

Procedures & Policies for Music Graduate Students



UNIVERSITY
OF OREGON

School of Music and Dance
Eugene, Oregon
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A. General Procedures and Policies for all Graduate Degrees

A1. Sources of Information and Email Communication Policy

Students are responsible for informing themselves of all graduate degree requirements, procedures, and policies. In addition to this document, the *University of Oregon Catalog* describes School of Music and Dance (SOMD) requirements in the music section http://uocatalog.uoregon.edu/music_dance/music/ and UO Graduate School requirements in the Graduate School section: <http://uocatalog.uoregon.edu/graduate/>.

Music graduate students must meet the degree requirements specified in the *Catalog* of the year of their admission. If the requirements change during the time they are students, they may meet either all of the original requirements or all of the new requirements. They may not mix requirements from the two. For procedural matters, students are generally held to the most recently revised *Procedures and Policies* booklet (*P&P*), regardless of their term of matriculation, and are therefore advised to refer to the current edition each year.

Please note that all SOMD forms referenced in this document are available on the SOMD *Info For Grad Students* webpage: <https://music.uoregon.edu/current-students/info-graduate-music-students>; similarly, all UO Graduate School forms referenced may be found on their website: <http://gradschool.uoregon.edu/current-students/academic-forms>.

All students must regularly and frequently review their official UO email account in the uoregon.edu domain. This is designated as the user's official university email. Whenever possible, the university—including the Music Graduate Office—will send official communications by email to this account. Throughout the year, the Music Graduate Office will e-mail timely and very useful information. Please read these messages and save them for future reference. For more information about UO's email policy, please see <http://policies.uoregon.edu/policy/by/1/01-administration-and-governance/e-mail-use-official-university-communication>.

A2. SOMD Graduate Entrance Examinations

All entering music graduate students, including those who have been admitted conditionally, must take Graduate Entrance Examinations (GEE) in music theory, aural skills, and music history. (NOTE: Students who are awarded GTFs in music theory are exempt from the Theory and Aural Skills Entrance Examinations. In addition, students may elect not to take the music history exam and instead register for MUS 413, Music History Review during the first term in which it is offered.) These exams are administered during Week of Welcome (the week prior to the first day of fall term classes). Students who fail any of the three exams must enroll in the appropriate review course(s) during the first term in which the course(s) is (are) offered (usually the first two terms of graduate study); until any necessary review courses are completed, students may not take graduate courses in the deficient areas. (NOTE: Before enrolling in graduate theory courses, students must pass *both* the written theory and aural skills GEE or the appropriate review courses.) **Students who enroll in graduate courses in musicology/ethnomusicology or music theory without first passing the GEE or completing necessary review course(s) may not apply those courses to graduate degree requirements.** Successful completion of any required review course(s) fulfills the GEE requirement. Students who do not pass a review course may retake the course once. If a second attempt is unsuccessful, students will be required to complete additional appropriate coursework.

A3. Advisors

For performance majors, the studio instructor will serve as the faculty advisor. For all other majors, the area chair will serve as the initial faculty advisor until an advisor is determined. Early in their first term of study, all incoming students should meet with their faculty advisors. To aid in planning an approved course of study, students should take a copy of the appropriate degree checklist (available from the SOMD [Info For Graduate Students](#) website) to the appointment. Any time there is a change in faculty advisor, students must notify the Music Graduate Office.

A4. Grading Policies

Students must earn a *B-* or better in all courses, including those taken outside the SOMD, used to fulfill degree requirements. Grades of *C+* or lower may not be applied for graduate credit but are computed in the grade point average (GPA). A grade of *P* (Pass) is awarded only for the equivalent of a *B-* or better. A grade of *N* (No Pass) is neither acceptable for graduate credit nor computed in the GPA. **The following courses must be taken for a grade rather than P/NP:**

- (a) all courses required by title,
- (b) all courses required by category (e.g., 12 credits in music history),
- (c) all required performance studies including not only those necessary to reach the minimum number of credits stipulated by the degree program but also those credits earned in preparation for recitals, and
- (d) the final term of language courses taken to meet the language requirement.

Exceptions to the above rules include Practicum (609), Research (601), Reading and Conference (605), Thesis (503), Dissertation (603), ensembles, and courses offered only P/NP. In each of these cases, the grade option is determined either by UO policy or by the professor offering the course. Electives, cross-campus courses for the doctorate, and other courses not directly related to the degree program may be taken P/NP.

A5. Faculty Committees

Most required events in a student's degree program are evaluated by a committee of at least three faculty members. These committees are proposed by the student's major advisor and approved by the Director of Graduate Studies (DGS). Normally, at least two members will be from the student's area of study and the third may be from another area in music.

A6. Petitions

Graduate students may petition the SOMD Music Graduate Committee for changes in any aspect of the degree program. When completing the petition form, the requested change and the reasons for the variation from standard procedures should be clearly stated, and the appropriate adviser's statement of support and signature of approval must be included. Petition forms are available on the SOMD [Info For Graduate Students](#) website and should be submitted to the Music Graduate Office.

A7. Progress Toward Degree and Retention in Program

Evaluation of student progress toward the degree is an ongoing process. A student's advisor, the DGS, or the Graduate Committee may initiate a review of degree progress at any time.

The action taken may include the following:

- (a) The student may continue in the program, with or without modification.
- (b) The student may receive a warning, including conditions to meet by specified times. If the student fails to meet those conditions, the student may be disqualified at the end of the term.

Criteria for determining satisfactory degree progress are as follows. Students must:

- (a) by the end of the first term of study, successfully complete the SOMD GEE and any necessary review course(s) (or, if a course is not offered during the term of matriculation, the first term in which it is offered);
- (b) in a timely manner, complete the specified courses as outlined in the *UO Catalog* and on the appropriate SOMD degree checklist;
- (c) maintain a cumulative and yearly GPA of 3.0 or better (the GPA is only computed on coursework required for the graduate degree);
- (d) accumulate no more than six (6) credits of I (Incomplete) at any one time;
- (e) earn no more than two grades of C+ or lower;
- (f) complete all courses specified by title or category in the appropriate degree program on a graded basis;
- (g) make timely progress on dissertations, theses, projects, or recitals as determined by the appropriate SOMD area;
- (h) pass all degree requirements; with the exception of doctoral language proficiency examinations (see [C10](#)) and doctoral degree comprehensive examinations, students are allowed two attempts to earn a B- or better in any degree-required course. If students are unsuccessful after two attempts, further enrollment as a graduate music major will be permitted only by appropriate faculty approval and/or a successful petition to the SOMD Graduate Committee. Students must pass doctoral degree comprehensive examinations by the third attempt.
- (i) satisfy the UO Graduate School's seven-year limit for degrees.

A8. Individualized Study

Individualized study is to be used for the study of topics beyond the standard curriculum. **Courses regularly offered in the curriculum may not be taken as individualized study, nor may students use individualized study to meet degree requirements described as courses or seminars.** Students who wish to enroll in Individualized Study (e.g., MUS 601

Research or MUS 605 Reading and Conference) must register for the course **and** file a [Permission to Register for Individualized Study](#) form in the Music Graduate Office before the last day to add for that term of study. For each term of Individualized Study, a new Permission to Register form is required.

A9. Performance Studies

To determine the appropriate level of study and the number of credits, students must audition and consult in advance with the performance instructor or the chair of the area.

End-of-Term Juries. Each academic year, students enrolled in studio lessons will perform at least two juries (or their equivalent), which are usually held at the end of each term. Juries serve two primary purposes:

- (a) to evaluate performance progress and
- (b) to evaluate the possibility of a change in the student's performance level.

During juries, students will perform literature that has been chosen in consultation with their studio faculty (e.g., appropriate repertory, technical studies). Faculty evaluations will be based on several factors (e.g., the student's general musicianship, command of technique, demonstration of ability in performing various musical styles, knowledge of repertory).

A10. Recital Procedures

While working on the recital, students must enroll in performance studies with the appropriate UO music professor. Permission to present a recital is granted by the student's studio instructor and other members of the recital committee. Procedures differ, depending on the nature of the recital. There are three kinds of recitals:

- (a) performance degree recitals (including jazz instrumental performance),
- (b) recitals that fulfill degree requirements in degree programs other than performance (i.e., composition, jazz composition/arranging, music education, and piano pedagogy), and
- (c) optional recitals.

During any term in which a recital is given, students must be enrolled in performance studies on the recital instrument at the UO SOMD; at the discretion of the studio instructor, they may also register for Reading and Conference (MUS 605): Recital.

