree recitals do not require enrollment, unless for some reason the student wishes to have the recital on their transcript.

Recital Course Numbers

MM and DMA students use the course number MUSR 98-Grad Recital (and for additional recitals, under some circumstances, MUSR 91A and MUSR 91B) for zero-credit degree recitals.

DMA students use MUSR 998 (1-3 credits) for a degree recital (including the lecture recital), if it is to be for credit, up to a maximum of 12 credits in the program of study.

Recital Sign-Up

Students performing degree recitals (both on and off campus) must complete recital sign-up procedures and pay the recital fee.

Recital scheduling for recitals takes place at the start of each semester with graduate students receiving priority scheduling beginning at the start of the second week of classes. Recital sign-up continues through the end of the fifth week of classes.

Priority in scheduling goes to graduate students over undergraduates, and to

degree recitals over non-degree recitals.

Students enrolled for recital credit can schedule a recital by visiting [GKSOM Room Requests](#), logging in (top, right corner), and choosing the appropriate reservation form. The graduate degree recital form will be made available starting on Monday in the second week of classes. Both recital forms will close on Monday of the sixth week of classes.

Once you secure a recital date and time, you will receive an email that will include a linked form. The form generates a contract that will include your recital date, time, location, and advisor/committee contact email addresses. Your recital contract will then be sent to your committee for signatures. When the contract is signed by all committee members, you will receive instructions for submitting your program information. At this time, you will also see a charge for the recital fee posted to your UNL student account for the next month's billing cycle.

DEADLINES FOR ALL DMA DEGREE RECITALS

TWO WEEKS PRIOR TO RECITAL

Students must submit recital program data to the Glenn Korff School of Music office two weeks prior to the recital (see Recital Programs). Further, students also must submit the Supervisory Committee Recital Checklist to the Enrollment Specialist two weeks before the scheduled degree recital. Failure to do so may result in cancellation of the recital.

Supervisory Committee Chairs must be present in person at all recitals. Other Committee members who cannot be present for a recital may use recordings/videos/livestreaming to participate in the recital adjudication. If it is not possible to use technology to circumvent the absence, the student may secure a faculty member not on the Committee as a substitute to adjudicate the recital, with approval of the Committee Chair.

NOTE: THE STUDENT IS RESPONSIBLE FOR PROVIDING A RECORDING OF THE RECITAL TO THE COMMITTEE MEMBER WHO CANNOT ATTEND IN PERSON OR FOR OBTAINING A FACULTY MEMBER TO SUBSTITUTE FOR ANY MEMBER OF THE SUPERVISORY COMMITTEE WHO CANNOT ATTEND THE DEGREE RECITAL. ADDITIONALLY, IT IS THE RESPONSIBILITY OF THE STUDENT TO

COMMUNICATE TO EACH MEMBER OF THE SUPERVISORY COMMITTEE ANY CHANGES OF AGREED TIME OR DATE OF THE RECITAL.

ONE WEEK PRIOR TO RECITAL

Remind the supervisory committee members of the recital date. Further, should unforeseen circumstances call for a last-minute committee substitution, it is still the student who is responsible for finding a substitute for a committee member who is not able to attend. If a substitute is necessary, the Enrollment Specialist must be informed of the substitution.

LECTURE RECITAL TECHNOLOGY INFORMATION

DMA students giving a Lecture Recital should contact the Sound Recording / IT Associate (108 Westbrook Music Building) well in advance of the date of the recital regarding information and training on the presentation equipment in Westbrook 119.

PIANO ACCOMPANIST POLICY FOR DMA STUDIO LESSONS, JURIES, AND DEGREE RECITALS

In order to provide a positive studio and performance environment for students, the Glenn Korff School of Music employs staff accompanists, graduate teaching assistants, and pianists registered in MUDC/MUCO 440/840 (A and/or B) to support applied studio lessons, semester juries, and departmental recitals as much as possible.

Assignment Procedure

All faculty members receive an Accompanist Request Form for each applied major at the outset of each semester. The request form requires providing information such as the student's name, class standing, semester repertoire, and recital plans. Studio assignments are made based on a priority system that considers degree status, recital preparation, and the availability of accompanists. It is the responsibility of the instructor, the student, and the accompanist together to decide upon suitable lesson times for the semester.

Additional services beyond those able to be supported by the school in any given semester (in particular, services such as degree recitals and/or recital preparation) must be contracted directly by students with accompanists at their hourly rates. In order to avoid potential misunderstandings it is strongly recommended that students determine all costs with their accompanists prior to

any engagement.

Comprehensive Examination

DMA EXAMS: GENERAL POLICIES AND DEADLINES

The Doctoral Comprehensive Examination is designed to evaluate the student's ability to integrate knowledge, apply theoretical concepts, demonstrate skills, and draw conclusions. Although it is composed of many parts, the examination is regarded as one entity and is evaluated as such. It normally covers course work completed for the master's and doctoral degrees as well as general musical and pedagogical knowledge normally acquired through professional experience.

The Doctoral Comprehensive Examination consists of three parts: a theoretical/analytical project, a written examination, and an oral examination. They must be taken during the academic year, and may be scheduled from the beginning of the second week of classes in the fall semester through the final exam period of the spring semester. Comprehensive Examinations may not be scheduled during the week prior to the start of classes in the fall semester nor during the first week of classes in the fall semester. The oral examination may be held no earlier than a week following the successful completion of the written examination, in order to allow all members of the doctoral committee adequate time to read and assess the written examination.

The Supervisory Committee must approve the scheduled dates for both the written and the oral examinations. Approval for these dates is recorded on the appropriate Application for Comprehensive Examination form located on the [GKSOM Forms and Resources](#) page, and must be signed by all Committee members. The Application for Comprehensive Examination form must be submitted via the GKSOM [Graduate Forms Submission Portal](#) at least 10 business days before the written examination is to be held and no later than the first twenty (20) in-session working days of the Fall or Spring semesters in which the examination is to be administered, i.e., by mid-September for students taking the

examination in a Fall semester and by the end of January for students taking the examination in a Spring semester. If the form is not filed in the Graduate Office of the Glenn Korff School of Music within these time limits, the date of the examination is not confirmed and the student is required to set new dates.

