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THE UNIVERSITY OF OKLAHOMA  
*School of Music*

**MASTER OF MUSIC**

MAJOR CODE	DEGREE OPTION (a/k/a Major)	AREAS OF CONCENTRATION with Concentration Code where applicable
<b>M705</b>	<b>COMPOSITION</b> (Recital and Thesis Required)	
<b>M710</b>	<b>MUSIC THEORY</b> (Thesis Required)	
<b>M717</b>	<b>CHORAL CONDUCTING</b> (Recital and Final Comprehensive Examination Required)	<i>Standard Concentration Q113</i> <i>Church Music Concentration Q114</i>
<b>M718</b>	<b>INSTRUMENTAL CONDUCTING</b> (Recital and Final Comprehensive Examination Required)	<i>Wind Track</i> <i>Orchestral Track</i>
<b>M720</b>	<b>MUSICOLOGY</b> (Thesis Required)	
<b>M724</b>	<b>ORGAN</b> (Recital and Final Comprehensive Examination Required)	<i>Standard Concentration Q482</i> <i>Church Music Concentration Q114</i> <i>Organ Technology Concentration Q483</i>
<b>M725</b>	<b>PIANO</b> (Recital and Final Comprehensive Examination Required)	<i>Performance Concentration Q506</i> <i>Performance and Pedagogy Concentration Q511</i>
<b>M730</b>	<b>VOICE</b>	<i>Performance Concentration Q506</i> (Recital and Final Comprehensive Examination Required) <i>Opera Concentration Q481</i> (Final Comprehensive Examination Required)
<b>M735</b>	<b>WIND/PERCUSSION/STRING</b> (Recital and Final Comprehensive Examination Required)	

- The Master of Music requires a minimum of 32 hours of approved graduate level coursework beyond the bachelor's degree.
- Master of Music degree programs at the University of Oklahoma can be completed in two, consecutive academic years of full-time enrollment. The Graduate College of the University of Oklahoma requires that all master's students must complete all degree requirements within five calendar years of the first enrollment in any graduate-level OU course to be applied to the master's degree.

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## 1. Degree Requirements

Refer to the degree check sheet received upon completion of the Preliminary Exams or refer to the Coursework Requirements pull-down menu at <http://www.ou.edu/content/finearts/music/perform-study/graduate.html>

See Appendix 1 for information on Course Designators and Numbers used at the University of Oklahoma.

Non-residents interested in establishing residency for in-state tuition purposes should consult the university's Office of Admissions or go to <http://ou.edu/content/dam/admissions/documents/PetitionIn-StateTuitionClassification.pdf> for more information.

## 2. Advising

Each new student's acceptance letter contains the name and contact information of that student's Program Advisor. While the Program Advisor is charged with advising the student on all matters pertaining to the program of study, including the selection of courses, **ultimately, each student is responsible for enrollment and timely progress toward degree completion.**

**As of this writing, full-time enrollment for a graduate student is 9 hours during a 16-week semester (5 hours for a .50 FTE Graduate Assistant).**

## 3. Transfer Credit

**3.1 Credit hours for applied lessons or participation in any performance ensemble completed at another institution may not be applied to any graduate degree at OU.**

**3.2** Any student wanting to apply graduate level course work completed prior to admission to the MM degree program or planning to apply credit taken at another institution while pursuing the MM at OU should discuss this with his/her Program Advisor at the first advising meeting, if not before.

**3.3** A maximum of eight semester hours of credit completed prior to admission to the MM, whether completed at OU or at another institution, or completed at another institution while pursuing the MM at OU **may** be applied toward a master's degree at OU provided that the conditions established by the Graduate College and the School of Music are met. Graduate College conditions for transfer credit are detailed in the Graduate College *Bulletin*. It will be up to the Program Advisor to determine whether or

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not any course work should be considered for transfer to the student's MM degree program.

- 3.4** The procedure for requesting Graduate College approval for transfer credit is:
- After consulting the *Graduate College Bulletin* to determine the validity of the credit hours in question, the Program Advisor shall prepare and deliver to Dr. Pederson, Graduate Liaison for the School of Music, a written request to accept the credit hours.
  - If Dr. Pederson approves the request, she will forward the request to the Dean of the Graduate College under cover of a formal petition.
  - The Graduate College Dean makes the final decision on the matter.