Performance Degree Recitals and Lectures. Degree recitals will normally include approximately one hour of music. No degree recitals may be given before the student is fully admitted to the program. Dates for recitals or lectures must be scheduled well in advance through the Music Graduate Office and the Facilities Services Director (see the [Recital Procedures](#) webpage on the SOMD website) and must have the written approval of the student's advisor.

All degree recitals will be evaluated by three Music Faculty members. At least two members will be from the student's performance area, including the student's performance instructor, who serves as the chair. The third member may be from the performance area or another area in music.

To begin the process for presenting a graduate degree recital, the student must complete the [Graduate Recital Scheduling Form](#). At least one week prior to the pre-recital hearing, this form must be signed by the recital evaluation committee and returned to the Music Graduate Office. The pre-recital hearing will be held at least four weeks prior to the planned recital date and will consist of a performance of all, or a representative portion of, the music for the recital. If less than the full recital is performed, the faculty will select the portion to be performed.

After the pre-recital hearing, the committee will decide whether to proceed with, delay, or cancel the recital, and that decision will be recorded on the form titled *Approval to Present a Degree Recital*, which will be completed by the student's performance teacher and returned to the Music Graduate Office.

The committee will hear the recital and determine whether the performance meets the standards of the degree with a unanimous affirmative vote needed for approval. The committee's decision will be based on the student's technical proficiency, musicianship, interpretive skills, and knowledge of repertory and will be conveyed to the student within one week of the date of the recital. If the faculty committee does not approve the degree recital, the student may be granted permission to attempt the recital again. The faculty committee will make this decision on the basis of the quality of the recital. In no case will the student be allowed to present a recital more than two times.

Optional Recitals. Students may elect to give non-degree recitals. A faculty sponsor is required for each such recital. If the student wishes to use a room in the music building for the optional recital, s/he must make the reservation with the [Facilities Services Director](#). Priority for room reservations is given to degree recitals. No services are provided, and the process described above does not apply to optional recitals.

A11. Preliminary Procedures for Theses, Projects, Dissertations, and Lecture-Documents

Master's theses and projects and doctoral dissertations and lecture-documents involve several distinct procedures. Among them are the following:

- (a) **Proposal approval.** Prior to beginning the research, students must obtain formal approval of the research effort by an appropriately appointed faculty committee. This approval is in the form of a research proposal approved by the committee and submitted to the Music Graduate Office. For more information, please see [Section B](#) (Procedures for Master's Students) and [Section C](#) (Procedures for Doctoral Students).
- (b) **Employment of systematic research procedures.** The procedures for graduate research are drawn from the traditions of scholarly inquiry and the scientific process. These procedures vary, depending on the nature of the study but are embodied in the procedures of historical, experimental, sociological, descriptive, ethnographic, qualitative, philosophical, analytical, or aesthetic research.
- (c) **Reporting results of the investigation.** Dissertations, theses, lecture-documents, projects, and published research articles employ distinctive methods of reporting results. This involves research-based language, specific methods of organizing and presenting information, and the use of one of the accepted style formats (e.g., APA, MLA). All dissertations, theses, and lecture-documents must follow the UO Graduate School's *Style and Policy Manual for Theses and Dissertations* available [here](#).

A12. Approval for Use of Human Subjects in Research

If a student is planning to use human subjects (e.g., experiments, interviews, surveys) as part of any research activity, prior university permission is required. Prior to any contact with the proposed subjects, permission to use human subjects must be obtained from Research Compliance Services. Details may be found [here](#) or on the UO Graduate School [website](#). Research Compliance Services is located at 677 East 12th Avenue, Suite 500.

Once obtained, students are required to submit approval documentation from Research Compliance Services to the Music Graduate Office.

A13. SOMD Procedures for Complaints and Grievances

Although it is expected that all SOMD community members will uphold the highest standards of professionalism, the SOMD recognizes that there may be occasions when a graduate student may encounter concerning or problematic situations during their graduate study. It is an objective of the UO that such situations have a prompt and formal resolution and that this be accomplished according to orderly procedures.

Most problems encountered may be resolved through interactions with the appropriate SOMD faculty, staff, or administrator. If a graduate student has an academic concern, he or she should first contact the faculty member and attempt to resolve the matter. If that effort is unsuccessful, or if the student is uncomfortable with that approach, he or she should contact the Associate Dean for Graduate Studies, who will obtain relevant information and seek a resolution between the parties. If that effort is similarly unsuccessful, the matter may be referred to an appropriate committee (standing or *ad hoc*) or to the SOMD Dean or an appropriate university office, including the UO Graduate School. Formal graduate student grievance procedures for academic and non-academic concerns are outlined here <http://policies.uoregon.edu/grievance-procedures>.

If the student has a grievance against another student or another employee of the University, or if the student has a grievance that is not academic in nature, she or he should contact the appropriate university office: [Office of Affirmative Action and Equal Opportunity](#) or the [Office of the Dean of Students](#). Additional resources are available through the following university offices: [Ombuds Office](#), [Accessible Education Center](#), [Counseling Center](#), [UO Health Center](#).

A14. Degree Work and Summer Sessions

No dissertations, theses, lecture-documents, recitals, lectures, comprehensive examinations, language examinations, final oral examinations, or special projects may be completed during summer session unless appropriate faculty members are employed by the SOMD during that summer session and arrangements with those faculty members and the Music Graduate Office are made in advance.

A15. Continuous Enrollment and On-Leave Status

Once a graduate student begins a degree program, he or she must maintain continuous enrollment in that program by registering for and satisfactorily completing at least three (3) graduate credits every term (except summer session) or by officially receiving on-leave status. Full-time graduate study is nine credits, and graduate students may register for a maximum of 16 graduate or undergraduate credits per term without additional cost. Any time

a student is using university faculty or facilities in degree-related activities (e.g., orals, comprehensive examinations, language examinations, dissertations, theses, recitals), the student must be registered for credit with the appropriate faculty member.

To obtain on-leave status, students must submit a [Request for On-Leave](#) before the last day to register for classes of the term of leave. A student who fails to obtain on-leave status while not enrolled for at least three graduate credits must apply for [Permission to Re-Register](#) and complete a [General Petition to the Graduate School](#). If Permission to Re-Register is granted, the student's program of study must fulfill the most recent degree requirements and may lose approval for previous work that relates to earlier degree requirements. On-leave status is granted for a specified time and may not exceed one calendar year. Students with on-leave status are not required to pay tuition or fees. Further information may be found on the UO Graduate School [website](#) or in the [Catalog](#).

Graduate students are entitled to a maximum of three terms of leave. After advancement, doctoral candidates may take up to an additional three terms; those requests must be submitted on-line through [GradWeb](#).

Students living elsewhere while writing dissertations, theses, or lecture-documents and sending chapters to advisors for review must be registered for a minimum of three (3) thesis/dissertation/research credits, as appropriate.

Music Education students pursuing master's degrees exclusively during summer sessions must obtain on-leave status for each ensuing academic year (fall, winter, and spring terms). In addition, summers-only students are entitled to a maximum of three summer terms of on-leave.

A16. Completion of Degrees

During the term prior to graduation—as well as the term in which the degree is awarded—graduating students must adhere to an important schedule of deadlines. Information regarding these deadlines is available in the Music Graduate Office or at the UO Graduate School and on its [website](#). During the term in which a student is to receive a degree, he or she must be registered for at least three (3) graduate credits. If the student is completing a master's degree thesis, registration in the final term must include at least 1 credit of Thesis (503). If a doctoral dissertation is being completed, registration must include no fewer than three (3) credits of Dissertation (603).

B. Procedures and Policies Specific to Master's Degrees

B1. Residence Requirement

For master's degrees, the UO Graduate School requires that a minimum of 30 graduate credits (applicable to degree requirements) be taken on the UO campus during at least two terms of study. In addition, students enrolled in advanced degree programs must attend the university continuously, except for summers, until all of the program requirements have been completed. If continuous enrollment is not possible, students may apply for on-leave status for up to three academic terms (see [A15](#)).

B2. Time Limit

Students must complete all work for the master's degree—including transfer credits, theses, projects, recitals, language requirements, and all examinations—within seven years; the seven-year completion deadline begins with the term of admission to the master's program. Degree-related activities completed outside this seven-year policy are not applicable to the degree. All credits earned prior to admission, including from the UO Community Education Program (CEP), that a student wishes to apply toward the degree must be formally transferred (maximum of 15 credits). Information regarding transferred credit is available from the [UO Graduate School](#).