Doctoral students are required to be in candidacy approximately 7 months prior to the date they wish to defend their dissertation/document. In order to meet this requirement, the following deadlines are established:

| GRADUATION DATE | LAST DAY FOR ORAL COMPREHENSIVE EXAMINATION |
|-----------------|---|
| May | End of October preceding graduation* |
| August | End of March preceding graduation* |
| December | End of April preceding graduation* |

*Specific dates for a particular year will be published in August of each academic year. Students are reminded that Written Comprehensive Examinations must be completed not less than one week before the Oral Comprehensive examination is held.

PREPARING FOR COMPREHENSIVES

Students are encouraged to seek advice from each member of their Supervisory Committee about preparing for the comprehensive examination. Members of the Supervisory Committee may make suggestions for study to the student, but they are not permitted to reveal the actual questions that will be asked.

The examination is both written and oral in nature and may be taken when the student has successfully completed all of the significant required course work (excluding the final recital, applied music, ensemble and/or dissertation/document). If the student must take significant course work listed on his/her Program of Studies in the semester prior to the semester of graduation, the written portion of the comprehensive examination can be taken no sooner than the eleventh week of that semester. For example, a student wanting to

graduate in May who had significant courses in their Program of Studies that were being taken in the preceding Fall semester could not take the Comprehensive Examination before the eleventh week of that Fall semester. Given the conflict between this rule and the "seven-month" rule of the Graduate College, students should consult carefully with all members of their Supervisory Committee about whether the content of classes taken in the fall will be regarded by the Committee as "significant" for the purposes of the comprehensive exam.

After the analytical project and answers to the written questions of the comprehensive exams have been read, it is at the discretion of the student's supervisory committee whether or not the student may proceed to the oral portion of the comprehensive examination. If a student receives a no pass on all or any section of the project or written examination at this point, before the orals, he/she may retake the project or written examination or section of the written examination at a future date to be determined by the Supervisory Committee. A third attempt at the theory project or written examination is not permitted.

If the project and written portions are deemed strong enough, the orals are then held, no sooner than a week after the writtens. The Supervisory Committee determines the content of the oral examination questions and ensures an appropriate distribution and balance of questions. All members of the Supervisory Committee, including the outside member, are expected to be present when the oral portion of the examination is administered. The committee member from outside of the Glenn Korff School of Music may ask questions during the oral portion of the examination but does not normally participate in creating the written portion unless the student has completed a sequence of courses in the professor's field of expertise.

Following the oral examination, each section of the student's comprehensive examination is assessed as pass or no pass. If the student passes all sections of the comprehensive examination, the student is automatically eligible to be admitted to candidacy for the degree (see below). If the student receives a no pass on any section of the oral examination, they may retake the section(s) at a future date to be approved by the Supervisory Committee. A third attempt at the orals is not permitted.

NOTE: Should the Supervisory Committee determine the student has failed the comprehensive examination, a letter must be submitted by the chair of the supervisory committee to the Dean of Graduate Studies stating the conditions

under which the student may attempt another examination, or part thereof, not earlier than the following academic term. Typically, but upon the discretion of the supervisory committee, only two attempts to pass the comprehensive examination will be permitted, as indicated already.

CANDIDACY

When the student has passed the comprehensive examination, satisfied the language and/or research tool requirements of her/his approved program, and removed any provisional admission requirements, the Supervisory Committee will recommend to the Office of Graduate Studies that the doctoral student be admitted to Candidacy by filing the Application for Admission to Candidacy for the doctoral degree, noting the dates of completion of the comprehensive examination(s). By stated policy of the Graduate College, Candidacy must normally be achieved no fewer than seven months prior to the final oral document or composition defense, as detailed above. Only under unusual circumstances will the Graduate College consider the petition of a student achieving Candidacy late in a given semester for graduation at the end of the following semester.

SEE ALSO the separate section on Candidacy in this Handbook.

COMPREHENSIVE EXAMINATIONS: Detailed Procedures and Responsibilities

STEP 1. APPLICATION FOR COMPREHENSIVE EXAMINATION

The student must make formal application during the first twenty working days of the semester (in the first four weeks of the term), as indicated above. The dates set at this moment will determine both when the student sits for the written examination and, working backward, when the student must plan to be executing the theory and analysis project, as below. (And for those students intending to graduate the following May, all steps towards candidacy must be completed by late September, as explained above.)

STEP 2. WRITING OF THE DIRECTIONS OF STUDY & QUESTIONS

Theoretical Project--(Theory faculty). Immediately after formal application for the comprehensives is made, the student should contact a theory faculty member to approve the parameters and grade the project.

Applied Major Area--(Chair). Immediately after formal application for the comprehensives is made, the Chair begins the process of soliciting the questions and Directions of Study for the written examination; circulates these among the Committee via e-mail for approval; sends the Directions of Study to the student (OR instructs the student to contact the writer of the question for the Direction of Study); and sends the questions to the Graduate Program Coordinator in preparation for the exam.

NOTE: The responsibility for writing the questions is with the Committee members; the Chair collects the questions from the writers and gives them to the Graduate Program Coordinator. The Graduate Program Coordinator must receive the written questions in final form at least 3 business days before the first day of the scheduled written examination, or the examination will need to be rescheduled.

STEP 3. THEORY AND ANALYSIS PROJECT (comprehensive project format).

The student first consults with a theory/jazz theory professor to determine a project, as above. Then, working also in consultation with the Chair of his/her Supervisory Committee, the student will prepare a one-page project proposal to be submitted to the theory/jazz theory professor not less than 30 days before the first day of the written comprehensive examination. Once approved by the theory/jazz theory professor, the student then completes the analytical project. On the day that the written examination begins, the student emails the completed project to the theory/jazz theory professor, with a cc to the Graduate Program Coordinator.

The theory/jazz theory professor should immediately examine the project and provide advisory commentary to the Committee in an email to the Supervisory Chair (cc: Graduate Program Coordinator) with the project as an attachment at least three (3) days before the scheduled oral exam. The Graduate Program Coordinator will then forward this email to the committee as soon as practicable after being received from the theory/jazz theory professor.

The theory and analysis project may take one of two forms:

(1) Analytical Project. The student will analyze a work or portion of a work from the repertoire of their instrument/area not previously studied, i.e., literature presented on the lecture recital could not be used for this project.