#### **4. Directed Readings and Special Studies**

**4.1** The School of Music course inventory includes *Directed Reading* (course number 5960) in Music Education (MUED), Musicology (MUSC), and Music Theory (MUTH) and *Special Study* (course number 5990) in Music Education (MUED), Musicology (MUSC), Music Literature (MULI), Music Technique (MUTE), and Music Theory (MUTH). All of these courses are defined in the course inventory as being S/U graded and can be taken for 1-3 credit hours.

**4.2** Enrollment in any *Directed Reading* or *Special Study* requires submission of a completed course approval form to and approval of the Coordinator of Graduate Studies. This form is available in the literature rack in the main School of Music office or on-line under Student Resources.

**4.3** *Directed Reading* and/or *Special Study* courses covering subjects taught in regular School of Music courses will not be approved if the course will appear in the regular rotation during the residency of the student. On rare occasions and only in exceptional circumstances, students may be permitted to enroll in regular courses under a *Directed Reading* or *Special Study* number.

**4.4** *Directed Reading* and/or *Special Study* courses can constitute no more than six credit hours of the total of thirty-two credit hours required for the master's degree. In those exceptional instances when a regular course is offered under *Directed Reading* or *Special Study* numbers, this course may be excluded from this credit limit restriction.

**4.5** *Directed Reading* and *Special Study* courses are intended to supplement required course work rather than substitute for it. For this reason, except in extraordinary circumstances, *Directed Reading* and *Special Study* courses will be approved for elective credit only.

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## **5. Recitals: Policies Regarding Enrollment, Repertoire, and Memorization**

**5.1** All MM students majoring in performance, composition, or conducting must present a public recital as part of their degree program.

**5.2.** The recital must be performed before the student can take the Final Comprehensive Examination or defend the thesis, as appropriate.

**5.3** Students must enroll in the appropriate recital course to fulfill degree requirements.

- GRRE 5042 is the recital course for performance and conducting majors.
- GCRE 5051 is the recital course for composition majors.

**5.4** Performance and composition students must be enrolled in a minimum of 2 hours of graduate level applied music or composition (as appropriate) in any semester they perform a recital.

**5.5** Piano and voice majors must memorize the entire recital program.

**5.6** Organ, wind, string, and percussion majors must memorize at least a portion of the recital.

**5.7** *Because the preview is where the recital is evaluated*, the preview performance must conform to the memory requirements.

**5.8** Master of Music recitals must be approximately one hour in length with 45-50 minutes of actual performance material and feature works from at least three style periods.

**5.9** Voice recitals must include songs in French, German, Italian, and English.

**5.10** Performers on piano, organ, strings, wind instruments, or percussion, must present at least one work (preferably two) in larger form.

## **6. Recitals: Policies and Procedures for Previews**

**6.1** All master's performance recitals must be previewed and approved before a faculty committee before being performed in public.

**6.2** Only those students whose recital previews are approved by the preview committee will be allowed to present their recitals publicly for purposes of fulfilling the requirements of enrollment in GRRE 5042 or GCRE 5051. (See Section 7 below for special instructions for composition and conducting majors.)

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**6.3** The committee members are normally the members of the faculty in the particular area of the student.

**6.4** Arrange the date of your preview in consultation with your applied teacher at a mutually agreeable time with the other members of the committee.

**6.5** The student shall obtain a *RECITAL PREVIEW REQUEST FORM*, available on the School of Music website under Student Resources or from the School of Music Office, and take it to the preview for appropriate signatures.

**6.6** The student shall also provide the preview committee with a complete written recital program with the accurate timings of the compositions.

**6.7** All participants in the recital must be present for the preview; ***however, none of the participating/collaborating performers may miss a class or rehearsal for the preview.***

**6.8** It is best to consider the preview as a public performance for which one dresses appropriately.

**6.9** The recital preview will last approximately 20 minutes. Normally, the student will select the first composition to be performed and the committee then can select whatever it wishes to hear from the program provided by the student.

**6.10** Once your preview is approved,

- First, **show** the signed original *RECITAL PREVIEW REQUEST FORM* to the Concert Hall Manager in order to reserve your rehearsal time and space.
- Then **give** the signed *RECITAL PREVIEW REQUEST FORM* to the Graduate Music office to be placed in your file. (You should keep of a copy of this form for your own records and your applied teacher may want a copy.)

## **7. Recitals: Grading Policies and Procedures**

**7.1** The Coordinator of Graduate Studies for the School of Music is the instructor of record for all graduate recital courses.