B3. Conditional/Full Admission

To be fully admitted, master's students admitted to the program conditionally must fulfill all conditions required by the admitting area. When those requirements are met, the Music Graduate Office will submit the *Change of Graduate Major/Classification Form* to the UO Graduate School. After this form is processed, the student's status will be changed to fully admitted.

B4. Master's Degree Checklists

Checklists, which detail all degree requirements, are available for [all master's degree programs](#). During the first term of study, students must meet with their advisor to design a course of study. At the end of the first year, they must meet again with their advisor to review the plan to ensure that all requirements noted on the checklist will be completed by the time of graduation. **Any exceptions to requirements must be approved in advance by petition to the Music Graduate Committee.**

During the term immediately preceding the projected term of graduation, master's students are to bring their checklist to the Music Graduate Office for a review (i.e., students planning to graduate during spring term must schedule a meeting with the Music Graduate Office during winter term). At the beginning of the expected term of graduation, the checklist should be reviewed again for final faculty advisor approval and submitted to the Music Graduate Office.

B5. Course Waivers & Transfer of Credit

Master's students may petition to waive a course if: 1) they have completed a similar graduate-level course at another institution or the same or similar course at the UO prior to

beginning the program, and 2) the substituted course was completed no more than seven years before the submission of the waiver. Use the [Petition for Course Waiver form](#).

Any non-UO graduate credits approved by the SOMD Graduate Committee, any UO graduate credits taken by Reservation of Graduate Credit as an undergraduate, and any UO credits taken as a Community Education Program (CEP) student must be formally transferred into a student's master's program. The student must file the [Transfer of Graduate Credit](#) form found on the UO Graduate School's website. Policies concerning transfer credits may be found in [UO Catalog](#) or on the UO Graduate School's [website](#).

B6. Ensemble Requirements

Most degrees require a minimum number of terms of ensemble, and some master's degrees require participation in specific ensembles. Before classes begin each fall term (usually during Week of Welcome), students with ensemble degree requirements must audition for ensemble placement. Students entering the SOMD during winter and spring terms must audition at the time of entrance. Assignments take into account the student's preference, level of ability, major performance medium, educational and musical needs, and the needs of the school's ensembles. (Note: For each term they are enrolled in studio lessons, master's performance students must be concurrently enrolled in an appropriate large ensemble – even if they have met their degree requirements).

B7. Language Requirement for Master of Arts Degrees

Master of Arts degrees (Music Theory and Musicology) require reading proficiency in a foreign language. For students pursuing the MA in Musicology, a second language is selected in consultation with their advisor. For students pursuing the MA in Music Theory, German is typically used to fulfill this requirement; if a language other than German is desired, the advisor's statement of approval must be submitted to the Music Graduate Office. All language courses taken at the undergraduate level to meet this requirement must be completed within seven years of the term of graduation and are not included in the 45 required graduate credits. The foreign language requirement may be met in one of the following ways:

- a) Complete two years of college-level foreign language study with a grade of *B–* or higher in the final term.
- b) Complete a reading knowledge course in the language with a grade of *B–* or higher in the final term (e.g., German for Reading Knowledge). The number of terms required is determined by the department offering the course.
- c) Satisfactory completion of the College Level Examination Program (CLEP) language exam, administered by the Counseling and Testing Center, showing language proficiency equivalent to that attained at the end of two years of college study (a minimum score of 63 for German and 62 for French). CLEP is a 1.5 hour computer-based exam that has two parts: listening and reading. Testing is available by appointment through the [University Testing Center](#).

Students whose native language is not English may, with approval of the advisor, satisfy the language requirement by providing high school or college transcripts as evidence of formal training in the native language and satisfactorily completing WR 121 and either WR 122 or 123.

B8. Changes in Degree Emphasis

If a master's degree student wishes to change his or her degree emphasis, the student must submit a new statement of intent and the SOMD [Request for Change of Degree Emphasis](#) form to the Music Graduate Office. In most cases, additional portfolio materials, papers, or an audition will also be required. Faculty in the proposed new area will consider this information as well as the student's work in the program to date to determine whether the student may make the proposed degree change. Students who have received approval to change their degree must also complete a new application in [GradWeb](#).

B9. Concurrent Master's Degrees

Students who wish to pursue a second, concurrent master's degree should consult the Music Graduate Office and the UO [Graduate School](#) for information.

B10. Theses, Projects, Performances, & Performance Degree Recitals

Thesis/Project Proposal. Master's degree programs in composition, intermedia music technology, music education, musicology, music theory, and piano pedagogy include theses or projects. The student's proposal for a thesis or project must be approved by a committee consisting of three faculty members, including the advisor, who serves as the chair of the committee. A template for the title and approval pages for theses or projects may be found [here](#). At the completion of the thesis or project, this committee will also function as the examining committee.

For a **thesis**, the Music Graduate Office must receive the approved proposal *at least two terms before the term of completion* (e.g., the end of fall term for spring graduation). For a **project**, the Music Graduate Office must receive the approved proposal *at least one term before the term of completion* (e.g., the end of winter term for spring graduation). If the nature of the thesis or project changes or if the committee membership changes, a revised proposal form **must** be filed in the Music Graduate Office.

NOTE: If human subjects are to be used, see [A12](#).

Thesis/Project Completion. After the proposal is approved, the student may work with committee members to complete the thesis/project. Unless prior arrangements are made with the DGS, all committee members must be present at the final event (oral examination). Approval requires a unanimous vote of the committee.

Students planning to complete a thesis or project should familiarize themselves with all the UO Graduate School's [requirements](#). The UO Graduate School's [Style and Policy Manual for Theses and Dissertations](#) contains detailed information concerning thesis completion.

In the term the degree is to be received, the student must register for at least three (3) graduate credits. In the thesis option, the student must satisfactorily complete nine (9) credit hours of MUS or MUE 503: Thesis. Until the thesis is approved by the examining committee, the thesis advisor will award the grade of *I* for all thesis credits. Once the committee has approved the thesis, the UO Graduate School will change the credits to *P*. In the project option, the student must satisfactorily complete the required number of credit hours for their program of MUS or MUE 601: Research or MUS 609: Terminal Project. The same grading policy as described above for the thesis also applies to the project.

Recitals and Conducted Performances. Master's degree programs in performance include degree recitals. Any student presenting a performance degree recital or a recital to fulfill a requirement for music education, jazz studies, or piano pedagogy, must follow *all* the procedures outlined on the [Recitals Procedures](#) webpage on the SOMD website. Conducting students are required to complete juried rehearsals and/or juried performances.

B11. Final Oral Examinations for All Master's Degrees

The culminating event for all master's degrees is a final oral examination. At least one month before the proposed date, the student should schedule a room for the exam and complete and submit the [Master's Oral Examination Scheduling Form](#) to the Music Graduate Office. Membership of the committee, which must be approved by the DGS, will consist of three members, two of whom must be from the faculty in the student's area of study and a third who may be chosen from another area within music.

Final Oral Examinations for Performance Degrees. Oral examinations for all graduate students seeking a degree in performance (including jazz studies) must be scheduled to occur *after* completion of the degree recital. **No later than four weeks before the exam, the student must submit the [exam scheduling form](#) to the Music Graduate Office.** (NOTE: The oral examination covers the recital and topics related to all course work taken as part of the degree program.)

Final Oral Examinations for Degrees in Areas Other Than Performance. When the student's advisor is satisfied that the thesis or project is ready, the examining committee will conduct an oral examination. **No later than four weeks before the exam, the student must submit the [exam scheduling form](#) to the Music Graduate Office.** (NOTE: The oral examination covers the thesis or project and topics related to all course work taken as part of the degree program.)

No less than two weeks prior to the scheduled examination, students must provide all committee members with a final copy of the thesis or project.

The examining committee will determine whether the document meets both the specifications of the student's approved proposal and the following criteria:

- (a) It gives evidence of the student's thorough knowledge of the topic.
- (b) It possesses sufficient depth and breadth to serve its intended purpose.
- (c) It demonstrates intelligent organization of material, reporting of information, and conclusions.
- (d) It differentiates between information of central and peripheral importance and focuses on the former.
- (e) It is written in formal English prose style and follows accepted rules of grammar, punctuation, spelling, and sentence and paragraph structure.
- (f) It employs appropriate procedures for scholarship and research.
- (g) It conforms to one of the standard style manuals for scholarly writing (**designated by the advisor**). Templates for thesis title and approval pages are available from

the UO [Graduate School's](#) website and from the [SOMD](#) website for projects.

- (h) It meets the standards of form and style set forth in the UO Graduate School's [Style and Policy Manual for Theses and Dissertations](#).