(2) Theoretical Project. The student will focus on a theoretical topic or issue that applies to his/her instrument/area.

The project selected must be completed and submitted to the theory faculty member who approved the project on the first day of the written comprehensive examination.

Frequently asked questions regarding the "Theory Project" Component of the Comprehensive Exam:

How long must the project be?

The purpose of the one-page proposal is to allow the student, chair, and theorist to come to consensus as to the appropriate scope of the project—the quantity of music, level of detail, and number and type of analytic tacks to be explored should be spelled out in the proposal. Once the proposal is approved, the length of the finished project will be dictated by the number of pages needed to meet the expectations of the proposal—no more, no less. Thus, there is no minimum or maximum page limit for the project; indeed, different students' projects might vary significantly in length (though there will be less variance in the expected quantity and quality of effort put into the project—a one-page Schenkerian sketch can take as much work as writing several pages of prose, for instance!). Having said that, this should be a substantial project that showcases your ability to think theoretically and/or analytically and to articulate those ideas (with the thirty-day time frame in mind).

Do I need to focus on one movement or song? Can I write about an entire sonata/concerto /opera/song cycle? Can I write about just a part of a movement or song?

The scope of the project may vary widely from student to student—all the ideas suggested in the questions above are possible. The chair and theorist will work with the student to find an appropriate quantity of music to explore. Just ask about your specific idea. Generally speaking, selecting less music will create an expectation of greater detail in the analysis, while selecting more music may require the student to gloss over excerpts that don't relate directly to the student's thesis.

Am I expected to consult outside sources? Should it be annotated or include a bibliography?

This project is not biographical or (directly) historical—it is analytical. As such, it will typically consist almost entirely of the student's own analytic observations. Exceptions are certainly possible; for example, a student who intends to refute or reinforce a particular theoretical concept in application to his/her instrument or area might do well to cite or quote literature on that theory. Generally speaking, however, the student is discouraged from consulting or citing outside sources. This project is meant to measure a student's ability to think theoretically and analytically, not to research and report others' ideas.

What kinds of analysis should I use? Do I have to use roman numerals?

The term "analytical project" is meant in the broadest sense—there is no a priori set of expectations as to the type of analytic work that should be represented in the project. Rather, each composition should itself suggest modes of analysis to the student. (The student who selects a Webern work probably shouldn't use roman numerals, while set theory is not helpful for a Bach aria!) Students is free to draw upon their experiences with any methods of musical analysis appropriate to the music at hand, whether they have studied those methods formally in a classroom setting or not. In fact, the selection of appropriate analytic tools to a given musical work is as much a goal of this project as the analysis itself!

Who will assess my work?

The entire Supervisory Committee will receive copies of the project. The theorist who approved the proposal and graded it will provide an evaluation of the student's work to the chair, but the Supervisory Committee is charged with final assessment of the student's work.

How do I get started?

You might begin by thinking about pieces you'd like to explore deeply, or about theoretical approaches you've found attractive. Your applied instructor may be able to provide advice about specific works you could address (though remember that you may not write about music you've studied before). Perhaps the best way to shape the proposal is to find a thesis; i.e., an idea about either a musical work or a theoretical idea that you set out to prove or to defend.

STEP 4. THE WRITTEN EXAMINATION

The written portion of the examination is given during a two-day period. Students

will use Glenn Korff School of Music Macintosh-system computers to write answers for the written comprehensive exams. Only departmental hardware may be used (exception: composers may ask the Graduate Program Coordinator about using their personal computer and notational software for questions involving music composition). This examination is composed of the following:

(1) Applied major area (8 hours in two 4-hour segments). The student will be asked to discuss the literature of his/her area from the various perspectives of history, theory, performance practice, and pedagogy.

(2) Minor/Related courses (Optional; for students who have declared a formal minor or related area only [1 & 1/2 hours]).

When this area is outside music, the supervisory committee member representing that area furnishes the questions.

When this area is music history and literature, the examination is based on courses taken and will presume extra reading and thorough acquaintance with the contents of those courses.

When this area is pedagogy, the examination is based on additional information expanding upon the information provided by the student in the major area exam as noted in paragraph (1) above and on related courses.

Students with a related area in music theory will be asked in this examination to synthesize material from two or more theory courses from the course of study in place of the theory and analysis comprehensive project described in STEP 3 above.

Where the formal minor or related area is focused on another aspect of music study, the Chair of the student's Supervisory Committee should consult with one or more music faculty members in the minor area to construct an appropriate examination.

STEP 5. DISTRIBUTING STUDENT RESPONSES

The Graduate Program Coordinator distributes the student's theory/analysis project and written examination responses to the committee as soon as possible after the student has completed the written examination.

STEP 6. THE ORAL EXAMINATION (2 hours)

The oral examination is flexible and wide-ranging in content and, at the discretion of the Supervisory Committee, may possibly include re-examination of material contained in the theory project and the written examination, though it is by no means limited to covering these materials. Students should consult well in advance with the chair of their Supervisory Committee about what kinds of questions are apt to arise during the oral examination.

PhD (MUSIC EDUCATION) ANNUAL EVALUATIONS & COMPREHENSIVE EXAMINATIONS

All PhD Music Education students are required to pass both written and oral comprehensive examinations for admission to candidacy, following guidelines outlined in the *Graduate Studies Bulletin*. Full-time PhD students in residence are expected to achieve candidacy before the end of a twenty-four-month period of study. The candidate must complete and successfully defend a dissertation proposal and later defend a dissertation of original research before receiving the degree.

Annual Evaluation

The PhD in Music Education prepares students for careers in higher education and provides opportunities to experience faculty responsibilities in the areas of teaching, research, and service/outreach. At the end of each academic year faculty will review each student's performance in the areas of teaching and professionalism, research, and service.

Year 1 Annual Review Artifacts

- CV-A review of accomplishments that reflect developments in the student's career
- Teaching-A digitally recorded teaching demonstration and one-page self- and peer-evaluation of the teaching experience
- Research-A research-based paper in the form of a manuscript submittable as an article to a music research or practitioner journal that demonstrates writing and critical thinking ability in the field of music education. The manuscript must comply with the publication guidelines of a specific target journal in the field.