**7.2** All graduate recital courses are S/U graded.

**7.3** **The content and quality of the recital are evaluated (i.e.: graded) by the preview committee on the basis of the preview performance, not on the basis of the final, public performance.** (See below for grading policy and procedures for Composition and Conducting majors.)

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**7.4** Students who pass the preview and perform their recital within the semester of enrollment will receive a grade of “S” (Satisfactory) for their enrollment in the appropriate recital course.

**7.5 In order for a mark of “S” (Satisfactory) to be recorded on the student’s transcript for enrollment in the recital course**, after the recital performance and before the last day of finals week in the semester of enrollment, the student must provide the Graduate Music Office with a copy of the performance program, signed by the student’s major applied professor. NOTE: By signing the program, the professor is not making any statement regarding the quality of the public performance; instead, the professor is merely confirming that the recital took place as indicated by the information on the program.

**7.6** Students who do not pass the preview and perform their recital within the semester of enrollment will receive a mark of “I” (Incomplete) for their enrollment in the appropriate recital course and be subject to the university’s regulations for making up Incompletes.

**7.7** Students who pass the preview but do not perform their recital within the semester of enrollment will receive a mark of “I” (Incomplete) for their enrollment in the appropriate recital course and be subject to the university’s regulations for making up Incompletes. If the student presents the approved recital within one year of the semester of initial enrollment, the student will not be required to perform another preview.

**7.8** Information for composition majors and conducting majors:

**7.8.1** Choral and Instrumental Conducting Majors enroll in GRRE 5042; composition majors enroll in GCRE 5051. Conducting and composition majors present recitals but the procedures for previewing and evaluating conducting and composition recitals differ slightly from those detailed above for performance majors.

**7.8.2** The major professor/committee chair must approve the recital content and description of the performing forces required prior to the first rehearsal.

**7.8.3** The three members of the student’s graduate committee are expected to attend the recital performance and determine whether or not the performance was satisfactory.

**7.8.4** Each committee member who deems the performance satisfactory shall indicate this by signing a copy of the performance program. If one or more members of the student’s graduate committee do not attend the performance, at the discretion of the major professor, an *ad hoc* committee consisting of the student’s major professor and any two appropriate School of Music faculty members who attend the performance may evaluate the recital. If neither of

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these options is viable, the student must circulate the recording of the recital and a copy of the performance program to his/her committee members and the committee members will be expected to evaluate the recital on the basis of the recording.

**7.8.5** In order to receive a mark of “S” (Satisfactory), after the recital performance and before the last day of finals week in the semester of enrollment, the student must provide the Graduate Music Office with a copy of the performance program referred to above. The program must bear the signatures of the three members of the student’s committee or the major professor and two other appropriate School of Music faculty members who evaluated the performance.

## **8. Recitals: Policies and Procedures for Scheduling Rehearsal and Performance Dates and Spaces, Programs, Recording, and Cancellation**

**8.1 Informational meeting:** It has been standard practice in the School of Music to hold an informational meeting during the second week of each Fall semester to discuss policies and procedures for recitals with special attention being given to who is responsible for what. Anyone planning to perform a recital during that academic year is required to attend. Prior to this meeting or as soon as possible after the meeting, consult with your applied teacher regarding the time, date, and location.

Please note that the student’s reservation of time and space for a recital is tentative until the Preview form is shown to the Hall Manager.

**8.2 Rehearsal time:** The Hall Manager will make every reasonable attempt to provide the student with a maximum of two 2-hour rehearsals in the chosen venue if the space is available. Students should be aware, however, that they must be flexible about this issue, especially during March and April when many students are performing degree recitals.

**8.3 The student must submit a completed Stage Requirement Form** available under Student Resources on SoM website.

**8.4 Day of Performance:** Recital times are scheduled in two-hour increments. On the day of the recital, the student should plan to use the first hour of the reserved time to set up, warm-up, perform sound check, etc.

**8.5 Recording the recital:** If the recital is performed in a School of Music venue, the recital will be recorded by a recording technician authorized by the School of Music.



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The student will receive one copy of the CD of the recital; additional copies may be purchased from the Media Resource Center.