The thesis or project is separate from the oral examination. After examining the document and conducting the oral examination, the committee may take separate actions in relation to these two degree requirements. The committee may:

- (a) approve the document and oral examination,
- (b) approve the oral examination but have the student make appropriate revisions in the document and resubmit it to the committee,
- (c) declare the document adequate but the oral examination inadequate and assign the student appropriate remedial work related to his or her degree studies and/or reschedule all or part of the oral,
- (d) declare the document and oral examination inadequate and have the student rewrite the document and retake the oral examination, or
- (e) declare the document inadequate and refer the results to the Music Graduate Committee with the recommendation that the topic not be pursued further.

B12. Submission of Thesis/Project

Thesis. The completed and approved thesis must be submitted online to the UO [Graduate School](#) by the deadline. After uploading but still prior to the deadline, the signed [Submission and Document Approval Forms](#) must be given to the UO Graduate School (for details, see their [website](#)).

Project. Completed and approved projects must be submitted online to UO [Scholars' Bank](#). Once the committee approves the final draft, complete the online submission form and follow the instructions for uploading the project onto [Scholars' Bank](#) (for details, see their website).

B13. Procedures for Graduation

In preparation for completing their degrees, there are several procedures and deadlines to which master's students must adhere. An overview of those requirements are outlined below; specific information (including dates) may be found on the UO Graduate School's Master's Degree Deadlines [webpage](#).

- (a) **During the term of planned completion, enroll in at least three graduate credits related to the degree program.** If completing a thesis, at least one credit must be MUS or MUE 503: Thesis. If completing a master's project, enroll in the appropriate MUS or MUE 601: Research, MUS or MUE 605: Reading, or MUS 609: Terminal Project. If a performance major, enroll in performance studies.
- (b) **One term before the expected term of graduation, bring your checklist to the Music Graduate Office for a preliminary review.** The checklist should include all

course work taken in the program, including transfer credit, as well as course work “in progress.”

No later than the beginning of the term of graduation, meet with your advisor to review your master’s degree checklist. Once your advisor has confirmed that your program of study has been completed as listed, bring the signed form to the Music Graduate Office. The DGS will audit the checklist and verify completion of degree requirements.

(c) **Before the end of the second week** of the planned term of graduation, apply for graduation by completing the [Application for Advanced Degree](#) process.

(d) Schedule and complete any unfinished requirements (e.g., recital, written examination, oral examination, thesis defense). **The final oral examination must be the last event held to complete the degree.** The only exception to this timeline may be the reading and recording of a composition thesis. (See [B11](#).)

(e) As each event is completed, the chair of the examining committee will submit the appropriate document to the Music Graduate Office, signed by members of the examining committee, indicating the committee’s decision.

(f) The completed and approved thesis or project must be submitted by the UO Graduate School’s deadline for thesis submission. (See [B12](#) above.)

(g) Students are strongly encouraged to participate in the [UO Commencement](#) (spring or summer) and the [SOMD ceremony](#) (spring only).

Timeline for Completing Master's Degree

Term of Admission/Matriculation

- Take GEE; if needed, enroll in review courses
- Seven-year clock begins
- Meet with advisor to plan course of study according to degree checklist

Coursework & Appropriate Recitals

- Must maintain continuous enrollment
- Must earn at least 30 graduate credits at UO over at least two terms
- Updates to checklist, such as grades and completions of recitals, may be done at any time

Performance Degrees

- No later than one (1) week in advance, seek permission for pre-recital hearing
- Perform pre-recital hearing (4 weeks in advance of recital)
- Perform degree recital

Non-Performance Degrees

- Seek approval for thesis or project proposal (for thesis, at least two terms before term of completion; for project, at least one term before term of completion). If using human subjects, permission must be obtained from Research Compliance Services prior to any contact with the proposed subjects. See [A12](#)

Term of Completion

- Be enrolled for at least 3 graduate credits
- Do final review of checklist with advisor and obtain signature
- Submit checklist to Music Graduate Office.
- **Oral Exam** (For details, see [B11](#))
 - Schedule oral exam (at least 1 month in advance)
 - If applicable, give copies of thesis or project to committee at least two weeks prior to exam
 - Take oral exam
 - If applicable, make final changes to thesis or project
 - Complete any written work required by examiners
- Apply for degree on GradWeb (by end of week 2 of planned term of graduation)
- Submit thesis to the UO Graduate School online. Submit project to UO Scholars' Bank online.
- **Congratulations!** You're finished – we'll see you at the Commencement ceremony

Procedures and Policies Specific to Doctoral Degrees

C1. Procedural Timeline for Doctoral Degrees (DMA, PhD)

For a complete description of degree requirements, see the [UO Catalog](#). **Doctoral students are responsible for initiating and following the steps in the program as outlined in the timeline [below](#) (p. 28).** The sequence of steps is important for successful completion. Note that there are three major steps in the program:

- (a) formal admission,
- (b) advancement to candidacy,
- (c) completion of the degree.

C2. Doctoral Admission Without the Master's Degree

A student admitted directly into doctoral studies without a master's degree may earn a master's degree along the way in the same primary area, provided that all master's degree requirements are met. It is not necessary for the student to also be admitted to a master's degree; doctoral status will suffice. (NOTE: If applicable, doctoral students who achieve the master's along the way must meet the ensemble requirements for the master's degree *in addition* to the doctoral ensemble requirement of three consecutive terms in a large ensemble.) At the beginning of the term in which the master's degree will be completed, the student must apply for the degree on [GradWeb](#). After the degree is awarded, the student must file the [Permission to Re-register in the Graduate School](#) form.

C3. Primary and Supporting Areas of Study

Every doctoral student must be admitted in two areas of study: primary and supporting. All graduate study may apply to these two areas, but **a majority of the course work for each area must be taken on the UO campus.**

C4. Transfer Credits for the Doctoral Program

The UO does not use formal transfer of credit procedures for the doctorate. However, graduate courses taken at the UO SOMD prior to entering the doctoral program may, with advisor approval, satisfy doctoral requirements. (Information concerning course waivers for graduate courses taken at another institution may be found in section [C7](#) below.)

C5. Conditional, Formal, & Full Status

The doctoral program is comprised of three status levels: conditional, formal, and full.

Conditional and Full Admission. Initially, all doctoral students are admitted conditionally. Once the following steps have been completed, their status is changed to fully admitted:

- (a) Formal admission to the SOMD.
- (b) Doctoral year of residency ([C8](#))
- (c) Any conditions set by the admitting area.

Formal Admission and Doctoral Checklists. During their first year of study, doctoral students are considered for formal admission by the SOMD. For formal admission, doctoral students must meet the following conditions:

- (a) be admitted to primary and supporting areas of study by the faculties in those areas;
- (b) take the GEE in music theory/aural skills and music history and pass the exams and/or any required review courses;
- (c) if the student wishes to apply coursework completed at another institution toward the degree, submit a [Petition for Course Waiver](#) form *for each course*;
- (d) **by the end of the second week of the third term of study** (not including summer session), students must submit two approved doctoral checklists (plans of study)—one each for the primary and supporting area of study to the Music Graduate Office. [Checklists](#) must be completed electronically; handwritten checklists will not be accepted. The checklists serve as an individualized course of study and timeline to degree completion; all sections must be completed. Preparation of the checklists is initiated by the student, with the assistance of the two advisors, who approve and sign the respective checklists (see [C6](#) below);
- (e) the plan of study has been approved by the DGS.

The student will be informed in writing concerning formal admission. After formal admission, any subsequent changes to the individualized plan of study must meet the degree requirements and be approved by the appropriate faculty advisor.

C6. Time Limit

A doctoral student's seven-year completion deadline begins with the term of matriculation. Within that seven-year period, the student must become formally admitted, complete the year of residency, advance to candidacy, complete the dissertation or lecture–document, and graduate. If the time period is exceeded, either a second year of residency or a new set of comprehensive examinations, or both, may be required.

C7. Course Waivers

Although doctoral students may petition the Music Graduate Committee for changes to any aspect of the degree program (see [A6](#)), the following guidelines will inform the committee's decisions regarding petitions for course waivers:

- (a) The course under consideration is not part of the doctoral core curriculum, with the exception of Research Methods in Music (MUS 611).
- (b) The substituted course was completed no more than seven years before submission of the waiver and appears on a transcript from an accredited institution.
- (c) The grade earned was *B-* or above or Pass. Grades of Pass will be evaluated individually.
- (d) **During the formal admission process**, the course must be approved by the DGS and/or the Music Graduate Committee.