- Service/Outreach-Students, in cooperation with their advisor, will arrange for service opportunities appropriate to the student's interest areas.
- Reflective statements in the areas of teaching, research, and service/outreach that demonstrate the student's professional development

Year 2 Annual Review Artifacts

- CV-A review of accomplishments that reflect developments in the student's career
- Teaching-A digitally recorded teaching demonstration and one-page self- and peer-evaluation of the teaching experience
- Research-Most recent version of Year 1 Research Artifact, updated in light of the peer-review process of the journal to which it was submitted, *and* an additional research-based manuscript submittable for publication. Students must also provide evidence that their work has been submitted for presentation in an on-campus or off-campus research venue.
- Service/Outreach-Students, in cooperation with their advisor, will arrange for service opportunities appropriate to the student's interest areas.
- Reflective Statements in the areas of teaching, research, and service that demonstrate the student's professional development

Comprehensive Exams

Students pursuing the PhD in Music (Music Education) are required to submit a Comprehensive Examination Portfolio to their Supervisory Committee prior to their oral examination which includes the following:

- CV-A review of accomplishments that reflect developments in the student's career
- A short essay (2 pages maximum) describing long-term professional goals
- Digitally recorded teaching demonstrations, self- and peer-evaluations from annual evaluations
- Results of the written comprehensive examination. Exam questions will be provided by the Chair of the Supervisory Committee. Questions relevant to the student's Program of Studies will make up the exam. The format of the

exam requires that the student not only demonstrate the ability to write with ample access to existing literature in music education but will also demonstrate the ability to write without the aid of those printed or electronic resources.

- Question 1 will be in the format of a position paper. Students will use the advice to contributor's guidelines from *Update* or the *Music Educators Journal* for the length and format of the paper. The paper topic will be given by the Chair of the Supervisory Committee, and the student will have one week to complete the paper.
- Question 2 will center on a discipline-related topic chosen by the Chair of the Supervisory Committee. The student will have 2 ½ hours to compose and answer to the question.
- For students who have declared a minor or related area, a written examination question will be given and will center on a discipline-related topic chosen by the Graduate Faculty Member from the minor area who also serves as a member of the Supervisory Committee. The student will have 1 hour to compose and answer the question. *Alternative:* At the discretion of the Supervisory Committee, minor or related area content may be incorporated into written questions in the student's major area.
- Most recent versions of Year 1 and Year 2 Research Artifacts, updated in light of the peer-review process of the journals to which they were submitted.

PhD (PIANO AND VOCAL PEDAGOGY) ANNUAL EVALUATIONS & COMPREHENSIVE EXAMINATIONS

All PhD Piano Pedagogy students are required to pass both written and oral comprehensive examinations for admission to candidacy, following guidelines outlined in the *Graduate Studies Bulletin*. Full-time PhD students in residence are expected to achieve candidacy before the end of the fourth semester, following the procedure articulated below. Once candidacy has been achieved, the candidate must complete and successfully defend a dissertation of original research before receiving the degree.

Annual Evaluations

Year 1 Annual Review Artifacts

- CV–A review of accomplishments that reflect developments in the student's career
- Teaching–A digitally recorded teaching performance and one-page self-evaluation of the teaching experience
- Research–Development and submission of research for presentation in an on- or off-campus research venue appropriate for the discipline of piano pedagogy.
- Service/Outreach–Students, in cooperation with their advisor, will arrange for service opportunities appropriate to the student's interest areas.

Year 2 Annual Review Artifacts

- CV–A review of accomplishments that reflect developments in the student's career
- Teaching–A digitally recorded teaching performance and one-page self-evaluation of the teaching experience
- Research–A research-based paper in the form of a manuscript appropriate for submission to a music research or practitioner journal that demonstrates writing and critical thinking ability in the field of piano pedagogy. The manuscript must comply with the publication guidelines of a specific target journal in the field.
- Service/Outreach–Students, in cooperation with their advisor, will arrange for service opportunities appropriate to the student's interest areas.

Comprehensive Exams

Portion 1: Professional Portfolio

- CV–A review of accomplishments that reflect developments in the student's career with regard to teaching, research, and service
- Digitally recorded teaching performances with self-evaluation and research artifacts from years 1 and 2.

Portion 2: Written Exam

The student will have 4 hours to answer four questions on discipline-related

topics chosen by the Chair of the Supervisory Committee in consultation with the committee. Questions relevant to the student's Program of Studies will make up the exam. The format of the exam requires that the student demonstrate the ability to write without the aid of printed or electronic resources.

-For vocal pedagogy students who have declared a minor or related area, a written examination question will be given and will center on a discipline-related topic chosen by the Graduate Faculty Member from the minor area who also serves as a member of the Supervisory Committee. The student will have 1 hour to compose and answer the question. *Alternative:* At the discretion of the Supervisory Committee, minor or related area content may be incorporated into written questions in the student's major area. (NOTE: piano pedagogy students typically do not declare a minor or related area.)

The dissertation proposal will normally be presented and defended in combination with the oral exam following the written comprehensive exam.

Candidacy

In American higher education, Candidacy is a special status accorded a graduate student working on the final stages of the doctoral degree. One is "recommended for Candidacy" by the department but one is "admitted to Candidacy" by the university. Candidacy is not quite the same as ABD ("all but dissertation") status, since a student can be admitted to candidacy before finishing all coursework. However, once all courses have been taken and all degree requirements completed except for the document/thesis and the final oral defense, a student in Candidacy is considered to be "ABD."

When a music student has substantially completed studies in the doctoral program (i.e., has completed most coursework, has passed the three-part Comprehensive Examination, has satisfied any language and research tool requirements of the student's approved program, and has removed any

provisional admission requirements), the student's Supervisory Committee will recommend to the Office of Graduate Studies that the doctoral student be admitted to Candidacy. The Supervisory Committee completes an [Application for Candidacy Form](#), recommending to the Office of Graduate Studies that the student be admitted to Candidacy in the DMA or Ph.D. degree. This report is to be filed at least seven months prior to the final oral (defense) examination.

For all current deadlines in this process, see:

<https://graduate.unl.edu/academics/program-steps/doctoral-degree-steps-to-completion/>

Following admission to Candidacy the student must register in the Office of Graduate Studies during both semesters of each academic year until the student receives the degree. Failure to register during each fall and spring semester results in termination of the Candidacy and the doctoral program.