**8.6 Programs:** Information on how to submit **program copy** is available under Student Resources on SoM website.

**8.7 Cancellation:** To avoid paying a cancellation penalty, **written notice** of cancellation must be **submitted to the Hall Manager no less than 30 days** before day of recital. Cancellation forms are available under Student Resources on SoM website. Cancellation forms must be signed by committee chair/major professor and submitted to Hall Manager. ***It is the student's responsibility to inform all members of his/her committee and the Graduate Music office of any cancelled recitals.***

## **9. Recitals: Off Campus**

**9.1** Normally, all master's degree recitals are given in Norman. However, with permission of the major professor, master's committee, and Coordinator of Graduate Studies, a student may present the master's degree recital outside of Norman when three or more performers are involved and significant expense would be incurred by presenting it in Norman. When a recital is given outside of Norman, the major professor must be in attendance. All travel and lodging expenses must be borne by the student.

**9.2** A recital may be performed outside of Norman when three or more persons are involved in the performance of the recital and significant expense would be incurred by presenting it in Norman. **When a recital is given outside of Norman, the recitalist's major professor must be in attendance. All travel and lodging expenses must be borne by the student.**

**9.3** The student shall be responsible for providing a printed program for the recital. The program shall include the following statement, "This program is presented in partial fulfillment of the degree of Doctor of Musical Arts at the University of Oklahoma. (STUDENT) is a student of (PROFESSOR)."

**9.4 Evaluation of recitals performed off-campus:** The student shall arrange for a **professional quality video recording** to be made of the recital. Within one week of the recital, the student shall send a copy of the recording, with three (3) copies of the program, to the major professor. The major professor will circulate the recording and program copies to all members of the Committee for evaluation.

Once all members of the committee have heard and evaluated the performance and indicated their evaluation of the performance as satisfactory by signing the three (3) copies of the program, the major professor shall deliver one of the three signed

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programs to the Graduate Music Office, while retaining one signed copy and giving one to the student.

**9.5 Archiving recordings of recitals performed in venues outside of the School of Music:** For any recital not performed in a School of Music venue, the student shall arrange for a **professional quality audio recording** to be made of the recital. Within one week of receiving word of satisfactory evaluation of his performance, the student shall send an appropriately labeled and indexed copy of this audio recording along with two copies of the printed program to:

Librarian (Time Based Media)  
Media Resource Center  
500 West Boyd Street  
Norman, OK 73019

## **10. During Your First Year of Graduate School – It's Time to Prepare for Graduation!**

It may seem premature to be thinking about graduation so far in advance but this is the point at which you must make several important decisions and take some very specific actions in order to insure timely completion of your degree.

**NB:** Only courses for which a student receives a final grade of A, B, S, or X (the mark given for on-going work in MUSC 5980 and MUTH 5980 until the semester a student defends the thesis) can be applied toward the 32 hours required for the Master of Music degree. More information regarding grades can be found in the Graduate College *Bulletin*.

**10.1 Application for Graduation:** Whether you will take a Final Comprehensive Examination or defend a thesis, remember to file the *Application for Graduation* in the semester you plan to graduate: Go to your oZone page and, under the *Academics* tab, locate the link to *Graduation Information*.

For full information on commencement exercises, preparation for graduation, etc., go to the website for the university's Graduation Office:  
<http://www.ou.edu/content/commencement.html>

### **10.2 Non-Thesis Programs:**

The following Master of Music majors are non-thesis programs and culminate in a recital and a Final Comprehensive Examination:

- Choral Conducting (all concentrations)
- Organ (all concentrations)
- Piano (all concentrations)
- Voice, Performance concentration

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The Voice, Opera concentration requires a Final Comprehensive Examination but does not require a recital.

**10.2.1 The Program of Study for the Non-Thesis Program:**

- 10.2.1.1 Filing deadline for non-Graduate Assistants: This form must be filed with the Graduate College during the semester before the semester you intend to graduate:
  - First Monday in April for Fall graduates
  - First Monday in October for Spring graduates
  - First Monday in March for Summer graduates
- 10.2.1.2 Filing deadline for Qualified Graduate Assistants who receive tuition waiver from the Graduate College:
  - You must file your Program of Study in the semester you will complete 20 hours.
- 10.2.1.3 Completing the Program of Study form:
  - FIRST, GO TO THE GRADUATE COLLEGE WEBSITE at <http://www.ou.edu/gradweb>:
  - Click on “Forms and Documents.”
  - Click on “Master’s Degree Forms”
  - Take the time to read [Checklist for Completion of Master’s Degree, Non-Thesis](#) and [Non-Thesis Instruction Packet](#)
  - Now, locate [Program of Study](#) and click on that.