C8. Year of Residency

The doctoral degree requires the equivalent of 81 graduate-level quarter credits beyond the bachelor's degree – completed over the course of at least three calendar years. This includes three consecutive terms of residency on the UO campus **during the first year of study**. This year of residency consists of full-time study, with a minimum of nine (9) completed graduate credits of degree-related course work each term. Courses in Research (601), Reading and Conference (605), and other individualized study options may be a part of the 9 credits, but the majority of the year of residency is expected to consist of regular graduate course work.

A doctoral student may fulfill the residence requirement during the period in which she or he works toward a master's degree on the university campus as long as:

- (a) the student is officially awarded the master's degree;
- (b) the doctoral degree program immediately follows the master's degree program; and
- (c) the master's degree and the doctoral degree are in the same area.

C9. Changes in Primary or Supporting Area

To initiate a change in degree emphasis, a student must complete the [Request for Change of Degree Emphasis](#) form and submit it to the Music Graduate Office. The following items should accompany the form: 1) a new statement of intent; 2) any admission requirements from the new area; and 3) if the student has already been formally admitted, a new approved checklist. Prior to formal admission, students may change their declared primary and supporting areas of study by obtaining written consent from the newly-selected area and submitting new updated checklists approved by the appropriate advisors. After formal admission, students must also obtain the approval of the DGS and/or the Music Graduate Committee. When such a request is made, the student's work in the doctoral program to date will be reviewed; a decision concerning the request will be based on the criteria for satisfactory progress toward a degree and the evaluation of the faculty in the newly proposed area. If the primary degree program is changed, the student must also submit the UO Graduate School's [Change of Graduate Major/Classification](#) form.

C10. Foreign Language Requirement

The purpose of the foreign language requirement is to better prepare students to conduct research in various aspects of the degree program and profession and to facilitate completion of the dissertation or document. Languages that typically meet this requirement are German, French, and Italian. In consultation with their advisors, doctoral students should select the most useful language(s) for their research and note the selection on the checklist. **The language requirement must be fulfilled prior to taking area comprehensive exams and advancement to candidacy. For PhD students, courses taken to meet the requirement must be completed within seven years of the term of advancement.** There are three ways to fulfill the foreign language requirement:

- (a) Complete two years of college-level foreign language study with a grade of *B–* or higher in the final term.
- (b) Complete a reading knowledge course in the language with a grade of *B–* or higher in the final term (e.g., German for Reading Knowledge, French for Reading Knowledge). The number of terms required is determined by the department offering the course.
- (c) Pass an SOMD language examination in the approved language. Procedures for the examination may be found on the [Language Proficiency Exam Scheduling Form](#).

NOTE: Students whose native language is not English may petition the Music Graduate Committee to use their native language - provided it will be utilized in the research and writing of the dissertation or lecture-document.

C11. Ensemble Requirement

During their first year of study, students with a primary or supporting area in voice, wind, string, or percussion performance must enroll in three consecutive terms (not including summer) of band, chorus, orchestra, or opera workshop; they must audition for ensemble placement during the week before fall term classes (Week of Welcome). Assignments take into account the student's preference, level of ability, major performance medium, educational and musical needs, and the needs of the school's ensembles.

Students with a primary or supporting area in piano performance must enroll in three terms of The Collaborative Pianist (MUS 521, 522, 523).

NOTE: If a DMA student has both the primary and supporting areas in performance, the ensemble requirement is six terms: three terms for each instrument or voice.

C12. Degree Recitals & Conducted Performances

Doctoral students in performance and composition are required to present recitals. Conducting students are required to complete juried rehearsals and/or juried performances. PhD students in musicology and music theory are required to present lectures (see [C15](#)). Degree recitals in a primary area carry expectations that are higher than those in a supporting area. Degree recitals are given only with the prior approval of the appropriate faculty committee; for detailed information, see the [Recital Procedures](#) webpage on the SOMD website.

Most degree recitals must be completed before advancement to candidacy; however, primary performance majors' third recital (not the solo recital) may be given after advancement but must be presented before the final defense.

All doctoral degree recitals must be prepared under the direction of the appropriate UO music professor.

C13. Doctoral Committees

Doctoral degrees involve various types of activities (e.g., compositions, dissertations, degree recitals, comprehensive examinations) that require faculty examining committees to oversee and determine the acceptability of the work embodied in those parts of the degree program. **All committees are proposed by the student's advisor and approved by the DGS** (language proficiency exam committees are appointed by the DGS). The examining committee for each of these events should be established well before the event takes place, and unless prior arrangements have been made with the DGS, all committee members are to be present at the event. After the student has filed the appropriate scheduling forms and the committee has been approved, the student may work with committee members to complete requirements.

C14. Comprehensive Examinations

Doctoral students must pass comprehensive examinations in both the primary and supporting areas. Students must pass doctoral comprehensive examinations by the third attempt.

Area Comprehensive Examinations. Provided that the following conditions are met, either the primary or supporting area exam may be scheduled first:

- (a) Completion of core course work;
- (b) Completion of all course work and degree requirements in the area to be examined, with the exception of,
 - i. the third recital (not the designated solo recital) for primary area exams in performance, and
 - ii. the PhD lecture for primary area exams in musicology and music theory;
- (c) Satisfactory completion of all general degree requirements (not mandatory if the supporting area exam is taken before the primary area exam);
- (d) Permission to take the examination by the advisor in that area.

Students may take their **second** comprehensive examination only after both of the following conditions are met:

- (a) Satisfactory completion of the first area comprehensive examination, and
- (b) Satisfactory completion of all course work and pre-advancement requirements for the doctoral degree; see exceptions in (c) above.

At least one month prior to the date of the comprehensive examination, the student should submit the [Music Comprehensive Examination Scheduling Form](#) to the Music Graduate Office. At least three faculty members with appropriate expertise comprise the examining committee; the primary area advisor usually serves as committee chair. Examinations will only be

scheduled when all committee members are officially on the teaching staff and when the SOMD is in session. (NOTE: Without permission from the DGS, exams may not be scheduled during the first week of classes in any term or during summer session.) After obtaining permission from committee members, the student is responsible for scheduling the examination. During the term in which they take comprehensive examinations, students must be registered for at least three (3) credits.

Comprehensive examinations may include questions about any aspect of the musical specialty in which the student is working and are not limited to course work taken as part of the doctoral degree program. Examinations in the doctoral primary area carry expectations that are higher than those in the supporting area.

Comprehensive examinations have written and oral components, with the written component taken first.

Written examination: The written portion of the area examination is prepared by the examining committee in that area, under the direction of the student's advisor. *No later than one week before the examination*, the committee chair must submit a hard copy of the examination and any associated materials to the Music Graduate Office. On the day of the test, the student should arrive at the Music Graduate Office by 8:10 A.M. and must submit the finished exam to the Music Graduate Office by 4:45 P.M. on the same day. Restroom and lunch breaks are permitted. **During the examination day, the student may not seek or obtain any information related to the examination from any outside source.** Students will be provided with a computer with MS Word.

Some areas of study require *additional days of examination*; others do not. This portion of the examination may include components such as a take-home section or a demonstration of skills acquired in the area of specialization. If additional components are required, the Music Graduate Office will provide a copy of the exam to the student. When all portions are completed, the Music Graduate Office will send exam answers to the committee members via email by the morning of the next business day.

Oral examination: Usually two hours in length, this examination covers the written portion and any other portions of the area examination, **as well as other topics related to the specialized area** (e.g., further explore the student's knowledge and skills in areas covered in the written examination, seek clarification where written responses were ambiguous or unsatisfactory, evaluate the student's knowledge in other relevant areas). The student's responses will be evaluated on the basis of the following criteria:

- (a) Each response demonstrates thorough knowledge of the topic and is of sufficient depth, breadth, and precision to answer the question fully and correctly.
- (b) Each response distinguishes between information of central importance and peripheral importance and focuses on the former.
- (c) Each response demonstrates the student's ability to organize and report information, analyze and evaluate that information, and draw conclusions intelligently.
- (d) Each response is written in good English prose style and follows accepted rules for grammar, punctuation, spelling, and sentence and paragraph structure. Each oral response is in good conversational English, is rationally organized, and is clearly presented.

Both the written and oral portions of the examination will be evaluated by the committee that prepared them. This committee will make one of the following decisions:

- (a) approve the examination as is (pass);
- (b) require the student to retake any part of the written examination, to retake any part of the oral examination, or both (conditional pass);
- (c) require the student to complete appropriate remedial activities (conditional pass);
- (d) require the student to retake the entire examination (no pass); or
- (e) declare the examination failed and refer the results to the Music Graduate Committee with a recommendation to terminate the student's place in the program (no pass).