Registration and Fees During Candidacy

During Candidacy, students may register for the fall and spring semesters using MyRed.

If a student was officially certified as a resident of Nebraska for tuition purposes while on campus but has now, during Candidacy, moved to another state or country, the student continues to pay resident tuition.

If a student was classified as a non-resident for tuition purposes for the entire period while on campus, the student continues during Candidacy to pay non-resident tuition. (This includes students who were Graduate Teaching or Research Assistants from another state or country and did not ever carry through the specific official procedure to meet the standards established by the Board of Regents for resident tuition status. In such cases, while the student was on campus as a Graduate Teaching or Research Assistant the student was classified as a non-resident student and tuition was assessed on a non-resident basis, but the University remitted the difference between non-resident and resident tuition.)

However, if students are registering for only one credit hour, which is in EXCESS of their program requirements, merely to maintain Candidacy as required by the

Graduate College, they are charged the Resident tuition rate regardless of previous residency status.

Students in Candidacy who have completed all courses on the Program of Studies and who are registering for Doctoral Dissertation (MUSC 999) or Doctoral Dissertation Portfolio (MUSC 999P) **hours in excess of the requirements of the program** in order to maintain continuous registration are eligible for a waiver of the non-resident portion of tuition. To qualify for this benefit, students must:

Have grades for all courses on the program except for Doctoral Dissertation (MUSC 999) or Doctoral Dissertation Portfolio (MUSC 999P) hours.

Send email to [Eva Bachman](#) requesting this benefit. (You need only make this request once. Your ABD status, once approved, will remain in effect until you graduate.)

Complete information is available [here](#).

APPLICATION FOR GRADUATION

Students must apply to graduate. If you intend to graduate at the end of a given semester, you must apply within the first four weeks of the beginning of the semester (by a set date that you can find in the university's annual calendar). Applications for graduation may be submitted electronically via MyRED or by contacting the Office of the University Registrar, 107 Canfield Administration Building South. For the online Application for Graduation, go to MyRED, and click on your **Academics** tab. This will take you to the online Application.

Document or Final Composition

DMA DOCUMENTS

A written document is required of each candidate for a doctoral degree in music (DMA). A formal proposal describing the proposed document must be submitted

to the Supervisory Committee. The Strategies for Advanced Research in Music (MUSC 881) course, typically taken in the third semester of study, is designed to help students prepare the proposal. This proposal may be formally approved at any time during a student's course of study after the Program of Studies has been filed and approved by the Office of Graduate Studies. The DMA document is normally more limited in scope than a Ph.D. dissertation, but demonstrates high standards of scholarship and contributes to existing knowledge. The topic is selected and defined with the guidance of the major professor. As a result of this process, a formal proposal is prepared. The proposal does not have to be a magnum opus: five or six double-spaced pages, excluding the complete bibliography, are customary. The pages of the entire proposal draft (including the bibliography) are to be numbered. These are the issues and questions that are usually dealt with in the proposal.

1. Why the topic is important and of interest to you?
2. What has already been published on the topic, and what will your treatment add to the literature and understanding of the topic? How will this study change the view of the subject or break new ground in your discipline?
3. Research methodology (or methodologies): Will the document rely only on previously published secondary materials? Will you be researching primary source materials? Will there be musical analysis?
4. Organization of the document, a chapter-by-chapter outline. Very briefly (one or two sentences) describe what each chapter will cover.
5. The bibliography: only when using substantial primary sources should it be divided into two alphabets (one for "Primary sources", one for "Secondary literature"). Otherwise, a continuous listing, alphabetically, of all sources actually consulted for the project, should be used. Remember to follow one style manual religiously. Turabian. Each item can be single-spaced, with double-spacing between items.

Sample proposals from the MUSC 881 class may be accessed here: [Click Here to Download Samples](#)

Doctoral document proposal should be vetted with the advisor and then shared with the Supervisory Committee. Once the proposal is approved at a face-to-face meeting of the Supervisory Committee, the proposal, as well as the [Doctoral](#)

[Document Proposal Form](#), should be submitted to the [Graduate Forms Submission Portal](#). Once submitted, the GKSOM Graduate Program Coordinator will circulate the proposal form for signatures.

The DMA document normally concerns music from the student's performing medium and involves analysis of the music and study of the primary source materials relating to it.

The major professor bears the primary responsibility for guiding the research efforts of the doctoral candidate. The major professor should be well informed in the topic area and should have the necessary command of the discipline of scholarship to guide the document to successful completion. The major professor asserts strong supervision over the project to ensure exhaustive research of the topic, a thorough and complete report of the findings, a logical organization of the paper, correct grammar and spelling, acceptable writing style, and appropriate format.

When the topic extends beyond the capabilities of one faculty member, co-major professors may serve the best interests of the student.

GRADING THE DOCUMENT WHILE IT IS IN PROGRESS

While the document is in progress, the major professor may assign a letter grade OR, in lieu of an 'I' (Incomplete), use one of the following options:

IP: (In progress) indicates satisfactory work in progress (i.e., the student is making progress or effort as determined by the faculty supervisor). The "IP" would stand until the final examination, at which time a grade of "P" or a letter grade for all dissertation hours is submitted to the Registrar.

XP: (No progress) indicates that the student is not making adequate progress on their thesis or dissertation work. Consecutive grades of "XP" (as determined by the supervisory committee) may result in the GKSOM Graduate Committee taking action to inform the student and Graduate Studies regarding continuation of the student's graduate study.

Note that on the final transcript, the "IP" and "XP" grades will count towards attempted hours but for Financial Aid purposes, they will count differently. Both grades will convert to an "I" on the official record if not graded as P (Pass) or with a letter grade. Because the "XP" grade will not be used in calculating the GPA, no direct academic sanction, such as academic dismissal from the University, will

be imposed for earning one or more "XP" grades.

THE READING COMMITTEE

After the document has met with the approval of the major professor, it goes to the Reading Committee. The Reading Committee shall consist of two members, excluding the Chair, chosen from and by the Supervisory Committee. The Chair may nominate the two members of the Reading Committee, but the members of the Supervisory Committee should approve the nomination either by mail or at a meeting of the Committee prior to the submission of the document. The Office of Graduate Studies must be informed of the membership of the Reading Committee at the time of its appointment.