• **NB: Only courses for which a student receives a final grade of A, B, S, or X (the mark given for on-going work in MUED 5980 until the semester a student defends the thesis) can be applied toward the 32 hours required for the Master of Music Education degree. More information regarding grades can be found in the Graduate College *Bulletin*.**

- Scroll down to the **Music** section and locate the link for **your degree program and click**. This will open a fillable .pdf that should be self-explanatory.
- Read the instructions carefully before you complete the form.
- Remember that you will **list all the courses you**
  - **have taken**
  - **are taking**
  - **and will take**
- **that will apply to your Master's degree.**
- TRY NOT TO LIST MORE THAN THE 32 HOURS REQUIRED EVEN IF YOU'VE TAKEN MORE. (If you decide to go on for a doctorate in the near future, you might be able to use those extra hours in that degree -- but NOT if you've already listed them as part of your

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Master's.)

- Bring the completed form(s) to the Graduate Music Office.
- We will review the form(s) and, if we do not discover any problems, Dr. Pederson will sign the form(s) and we will send it/them to the Graduate College.
- We will retain a copy of your form(s) in your file and we will email a .pdf copy to you and your major professor.

**10.2.2 Final Comprehensive Examination:** With very few exceptions, as the name indicates, the Final Comprehensive Examination is taken during the semester you plan to graduate.

**10.2.2.1 You must be enrolled in a minimum of two hours of graduate level coursework in the semester you take your Final Comprehensive Examination.**

**10.2.2.2 Advisory Committee:** You will need to form an advisory committee, with your major professor's assistance, of three appropriate graduate faculty members. These are the people who will administer your Final Comprehensive Examination: one (usually your major professor) will examine you in your major area, one will examine you in music theory, and one will examine you in musicology. (NB: Those committee members who examine you in music theory and musicology do not have to be members of those faculty areas. See Appendix 2 for the guidelines provided to faculty members administering master's-level music theory and musicology exams.) You should form this committee no later than the semester before you plan to graduate.

- *Graduate College regulations for master's committees and master's committee members:*
  - Each master's Advisory Committee must have a minimum of three members.
  - Each member of the committee must hold an appointment as a member of the university's Graduate Faculty in accordance with Graduate College regulations.
  - For an explanation of Graduate Faculty rankings and privileges and for a list of current members of the Graduate Faculty with their rankings and appointment expiration dates, go to: [http://www.ou.edu/content/gradweb/faculty\\_resources/graduate\\_faculty/](http://www.ou.edu/content/gradweb/faculty_resources/graduate_faculty/) Please refer to the Graduate College *Bulletin* for more information.
- *School of Music guidelines for master's committees and master's committee members:*

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- If your major professor is a regular member of the Graduate Faculty with a ranking of at least M1, he/she should be chair of your committee. If your major professor doesn't meet this requirement, another member of your committee who does meet it will have to be the titular chair.

**10.2.2.3 Getting authority from the Graduate College for the Final Comprehensive Examination:** Not less than ten working days prior to the planned date of your examination, submit a completed *Request for Authority for Final Comprehensive Examination* to the Graduate Music Office. This form can be found in the literature rack in the School of Music office or on the SoM website under Student Resources.

Once we receive this form, the Graduate Music Office will make a formal request to the Graduate College to grant authority to your committee members to administer your Final Comprehensive Examination.

If no impediments are discovered, the Graduate College will send the **AUTHORITY REPORT FORM for the NON-THESIS EXAM as an attachment to an email addressed to all members of your committee.** (The Graduate Music Office will be copied on this email.)

One member of your committee, probably your committee chair, should print a copy of this attachment and bring it to the examination. The members of your committee will sign this form to document your performance on the examination.

**10.2.2.4 Scheduling the Final Comprehensive Examination:**

- The exam cannot be administered until the Graduate College has authorized the committee to do so.
- The exam must be completed on or before the last day of classes of the semester for which authority to administer the exam has been granted.
- The exam cannot be held when the university is not in session, during final exam period, or when a suitable committee cannot be convened.
- It is up to you to meet with all members of your committee to schedule a date and time for your exam. Remember that your committee members are probably serving on many other examination committees, as well. Be considerate of their time and plan ahead.
- The oral portion of the exam normally takes one-and-a-half to two hours can be held in your major professor's office. The School of

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Music Conference Room can be used but must be reserved in advance by contacting Eric Walschap at e@ou.edu.