Decisions regarding passing the area comprehensive examination will be made on the entire examination (i.e., the specialized area written examination, other examination components, and the oral examination). The decision requires the unanimous vote of the committee. **The written and oral portions of the examination and notification of results are to be completed within a period of three weeks.**

Additional information concerning comprehensive examinations is available in the Music Graduate Office and from the student's area advisor(s).

Unless the primary area is in performance, all doctoral students are required to complete a dissertation. Students completing a DMA degree in performance may choose between a dissertation and a lecture-document. If the lecture-document option is selected, the following procedures do not apply. **Lecture-document procedures are described fully in C16. The following information (C15) applies to students writing dissertations.**

C15. The Dissertation

Doctoral Dissertation Committee. It is the intent of the faculty that each doctoral student—in consultation with the advisor—begin determining her or his dissertation topic reasonably early in the program. Prior to advancement to candidacy, the advisor determines the Doctoral Dissertation Committee. This committee consists of four persons: two faculty members from the primary area (the advisor will normally serve as committee chair), one additional music faculty member, and one faculty member from outside the SOMD (who serves as the institutional representative).

All members of the committee must be members of the Graduate Faculty (i.e., tenured or tenure-track faculty). The committee chair must be a faculty member of the SOMD. In some cases, co-chairs may serve. GradWeb has a [faculty directory](#) that lists all faculty who are eligible to serve on a doctoral committee and the specific positions for which they are eligible. For additional information, including the service of retired and non-tenure track faculty and others, see the UO Graduate School's [Dissertation Committee Policy](#).

Approval of the Formal Dissertation Proposal. After the dissertation committee has been determined, the student must obtain the committee's unanimous written approval of the formal dissertation proposal. While developing the proposal, the student may

take up to six (6) credits of MUS/MUE 601: Research under the guidance of the dissertation advisor. These six credits *will not apply* toward the university requirement of 18 dissertation credits. While developing the dissertation proposal, students **may not** register for MUS/MUE 603: Dissertation.

The proposal should be definitive, identifying all essential aspects of the proposed investigation. Aspects of the proposal should include all of the following that are relevant: statement of problem or purpose; hypotheses; research design; investigative techniques; statistical procedures; research instruments and methods to be used; pertinent research variables; scope and delimitations; working bibliography; etc. The proposal will generally follow the traditional format of the first chapter of the dissertation.

The formal dissertation proposal is organized, as below, with all the proposed activities thoroughly documented. The methods and procedures section should be illustrative. If any of the following devices are to be used, examples of them should be provided as well as a discussion of their validity for the stated purpose and their availability to the researcher: musical repertory to be used; analytical procedures; evaluative criteria; interview schedules; questionnaires/surveys; statistical procedures; and/or instructional materials. If such tools are to be developed by the researcher, a sample should be included as well as a description of the procedure for demonstrating its validity and reliability. The dissertation proposal, as outlined below, is typically a minimum of 10-15 pages in length plus bibliography.

- A. Title
- B. Statement of Purpose
- C. Justification of the Study
- D. Methods and Procedures
- E. Definitions, Assumptions and Delimitations
- F. Review of Literature
- G. Bibliography

To obtain approval of the dissertation proposal, the student should: 1) distribute copies to members of the dissertation committee (no later than one month prior to the requested date of advancement); 2) convene the committee; and 3) acquire committee members' signatures of approval on *two (2) copies* of the [Dissertation Proposal Title and Approval Pages Template](#) – one (1) copy should be submitted to the Music Graduate Office and the other is for the student.

Advancement to Candidacy. As soon as the student has successfully passed the primary and supporting area comprehensive examinations and the formal dissertation proposal has been approved, the DGS will recommend to the UO Graduate School that the student be advanced to candidacy. **It is suggested that students plan to advance to candidacy no later than the end of the fourth year of study in the program.**

Formal Approval of the Dissertation Committee. After the student has been advanced to candidacy and the DGS has approved the dissertation committee, the committee members are recommended to the UO Graduate School via GradWeb. Once the UO Graduate School approves, the candidate may then become fully engaged in the

research related to the dissertation and may register for dissertation credits. **Note: A doctoral candidate must be enrolled for a minimum of six (6) months between the UO Graduate School approval of the dissertation committee and the dissertation defense. (For example: students who wish to graduate spring term must be advanced around November 15 of the preceding fall term.)**

Revised Committees. If the chair of the committee is changed after UO Graduate School approval, the required six (6) months begin again. If the institutional representative is changed, the student must be enrolled for at least three (3) subsequent months. The replacement of a core member does not affect the six-month rule.

Dissertation Credits. Except for preparing the dissertation proposal, students may do not work on the dissertation prior to advancement to candidacy. *A student may enroll for dissertation credit only after being advanced to candidacy.* Even though six (6) hours of MUS/MUE 601: Research may have been taken while developing the formal proposal, they may not be counted as part of the required 18 credit hours in MUS/MUE 603: Dissertation. There is no maximum number of dissertation credits a student may take. Typically, a student registers for all dissertation credits with the designated chair of the dissertation committee (usually the student's advisor). During the term in which the oral defense is held, the student must be registered for at least three (3) credits of MUS/MUE 603: Dissertation with the chair of the dissertation committee. Until the dissertation is completed, the dissertation advisor will award the grade of *I* for all dissertation credit. When the dissertation is approved by the examining committee, the UO Graduate School changes the credits to *P*.

Completing the Dissertation. After advancement to candidacy, the candidate may begin actual work on the dissertation. The dissertation committee, which is normally the same committee that approved the formal proposal, advises the candidate in writing the dissertation and assists with and approves any changes in the nature of the dissertation.

Approval of First Draft of the Dissertation.

After advancement to candidacy, the candidate completes the research as outlined in the dissertation proposal and writes the dissertation. **At least three months prior to the final oral defense**, the completed first draft of the dissertation—in proper form as mandated by the [UO Graduate School](#)—should be given to the candidate's dissertation committee. No less than one month later (i.e., two months before the final defense of dissertation), the dissertation committee meets for an evaluation of the first draft.

Under extenuating circumstances (e.g., the candidate resides some distance away), he or she may request to meet with the dissertation committee via a telephone/video conference call or to have the committee meet without the candidate and communicate the results by telephone, e-mail, or mail. The chair, in consultation with committee members, approves (or not) such requests .

In the meeting, the committee either gives tentative approval to the overall approach and focus of the draft or notes deficiencies and helps the candidate develop a plan for implementing needed corrections. In either case, committee members will advise the candidate about the quality of both the research and the writing of this draft, addressing any substantive questions that arise, and making appropriate suggestions for refining, rewriting, or restructuring the dissertation.

Required Lecture. After advancement to candidacy but before the final defense, PhD candidates in musicology and music theory are required to present one formal public lecture on the UO campus. Guidelines are as follows:

A committee of three faculty members will attend and evaluate the lecture. The candidate's advisor will serve as chair.

- (a) No later than one month before the event, the candidate must submit the completed [PhD Public Lecture Scheduling form](#) to the Music Graduate Office. For inclusion in the SOMD on-line calendar, the candidate should send the name, title, location, date, and time of the lecture to the communications staff at zysett@uoregon.edu.
- (b) The lecture shall be held in an appropriate public venue (determined in consultation with the advisor).
- (c) The topic of the lecture shall generally be related to the dissertation research.

Oral Defense of the Dissertation

Scheduling the Defense. There must be at least six months between the UO Graduate School's formal appointment of the doctoral committee and the defense. In addition, at least two months must have elapsed since the dissertation committee's approval of the first draft.

N.B. Without prior DGS approval, the defense may not take place during summer session.

1. Once the advisor is satisfied that the dissertation is ready for defense, and no fewer than four weeks before the proposed date, the candidate must obtain provisional agreement from doctoral committee members that they will be available on a specified day and time for the oral defense.
2. **Room reservation.** The candidate must reserve a room for the exam. For instructions on how to schedule a room, please see the [Info for All Students](#) page on the SOMD website. The exam must take place in a public space such as an SOMD classroom or conference room. Exams may not be held in faculty offices.
3. The candidate completes the "Oral Defense" section on [GradWeb](#). This generates an email to all committee members asking them to confirm their attendance.
4. Once all the committee members have confirmed their attendance, the Music Graduate Office prepares the *Application for Final Oral Defense for Doctoral Degree* and no later than three weeks before the oral defense, forwards it to the UO Graduate School. The UO Graduate School will then officially notify the committee of the date, time, and place of the oral defense.

At least three weeks before the defense, it is the candidate's responsibility to provide a complete copy of the final dissertation draft to each dissertation committee member.