Before the members of the Reading Committee receive the document for review (either in parts or whole), the paper should be at a stage of progress and level of scholarship suitable for critical examination. The document and abstract must be presented to the Reading Committee in time for its review and recommendation of its members at least three weeks prior to the oral examination. The abstract may not exceed 350 words, including the title.

The Candidate and the major advisor should carefully consider the recommendation of the Reading Committee. A favorable report on the abstract and the document clears the way for scheduling the oral examination. If one or both readers indicate qualified approval involving only minor changes, these should be made and reported back to the reader prior to final approval.

An unfavorable report by one member of the Reading Committee may be rejected if, in the judgment of the Supervisory Committee, the report does not constitute a defensible judgment.

The Supervisory Committee should not accept a document which has been disapproved or unfavorably reported upon by both members of the Reading Committee until the basis for the disapproval has been removed. If these criticisms involve extensive changes, the question of rejecting the document entirely or postponing its acceptance until the following semester should be seriously considered by the Supervisory Committee.

The Chair of the Supervisory Committee files in the Office of Graduate Studies at least two weeks prior to the oral examination either:

1. A recommendation, accomplished by signing the Application for Final Oral

Examination, by each member of the Reading Committee indicating general approval of both the document and abstract, or

2. A statement signed by a majority of the Supervisory Committee indicating that the Committee has taken action to reject an adverse report by one member of the Reading Committee and recommending that the candidate be permitted to stand for oral examination.

The abstract and document must be approved by the Supervisory Committee Chair and the readers prior to filing the Application for the Final Oral Examination or Waiver in the Office of Graduate Studies. The application, signed by the readers, must be presented for approval to the doctoral degree assistant in the Office of Graduate Studies at least two weeks prior to the date of the oral examination. If the oral examination is waived, the deadline is three weeks prior to the last published date for holding oral examinations. A waiver of the oral examination/defense should be considered only under the most adverse circumstances, however; this oral examination/defense is considered to be an integral part of the degree program by the faculty of the Glenn Korff School of Music.

At the time the application is submitted, a preliminary review of the abstract and document is made by the doctoral degree specialist in the Office of Graduate Studies. One copy of the abstract/document is submitted by the student for review. At this time, final oral examination instructions are given to the student, and in addition, information and forms are given to the candidate including the Report on Doctoral Degree, Signature Page (optional), Survey of Earned Doctorates, and the University Microfilms International Dissertation information forms.

The Supervisory Committee has the right to recommend changes in the abstract and the dissertation at the time of the final oral examination. Such changes, should they be requested, normally are made by the student in consultation with the Supervisory Committee Chair and are incorporated in the final versions of the abstract for ProQuest and the document that will be deposited electronically in UNL's Digital Commons. Therefore, prior to the final oral examination, the document should be kept in a form so that changes can easily be made.

FINAL COMPOSITION

A final composition is required of each candidate for the Doctor of Musical Arts Degree majoring in composition. The composition should reflect a high degree of professional craftsmanship as well as exhibiting some qualities of originality. (It is assumed that the incoming DMA composer has already begun to exhibit a degree of stylistic originality.)

The composition should be of sufficient length to represent a major creative statement by the composer. The suggested minimum length should be approximately 20 minutes, however, it is recognized that a very complex work of 15 minutes may represent a greater effort than a longer work in a less complex language.

The media chosen for the composition should be appropriate for the emotional content and formal plan of the work. While a large ensemble such as an orchestra is preferred, it is understood that such media may present practical performance difficulties. If possible, the composition should be publicly performed and a commitment (either by way of commission or promise of performance) may help dictate choice of media.

It must at all times be understood that creative music writing is an individualized, multi-dimensional activity, one in which composers may adopt diametrically opposite procedures in realizing the composer's creative intentions.

A formal proposal describing the proposed Final Composition must be submitted to the Supervisory Committee. This proposal may be submitted at any time during the program but the Supervisory Committee will not give final approval until the comprehensive exams have been passed, and the student has been accepted into candidacy. The proposal should be as complete as possible and consist of a general outline of the work. Such "pre-compositional" data might include (1) general duration, (2) performance media, (3) internal breakdown into movements or large sections, (4) texts, if applicable, and (5) theme, if work is based upon pre-existing material.

DMA composers are also required to write a document. A substantial written analysis of the Final Composition is the normal doctoral document for DMA composers. The procedures for guiding the progress of the Final Composition and its analysis, for approving them by the Reading Committee and the Supervisory Committee, and for submitting them to the Office of Graduate Studies are as described earlier for the doctoral document.

Document and Dissertation Defense

AN IMPORTANT REMINDER: Note that in order to allow adequate time for the submission of the Application for Final Oral Examination (see below) and for review of the document to ensure that it is ready to be defended, a copy of the abstract and the document or the composition, which has been proofed and approved by the Supervisory Committee Chair, shall be provided to each member of the Reading Committee a minimum of 4 weeks prior to the oral examination, and to all members of the Supervisory Committee a minimum of two weeks prior to the Document Defense. Failure to meet these deadlines will potentially delay graduation.

Document and Dissertation Defenses should be scheduled during the academic year (from the beginning of the second week of classes in the fall semester through the final exam period of the spring semester). The major professor is responsible for making arrangements with the other Committee members for the time, place, and format of the Defense. The Supervisory Committee must approve the scheduled dates for the Defense. The Defense should not be scheduled during the week prior to the start of classes in the fall semester nor during the first week of classes in the fall semester. If the student intends to graduate in a given semester, the Defense must take place prior to the deadline set for the semester by the Office of Graduate Studies for administering the Final Oral Examination.

The Office of Graduate Studies requires that the Application for Final Orals be submitted two weeks prior to the scheduled defense. This procedure is initiated by completing the [Application for Final Oral Examination Form](#).

The application must be signed by the major professor and by two other members of the committee who have read/reviewed enough of the document to

agree that the defense should proceed.