**10.2.2.5 Content of the Final Comprehensive Examination:** In most instances, Final Comprehensive Exams in the School of Music have both oral and written components. One or more members of your committee may require you to prepare certain written materials in advance of the oral examination. It is the student's responsibility to contact each member of the committee to determine whether or not written materials must be prepared in advance of the oral exam.

- **Major area:** Master of Music non-thesis students will be asked questions in the major field/degree concentration area.
- **Musicology:** Master of Music students will be asked questions on (a) all historical periods and (b) stylistic attributes, major works of the periods, major composers and their works.
- **Music Theory:** All non-thesis students will be given two short pieces or a single longer piece to analyze, generally no sooner than 24 hours before the exam. It is the student's responsibility to arrange a meeting with the committee member representing music theory within the 24-hour time frame to secure the pieces to analyze. One piece generally will be from the 20th century and one from the common-practice period.
  - The 20th century piece will be similar (but not restricted) to the following:
    - Bartok: *Music for Strings, Percussion, and Celeste*, mvmt. 1
    - Schoenberg: Opus 25 piano pieces, no. 5
    - Bartok: last 6 dances from *Mikrokosmos*
  - The common-practice piece will be similar (but not restricted) to the following:
    - Beethoven: a movement from one of the Opus 59 string quartets
    - Brahms: a clarinet sonata movement
  - The student is expected to answer the following questions and/or similar ones suggested by the committee member:
    - Form:
      - What is the form of the work?
      - How is the form articulated?
      - How is the form like or different from the standard form?
    - Development:
      - How are motives or themes used to unify the work?

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- How are these motives or themes developed?
- Tone Systems:
  - What tone systems are used as pitch sources?
  - What harmonies are prevalent?
  - How are the harmonies used?
- What are some rhythmic and metrical points of interest?
- What is unique about this composition?

**10.2.2.6 After the Final Comprehensive Examination:** The members of the committee will sign the **AUTHORITY REPORT FORM for the NON-THESIS EXAM** and will indicate on that form whether or not the student completed it successfully. (In the event that the student does not pass the exam, the student may, at the discretion of the committee, take the exam again in a subsequent semester. The exam may not be taken twice in one semester nor may it be taken a third time.)

It will be the student's responsibility to file the signed original of the **AUTHORITY REPORT FORM for the NON-THESIS EXAM** with the Graduate College within the time frame noted on the form. Before filing the original, make at least one copy of the completed form for the Graduate Music Office.

**10.3 Thesis Programs:** The Master of Music degrees in Composition, Music Theory, and Musicology culminate in the defense of an original thesis.

**10.3.1 Forming an Advisory Committee:** You will need to form an advisory committee, with your major professor's assistance, of at least three appropriate graduate faculty members. These are the people who will guide you in the preparation of your thesis and before whom you will defend your thesis.

- *Graduate College regulations for master's committees and master's committee members:*
  - Each master's Advisory Committee must have a minimum of three members.
  - Each member of the committee must hold an appointment as a member of the university's Graduate Faculty in accordance with Graduate College regulations.
  - For an explanation of Graduate Faculty rankings and privileges and for a list of current members of the Graduate Faculty with their rankings and appointment expiration dates, go to: [http://www.ou.edu/content/gradweb/faculty\\_resources/graduate\\_faculty/](http://www.ou.edu/content/gradweb/faculty_resources/graduate_faculty/)

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- Please refer to the Graduate College *Bulletin* for more information.
- *School of Music guidelines for master's committees and master's committee members:*
  - If your major professor is a regular member of the Graduate Faculty with a ranking of at least M1, he/she should be chair of your committee. If your major professor doesn't meet this requirement, another member of your committee who does meet it will have to be the titular chair.



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**10.3.2 Prospectus for Thesis:** Your committee may ask to see a written prospectus for your thesis at this point. If a prospectus is required, your committee will provide you with guidance as to form and content but a typical prospectus might contain a description of the scope of your topic, research methodology, review of related literature, and a bibliography.