During the defense, the dissertation committee will examine the dissertation in any way that helps determine whether it meets the specifications of the candidate's approved proposal and whether it meets the following criteria:

- (a) It shows thorough knowledge of the topic.
- (b) It possesses sufficient depth and breadth to serve its intended purpose.

- (c) It demonstrates intelligent organization, analysis and evaluation of material, accurate reporting of information, and sound conclusions.
- (d) It differentiates between information of central importance and information of peripheral importance and focuses on the former.
- (e) It is written in formal English prose style and follows accepted rules of grammar, punctuation, spelling, and sentence and paragraph structure.
- (f) It employs established procedures for scholarship and research as they apply to the topic.
- (g) It contributes in some significant way to knowledge in the field.
- (h) It meets the standards of form and style set forth in the UO Graduate School's [Thesis and Dissertation Style and Policy Manual](#).
- (i) It conforms to one of the standard style manuals for scholarly writing (**designated by the advisor**).

After the committee has examined the dissertation and asked the candidate all necessary questions, the members of the committee will make one of the following decisions:

- (a) Approve the dissertation by unanimous vote.
- (b) Approve the dissertation by unanimous vote pending appropriate revisions in the dissertation, to be verified by the advisor.
- (c) Have the candidate make appropriate revisions and resubmit the dissertation to the committee.

Approval of the dissertation requires the unanimous vote of the examining committee. In the event of a split vote the Dean of the UO Graduate School—after consulting with the candidate, the committee, and the Music DGS—determines the review procedure.

If any committee member has serious reservations about the acceptability of the finished dissertation, she or he should raise the issue with the chair of the committee **prior to** the scheduled dissertation defense. If it is probable that the dissertation will not be approved as stated in one of the options above [(a), (b), or (c)], the meeting is to be canceled with at least 24 hours notice given to the Music Graduate Office and all participants. (The Music Graduate Office informs the UO Graduate School.) An interim meeting, in which the committee's concerns are addressed, will then be scheduled, and the candidate will be given appropriate advice regarding completion of the dissertation.

When the dissertation is approved, the candidate uploads it to [UMI/Proquest ETD](#) for the UO Graduate School prior to the published submission deadline. After uploading the dissertation, the candidate must submit the [Submission and Document Approval](#) page to the UO Graduate School prior to the deadline. If requested, the candidate will provide one appropriately bound copy for the advisor.

Overview of Dissertation Schedule

(For important details, refer to the outline above)

Approval of the first draft of the complete document

Dissertation committee approves the proposal

Before advancement to candidacy

Dissertation committee receives completed first draft

At least 3 months before final oral defense

Dissertation committee meets with candidate for evaluation of first draft

At least 2 months before final defense

Approval of the final document

Copies of the final draft given to dissertation committee members

Three weeks before the final oral defense

Final oral defense is held

By the UO Graduate School [deadline](#)

Candidate meets the UO Graduate School [deadline](#) for finishing the degree

C16. The Lecture-Document (Program Option for DMA Students in Performance)

DMA candidates with a primary area in performance may choose between two options for the culminating project of their doctoral studies.

Option 1—Dissertation: This option consists of writing a dissertation as currently defined in traditional doctoral programs. The dissertation will be written after advancement to candidacy. Students selecting this option will follow the same procedures as PhD students in other areas of study, as outlined in section [C15](#).

Option 2—Lecture-Document: Instead of a dissertation, a student choosing this option will give a lecture about some aspect of her or his area of performance together with a written document of about 50 pages (plus bibliography) that relates to the lecture. This lecture and document will be presented and written after advancement to candidacy and are in addition to the performances already required in the performance degree.

Performance students are to specify which option is preferred on the doctoral checklist that is submitted as part of formal admission.

Nature of the Lecture. The lecture will be open to the public and should be predominantly a verbal presentation of approximately one hour in length. Live performance, recorded performance, and audio-visual aids are appropriate but not mandatory components of the lecture. Their use will be determined by the candidate in consultation with the candidate's lecture-document committee. The lecture is to exhibit effective scholarly research, topical organization, and verbal communication skills as indicated in the following criteria:

- (a) The lecturer demonstrates thorough knowledge of the topic, and the lecture is of sufficient depth, breadth, and precision to serve its intended purpose.
- (b) The lecturer demonstrates the ability to organize and report information, analyze and evaluate that information, and draw conclusions intelligently.
- (c) The lecture is presented in good English prose style and follows accepted rules for grammar, sentence structure, and organization.

Nature of the Document. The document does not need to be based on original research. It is to exhibit effective scholarly research and writing as indicated by the following criteria:

- (a) It shows thorough knowledge of the topic and possesses sufficient depth and breadth to serve its intended purpose.
- (b) It uses established procedures for scholarship as they apply to the topic.
- (c) It is written in formal English prose style and follows accepted rules of grammar, punctuation, spelling, and sentence and paragraph structure.
- (d) It conforms to the Graduate School's [Thesis and Dissertation Style and Policy Manual](#) and one of the standard style manuals for scholarly writing. (The appropriate style manual is to be determined in consultation with the advisor.)

Lecture-Document Committee. Before advancement to candidacy, the lecture-document committee is determined by the advisor; after advancement to candidacy, the committee is then formally appointed by the UO Graduate School. (This committee is distinct from the subject area committees that approve recitals and administer comprehensive examinations.) The committee will consist of three music faculty members. Two members of the committee will normally be from the candidate's area of performance (including the major advisor, who serves as committee chair) and one from a different academic area in music who possesses an appropriate background. At least one committee member will have an earned doctorate. [GradWeb](#) has a faculty directory that lists all faculty who are eligible to serve on a doctoral committee. It will also let you know which positions on the committee for which they are eligible.

This committee will have the responsibility to approve both the student's proposal and the final project, which consists of two related parts: the lecture and the document.

The Proposal. Before advancement to candidacy, the student's lecture-document committee must approve the proposal. No later than one month prior to the requested date

of advancement, the student must submit the proposal to the committee. When the committee grants approval of the proposal (via the [Lecture-Documents Proposal Title and Approval Pages Template](#)), the student must submit a copy of the proposal—with the signatures of the committee members and the date of approval on the approval page—to the Music Graduate Office. The proposal will comprise two parts:

Part One—Lecture: A description of the lecture, its title, purpose, and scope; address the issue of live performance and audio/visual aids.

Part Two—Document: A description of the document to be written. This portion of the proposal will specify the document's working title, a statement of its purpose, the scope of the research, a preliminary review of literature, the proposed research procedure, a description of the projected relationship between the document and the lecture, and a working bibliography.

If human subjects will be used, the student must contact Research Compliance Services prior to any contact with the subjects (see [A11](#), [A12](#)).

Advancement to Candidacy. As soon as the student has passed the primary and supporting area comprehensive examinations and the formal lecture-document proposal has been approved, the DGS recommends to the UO Graduate School that the student be advanced to candidacy. **It is suggested that students plan to advance to candidacy no later than the end of the fourth year of study in the program.**

NOTE: If the third degree recital is not given before advancement to candidacy, it must occur prior to the defense.

Completion of the Project. After advancement to candidacy, the candidate will prepare the lecture and supporting document as specified in the proposal in consultation with her or his advisor and other members of the lecture-document committee. A minimum of six (6) credits of MUS 601 Research must be taken for this purpose. **After the term of advancement, the candidate must be registered for a minimum of three (3) graduate credits for two consecutive terms. (For example, a candidate who wishes to graduate spring term must advance by the end of the preceding fall term.)**

The document must be approved in several stages: 1) before advancement to candidacy, the proposal for the document must be approved by the examining committee; 2) well before the planned final defense—as per the timeline required by the committee—the first draft of the document must be approved by the committee; and 3) the completed document must be approved by the committee during the final defense.

When all three members of the committee are satisfied that the lecture is ready for public delivery—and the document is well advanced—the candidate will submit the [Permission to Schedule Lecture-Documents Public Lecture](#) to the Music Graduate Office and schedule the lecture in a public venue that has appropriate recording equipment (in the SOMD, Rooms 163, 173 or 178). All three committee members must attend. Candidates must make arrangements for programs and recordings **in the same manner as for recitals**. For archival purposes, the recording will remain with the SOMD. The candidate has responsibility for any further publicity about the lecture.

Oral Defense of the Lecture Document

Scheduling the Final Defense. Within three weeks after the lecture, the committee will hold the final oral examination (final defense) concerning the lecture and document. Without prior approval of the DGS, the defense may not take place during summer session.