The Defense is primarily an oral defense of the document or composition, but any topic related to the document or composition may be explored if the Committee deems it appropriate. The duration of the oral exam is approximately two hours. The final examination for the doctoral degree is oral and open to members of both the University community and the public. The Supervisory Committee determines the defense's format, character, and length. The examination may be devoted to the special field of the document or to the Candidate's general knowledge, or it may be designed to test judgment and critical powers. During the document presentation and general questioning all persons may be present. At the end of the public hearing there will be a closed questioning portion of the examination where all persons except the Candidate, Supervisory Committee, and invited faculty must be excused. The final oral examination over the document may be waived only with the consent of the Graduate Dean.

If it is necessary, a Defense may proceed with only three members of the Committee present. The absent Committee member, however, must approve the document and sign the necessary forms. In the event that members of the Supervisory Committee are not unanimous in the decision to pass the candidate, the student is approved for the degree if only one examiner dissents. However, in each case, the dissenting member of the committee is expected to file a letter of explanation with the Office of Graduate Studies.

If a student fails to pass the final oral examination, the supervisory committee must file a report on the failure in the Graduate Studies Office and indicate what the student must do before taking another oral examination. Another examination may not be held during the same semester or the same summer session in which the student failed. A third attempt is not permitted.

PROCEDURES AFTER THE FINAL ORAL EXAMINATION, TYPING INSTRUCTIONS & DEPOSIT OF DOCUMENT

Instructions for procedures after the final oral examination, typing instructions, and deposit of document are available from the Office of Graduate Studies [Steps to Degree Completion](#) site under the heading *Rough Draft Dissertation/Document Review*. The Supervisory Committee has the right to recommend changes in the abstract and the dissertation at the time of the final oral examination. Such changes, should they be requested, normally are made by

the student in consultation with the Supervisory Committee Chair and are incorporated in the final versions of the abstract and dissertation that will be uploaded to ProQuest and deposited in Love Library. The specific details for how to upload and deposit are in a set of final instructions that you will receive from the Doctoral Program Specialist in the Office of Graduate Studies.

In general terms, after you finalize the electronic version of your dissertation, you will send it to the Doctoral Program Specialist for final approval. Once approved, you will upload it to ProQuest (and UNL's Digital Commons, if desired), following the instructions provided to you. You do not need to create a bound copy of a typescript of your document; bound copies are not a part of the depositing process and are not overseen by Graduate Studies.

Finally, you will deposit a set of materials at Love Library that includes (but is not limited to) final copies of the title page and abstract, the signature page, and the e-mail you received from ProQuest confirming the upload of your document. For more information, see [Upload to ProQuest and UNL Digital Commons](#)

Time Limit

The time limit on granting the Doctoral degrees is eight years from the time of filing the student's Program of Studies in the Office of Graduate Studies.

PROBATION OR TERMINATION

Graduate students in the Glenn Korff School of Music are expected to maintain a high level of achievement in their graduate studies. Accordingly, students who do not maintain satisfactory progress may be subject to being placed on probation, being terminated from a degree program, or being denied permission to continue graduate studies in the University. Except in cases of dismissal because of violations of the Student Code of Conduct, upon termination from a graduate degree program and/or dismissal from the Graduate College, students may apply for admission to another degree program or admission as a non-degree seeking student only with the approval of the Dean for Graduate Studies. No student on

probation may receive a graduate degree.

Probation or termination recommendations may be made by the student's adviser (master's students) or [the Supervisory Committee (doctoral students)] in writing and must be approved by the Graduate Committee overseeing the student's major. The Graduate Committee overseeing the student's major must communicate the probation or termination recommendation in writing to the campus Dean for Graduate Studies. A copy of the recommendation must be sent to the student.

For all graduate students at UNL, probation or termination recommendations may be made under the following conditions: a) violations of the "Student Code of Conduct" listed in the *Graduate Bulletin*, b) failure to satisfy "Scholastic Grade Requirements" also listed in the *Graduate Bulletin*, c) failure in qualifying examinations, preliminary examinations, comprehensive examinations or final degree examinations, d) failure to master the methodology and content of one's field in a manner that is sufficient to complete a successful thesis or dissertation, or e) in fields leading to licensure or certification, ethical misconduct or lack of professional promise in the professional field. Termination recommendations may also be made if a student fails to satisfy conditions required for removal of probationary status or provisional admission. Students have the right to appeal a probation or termination recommendation following procedures stipulated in the 'General Appeals Procedures . . .' section of the *Graduate Bulletin*.

LEAVE POLICY

(Repeated from the *Residency Requirement* section above). Graduate students are expected to maintain active status through continuous registration from the time they matriculate until they graduate. However, the Office of Graduate Studies recognizes that sometimes life events may make it impossible to continue active participation in a degree program. An Academic Leave of Absence makes it possible for a student to temporarily suspend his or her graduate studies and the pursuit of a degree. Providing a process for students to request—and take—an approved leave of absence from their studies for a specified period of time ensures that students have an opportunity to return to the University under the rules and policies in effect when they left and without affecting their time to degree. For a detailed exposition of the rules and policies surrounding academic leaves, see <https://graduate.unl.edu/academics/academic->

leave/.

Graduate Solo Competition

Rules and Guidelines

The Graduate Solo Competition is held during the fall semester, and all dates and deadlines for the competition will be announced early in the fall semester. Winners are scheduled to perform with the University Symphony Orchestra or University Wind Ensemble, as the repertoire dictates, during the same academic year. The first round of competition, held in the fall semester before Fall Break, will be area-based (the six areas for this competition are brass/percussion; organ; piano; string; voice; and woodwinds), and the first round will be organized, coordinated and monitored by the faculty member who is head of the area. No more than three finalists from each area may be put through to the final round of competition. This final round of competition, open to observers, will be organized, coordinated and monitored by a designated School of Music faculty coordinator. It will take place each year after Fall Break, on a weeknight later in the month of October, from 6:30 to 9:30 pm in Westbrook Recital Hall (rm 119). All dates and deadlines for the competition will be announced early in the fall semester.

The Graduate Solo Competition is held in conjunction with an Undergraduate Solo Competition that is run at the same time of the fall semester. No more than two graduate students and two undergraduate students will be named winners each year. Assuming that all required rules and guidelines have been satisfied, the sole criteria for selection of the winner(s) is the quality of the performance. In the case of multiple movements, or arias for example, judges may specify those that qualify for the concert. The judges may select four, three, two, one, or no winner depending on the quality of the performances heard during the Graduate and Undergraduate competitions.