**10.3.3 An Important Note on Research Protocol:** If your thesis will require any research involving **human subjects** (including but not limited to interviews, surveys, or questionnaires), you must receive approval of your research protocol from the university's Institutional Review Board BEFORE you begin your research. If approval is not received in advance, you could be restricted from using any information gathered prior to approval of the protocol in the document. This is an issue that should be discussed with your committee. For further information about the approval process, or to obtain application forms, contact the Office of Human Participant Protection at (405) 325-8110 or visit their web page at <http://compliance.ouhsc.edu/hrpp/Home.aspx>

**10.3.4 The Program of Study for the Thesis Option and Master's Thesis Topic and Committee Membership:**

**10.3.4.1 Filing deadline for non-Graduate Assistants:** These forms must be filed with the Graduate College during the semester before the semester you intend to graduate:

- First Monday in April for Fall graduates
- First Monday in October for Spring graduates
- First Monday in March for Summer graduates

**10.3.4.2 Filing deadline for Qualified Graduate Assistants who receive tuition waiver from the Graduate College:** You must file your Program of Study in the semester you will complete 20 hours.<sup>1</sup>

**10.3.4.3 Completing the Program of Study and Master's Thesis Topic and Committee Membership:**

FIRST, GO TO THE GRADUATE COLLEGE WEBSITE at <http://www.ou.edu/gradweb>:

- Click on "Forms and Documents."

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<sup>1</sup> Note from the Graduate College: "If the student must turn in a program of study for tuition waiver eligibility but does not have a thesis committee put together yet, we'll still take the program of study, but instead of a "candidacy" letter they get a letter notifying them we've reviewed their program of study for waiver eligibility purposes only, and they must turn in the thesis topic form by the candidacy filing deadline on the academic calendar. (first Monday in October, for Spring graduation; first Monday in March, for Summer graduation; first Monday in April, for Fall graduation)"

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- Click on “Master’s Degree Forms”
- Take the time to read *Checklist for Completion of Master’s Degree with Thesis, Thesis and Dissertation Template Guide*, and *Thesis Instruction Packet*.

Now, locate *Program of Study* and click on that.

**NB:** Only courses for which a student receives a final grade of A, B, S, or X (the mark given for on-going work in MUED 5980 until the semester a student defends the thesis) can be applied toward the 32 hours required for the Master of Music Education degree. More information regarding grades can be found in the Graduate College *Bulletin*.

Scroll down to the **Music** section and locate the link for **your degree program and click**. This will open a fillable .pdf that should be self-explanatory.

- Read the instructions carefully before you complete the form.
- Remember that you will **list all the courses you**
  - **have taken**
  - **are taking**
  - **and will take****that will apply to your Master's degree.**
- TRY NOT TO LIST MORE THAN THE 32 HOURS REQUIRED EVEN IF YOU'VE TAKEN MORE. (If you decide to go on for a doctorate in the near future, you might be able to use those extra hours in that degree -- but NOT if you've already listed them as part of your Master's.)
- Note that, before you can be admitted to candidacy for this degree program, you must also submit the *Master’s Thesis Topic and Committee Membership* form.
  - Please note that all members of your committee (you must have at least 3) must sign this form.
  - Further, if your thesis will require any research involving human subjects (including but not limited to interviews, surveys, or questionnaires), you must receive approval of your research protocol from the Institutional Review Board BEFORE you begin your research.
    - For information about the approval process or to obtain application forms, contact the Office for Human Research Participant Protection at

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405/325-8110 or visit their webpage  
at <http://irb.ou.edu/>

- Bring the completed form(s) to the Graduate Music Office.
- We will review the form(s) and, if we do not discover any problems, Dr. Pederson will sign the form(s) and we will send it/them to the Graduate College.
- We will retain a copy of your form(s) in your file and we will email a .pdf copy to you and your major professor.

### **10.3.5 Enrolling in MUTH 5980 (for MM Composition and MM Music Theory students) or MUSC 5980 (for MM Musicology):**

- When you are ready to begin work on your thesis, contact the Graduate Music office and ask us to request permission from the Graduate College for you to begin enrolling in 5980, Research for Master's Thesis, popularly called "thesis hours."
- Once you enroll in 5980, you must maintain continuous enrollment during each regular semester in at least two hours of 5980 until the requirements for the degree have been completed or degree study has been discontinued.
- **You must be enrolled in at least two hours of 5980 during the semester you defend your thesis.**
- See the Graduate College *Bulletin* for further information about the continuous enrollment requirement.