1. The candidate should obtain provisional agreement from doctoral committee members that they will be available on a specified day and time for the oral defense.
2. **Room reservation.** The candidate must reserve a room for the exam. For instructions on how to schedule a room, please see the [Info for All Students](#) page on the SOMD website. The exam must take place in a public space such as an SOMD classroom or conference room. Exams may not be held in faculty offices.
3. The candidate completes the “Oral Defense” section on [GradWeb](#). **In the field for “dissertation title” type “Submitting a lecture document.”** If there are problems, contact the Music Graduate Office. Completion of this step generates an email to each committee member, who will confirm her/his attendance.
4. Once all the committee members have confirmed their attendance, the Music Graduate Office prepares the *Application for Final Oral Defense for Doctoral Degree* and no later than three weeks before the oral defense, forwards it to the UO Graduate School. The UO Graduate School will then officially notify the committee of the date, time, and place of the oral defense.

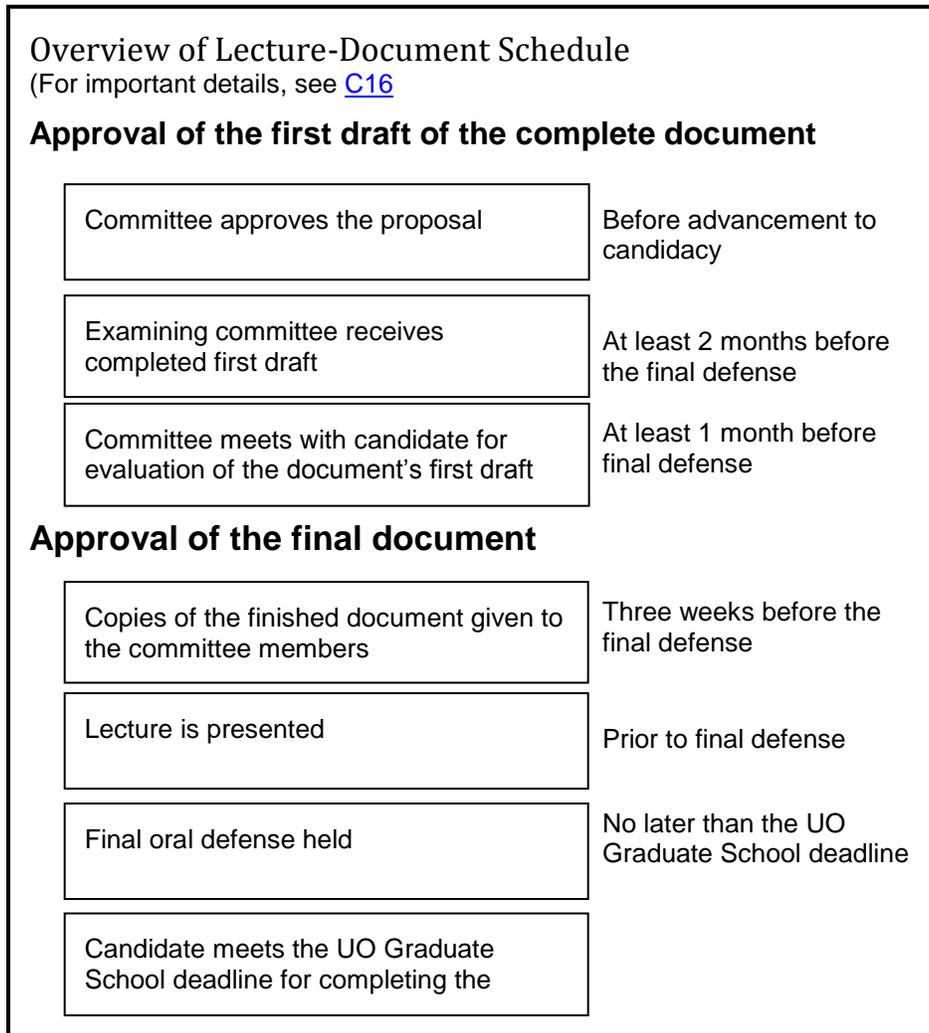
At least three weeks before the examination, it is the candidate’s responsibility to provide each member of the committee with a complete copy of the document.

Approval of the lecture and document requires the unanimous vote of the examining committee.

If any committee member has serious reservations about the acceptability of the finished document, she or he should raise the issue with the chair of the committee **prior to** the scheduled examination. If it is probable that the document will not be approved, the meeting is to be canceled with at least 24 hours notice given to the Music Graduate Office and all participants. (The Music Graduate Office informs the UO Graduate School.) An interim meeting, in which the committee’s concerns are addressed, is then to be scheduled, and the candidate will be given appropriate advice regarding completion of the document.

Completed and approved lecture-documents must be submitted online to UO [Scholars’ Bank](#). Once the committee approves the final draft, complete the online submission form and follow the instructions for uploading the project onto [Scholars’ Bank](#) (for details, see their website).

Under this option, written approval of the lecture, the document, and the oral examination by the committee is the final requirement for the DMA degree.



C17. Procedures for Completion of the Degree and Graduation

In order to graduate, candidates for the degree are to see that each of the following deadlines and procedures is met. For more information, please see the UO Graduate School's [website](#).

- (a) The UO Graduate School formally appoints the dissertation or lecture-document committee. Dissertation committees must be appointed *at least six months before* the oral defense.
- (b) During the last term of the program, the candidate must be enrolled for at least three (3) graduate credits of study related to the degree program (MUS 603: Dissertation, MUE 603: Dissertation, or MUS 601: Research).
- (c) Before the end of the second week of the planned term of graduation, the candidate must apply for graduation by completing the UO Graduate School's [Application for Advanced Degree](#).
- (d) The candidate will schedule any unfinished requirements, such as the PhD lecture, the defense of dissertation, or the final lecture and examination of document with the Music Graduate Office.

(e) No less than three weeks prior to the date of the examination, final complete copies of dissertations and lecture-documents must be given to the members of the examining committee.

(f) As each event is completed, the chair of the examining committee must provide the Music Graduate Office with the appropriate document signed by members of that committee indicating its decision.

(g) Within approximately two weeks after the final defense and *before* the UO Graduate School's deadline (the last Monday of the term), the advisor must submit the signed *Certificate of Completion* form to the Music Graduate Office.

(h) Completed dissertations, with the advisor's signed approval, must be submitted online to the [UO Graduate School](#) by the Graduate School's [deadline](#). Lecture-documents are submitted to [Scholars' Bank](#) by the Graduate School's dissertation deadline.

(i) Students are strongly encouraged to participate in the [UO Commencement](#) (spring or summer) and the [SOMD ceremony](#) (spring only).

Timeline for Completing Doctorate

Term of Matriculation

- Take Graduate Entrance Exams; if needed, enroll in review course(s).
- Seven-year clock begins.
- Begin year of residency.
- Apply and be admitted to supporting area.

Establish Doctoral Year of Residency

(3 consecutive terms with at least 9 graduate credits each term in degree-related courses)

Formal Admission to Music Doctoral Program

- Pass theory/history GEE or review course(s).
- With advisors, complete degree checklists for both primary and supporting areas.
- Submit approved checklists to Music Graduate Office (2nd week of third term).
- If required, meet with DGS and area advisor(s).

Complete Degree Program Requirements

- Take and complete all required coursework.
- Complete degree requirements (i.e., dissertation, recitals).

Primary & Supporting Area Comprehensive Exams

- File [Area Comprehensive Examination Scheduling Form](#).
- At least one week prior to the exam date, verify written exam is in the Music Graduate Office.

Submit Dissertation/Lecture-Document Proposal to Music Graduate Office

For dissertation, see [C15](#); for lecture-document, see [C16](#).

Advancement to Candidacy

- For dissertation, must occur at least 6 months prior to defense; for lecture-document, at least 2 terms.
- After advancement, must complete 18 credit hours of Dissertation (603) or 6 credits of Research (601).

Completion of Degree

- Approval of first draft of dissertation/lecture-document.
- During the term of graduation, be enrolled for three (3) credits of Dissertation (603) or Research (601).
- Schedule room for oral defense.
- On GradWeb, begin [Confirmation of Agreement to Attend an Oral Defense](#) procedure.
- Once all the committee members have confirmed attendance, the Music Graduate Office will prepare the *Application for Final Oral Defense for Doctoral Degree* and send it to the UO Graduate School. (The three items immediately previous must be completed three weeks before the defense)
- Present public lecture.
- Hold final defense of dissertation/lecture-document and make any required changes.
- Submit dissertation online to [UO Graduate School](#); submit lecture-document online to [Scholars' Bank](#).
- **Congratulations!** You're finished; see you at Commencement!