Students entering the competition must be currently pursuing a graduate music

degree and registered at the 800 or 900 applied level in the performance area in which they are competing. Winners are ineligible as candidates in future Graduate Solo Competitions if pursuing the same degree.

The online application form for the competition will be posted on the Glenn Korff School of Music website. Upon submission, your application will automatically be sent to your applied teacher, ensemble director, and the competition coordinator. The coordinator will provide all application information to the area heads, who will then coordinate the preliminary competition rounds.

In addition to standard information including student name, performance area, year in school, and current contact information, the application requires:

1. The title, movement(s), composer (and arranger if applicable) of the music, with biographical dates and any other appropriate information, printed exactly as it should appear in a concert program.
2. The length of the composition in minutes and seconds.

The length of each audition shall not exceed 15 minutes. Actual concert performance time of the music may vary, but the length of the works presented may not allow for all winners to be scheduled on the concert performance with the ensemble. Memorization is required in performance areas for which it is traditional. Multiple movements are permitted in the case of shorter works, and more than one vocal work may be presented, such as shorter arias. All vocal works must be in the original key. Rehearsal time in the audition venue cannot be provided.

Music performed in the competition must be the same as that for the concert. At each round of the competition, it is expected that candidates will supply one copy of the music for the judges. Photocopies are not permitted.

The composition chosen by the student must be performable by resources available at UNL. Further, the complete score and parts for the accompanying ensemble must be available for purchase or rental. If in doubt, the student and the student's applied studio instructor should consult with the appropriate music director of the accompanying ensemble in advance of the first round of competition to ensure availability of music, accompaniment capability, and appropriate instrumentation/ensemble size requirements.

Three professional musicians from outside the Glenn Korff School of Music are

brought in to adjudicate the final round of the competition. UNL Symphony Orchestra and University Wind Ensemble directors may serve in an ex-officio capacity. Applied faculty with students in the competition are ineligible to adjudicate. Also, teachers cannot serve as accompanists for their own students.

Student Service Organizations

The following organizations participate in many activities to serve the Glenn Korff School of Music. They also sponsor concerts, recitals, and activities which support members of the organization, the music students in general, and the School.

Kappa Kappa Psi - honorary band fraternity

Mu Phi Epsilon - professional music fraternity

Pi Kappa Lambda - honorary academic society

Phi Mu Alpha Sinfonia - professional music fraternity for men

Sigma Alpha Iota - professional music fraternity for women

PROFESSIONAL ORGANIZATIONS

Each discipline within the music profession has at least one organization designed to foster and promote knowledge and facilitate communication among serious musicians. All of the organizations encourage student memberships.

ACDA American Choral Directors Association

ASTA American String Teachers Association

NAfME National Association for Music Education

MTNA Music Teachers National Association

NAJE National Association of Jazz Educators

NMEA Nebraska Music Educators Association

NSBA Nebraska State Bandmasters Association

In addition to those listed above, there are specific organizations for singers, specific instrumental areas, and persons interested in musicological research. Please consult with the appropriate faculty member for further information.

Doctoral Procedures at a Glance

Graduate Forms

All forms required by the Office of Graduate Studies can be found on the [Doctoral Degree Steps to Completion Page](#).

All GKSOM forms can be found on the GKSOM website: Student Resources in the menu bar, Forms and Resources, [Music Student Resources](#)

All graduate forms must be submitted to the GKSOM Graduate Committee via the [Graduate Forms Submission Portal](#). No forms should be submitted to the UNL Office of Graduate Studies without first being reviewed by the Associate Director of Graduate Studies/Graduate Committee.

Graduate Milestones

Supervisory Committee and Program of Studies

- Student, in consultation with their advisor, submits the [Appointment of Supervisory Committee for the Doctoral Degree](#) to the Graduate Committee for approval
- The Program of Studies must be submitted to the Office of Graduate Studies before 45 credit hours (including master's degree) are recorded. The following steps must be taken to comply with this requirement:
 - Chair and student complete draft of [Program of Studies](#)
 - Draft is approved by the Supervisory Committee
 - Student submits to Graduate Committee for approval

- Approved Program of Studies sent to Office of Graduate Studies to be recorded

Comprehensive Exams

- *Piano Proficiency (required of DMA composition and conducting students only) must be completed before the Comprehensive Examination may be scheduled*
- An Application for Comprehensive Examination Form is filed with the Graduate Program Coordinator during the first twenty (20) in-session working days of the fall or spring semester.
 - [GKSOM DMA Comprehensive Exam Application No Related Area Revised DMA.pdf](#)
 - [GKSOM DMA Comprehensive Exam Application with Related Area revised DMA.pdf](#)
 - [GKSOM PhD Comprehensive Exam Application.pdf](#)

If the form is not filed in the Graduate Office of the Glenn Korff School of Music within the time limit, the date of the examination is not confirmed, and the student is required to set new dates
- Student signs up for exam times as instructed via fall and spring student announcements
- Chair assigns questions to committee members (DMA/PhD) or writes questions for committee review (PhD)
- Chair circulates questions among committee members for approval
- Approved questions are filed with Graduate Program Coordinator (must be at least 3 business days before exam)
 - *There must be at least five working days between the written exam and the oral exam for the committee to evaluate the answers to the written exam and determine if the student qualifies to proceed with the oral exam*
- Committee members receive a copy of the written questions and answers
- Committee votes approval for student to take Oral Exam
- After successful completion of the comps, student submits a completed [Application for Admission to Candidacy for the Doctoral](#)

Degree to the Graduate Program Coordinator.

Document

- Supervisory Committee must meet and approve a formal proposal for the document after admission to candidacy.

Form: DMA Document Proposal

- After approval of the student's document has been given by the Chair of the Supervisory Committee, the document and abstract are shared with the Readers for review.
- A signed Application for Final Oral Examination must be submitted to the Office of Graduate Studies at least three weeks before the oral defense examination.

Final Oral Examination (Document Defense)

- The chair is responsible for making arrangements for the exam, including the distribution of copies of the document/composition to the committee at least two weeks before the exam.
- The exam must take place prior to the Office of Graduate Studies' deadline.
<https://graduate.unl.edu/academics/program-steps/doctoral-degree-steps-to-completion>