### **10.3.6 Thesis Defense:**

- **You must be enrolled in at least two hours of 5980 during the semester you defend your thesis.**
- It is up to you to meet with all members of your committee to schedule a date and time for your defense. Remember that your committee members are probably serving on many other examination committees, as well. Be considerate of their time and plan ahead.
- **At least five working days before your defense**, you must submit the *Request for Authority for Thesis Defense* form to the Graduate College. Go to [http://www.ou.edu/content/gradweb/forms/forms\\_masters.html](http://www.ou.edu/content/gradweb/forms/forms_masters.html) and locate the link for this form.
- After you submit the *Request for Authority for Thesis Defense* to the Graduate College, an advisor in the Graduate College will review your file. If no impediments are found, the Graduate College advisor will send you and the members of your committee the **AUTHORITY REPORT FORM for the THESIS DEFENSE as an attachment to an email**. (The Graduate Music Office will be copied on this message.)

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- The defense must be completed on or before the last day of classes of the semester for which authority to defend has been granted.
- The defense cannot be held when the university is not in session, during final exam period, or when a suitable committee cannot be convened.
- The defense normally takes one-and-a-half to two hours and is usually held in your major professor's office. The School of Music Conference Room can be used but must be reserved in advance (contact Eric Walschap at e@ou.edu).
- **You must be enrolled in a minimum of two hours of 5980 in the semester you defend.**
- You are permitted only one defense.

#### **10.3.7 After the Defense:**

- The members of the committee will sign the **AUTHORITY REPORT FORM for the THESIS DEFENSE** and will indicate on that form whether or not the student completed it successfully.
- **As for the signature page of the thesis**, at least one copy of that page, already printed on the 100% cotton bond paper should be brought to the defense. If the committee members are willing, most or all of the signatures for the hard copy that will be deposited in Bizzell Library can be obtained then and there. Then, after the final corrections and changes have been made and approved, the final copy is printed on 100% cotton bond paper, and the already-signed page can be slipped into it.
- It will be the student's responsibility to file the signed original of the **AUTHORITY REPORT FORM for the THESIS DEFENSE** with the Graduate College within the time frame noted on the form. Before filing the original, the student should make at least one copy of the completed form for the Graduate Music Office.

#### **10.3.8 Depositing Your Thesis:**

Follow the instructions you will find here:

[http://www.ou.edu/content/gradweb/forms/forms\\_masters.html](http://www.ou.edu/content/gradweb/forms/forms_masters.html) Scroll down to **Checklist for Completion of Master's Degree with Thesis.**

## **11. Time Limit and Campus Venue for Degree Completion**

**Students admitted to programs at the master's level must complete all degree requirements within five (5) years from the semester of first enrollment for any coursework that will be applied to the degree.** The Master of Music at OU is designed to be completed in approximately 4 semesters.

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Further, students should be aware that, if enrollment lapses for one full year (any consecutive combination of fall, spring, and summer semesters), status as an active student is lost and it will be necessary to apply for readmission to the university and the degree program.

**There is no guarantee of readmission. Nor is there any guarantee that completed course work will still be applicable.**

If the degree program to which a student was initially admitted changes in any way during the term of the lapsed enrollment, readmittance will be under the terms of the new program.

For more information on this issue, please consult the Graduate College *Bulletin*.

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## Appendix 1: Course Designators and Numbers

**Courses at the University of Oklahoma are identified by a 2, 3 or 4-letter designator and a 4-digit number.**

- The designator is usually an abbreviation of the department or area.
- The first digit of the course number identifies the level of the course, i.e.: “1” indicates a freshman level, “3” a junior level, etc.
- In the School of Music, masters level applied music courses will begin with a “5” and doctoral level applied music courses will begin with a “6”.
- Most other graduate level music courses, whether they begin with a “5” or a “6”, are applicable to both master’s and doctoral degree programs.
- The last digit usually indicates the number of credit hours for the course.
- Some course numbers end in a “0”. This indicates that the credit for which the course can be taken is variable (such as applied lessons) or that the course is a non-recurring seminar (usually MUSC 5970 or MUTH 5970 which are almost always 3-hour courses).
- The two middle digits identify the specific course.
- Some courses, such as ensembles, have three separate course numbers. For example, freshmen and sophomores enrolling in University Orchestra enroll in MUTE 1140; juniors and seniors enroll in MUTE 3140. But graduate students enrolling in University Orchestra must enroll in MUTE 5140.
- Any questions should be directed to your Program Advisor or the Graduate Music Office.

### Designators:

**MUS:** a “general” designator, will usually appear on graduate programs only as MUS 5112, Bibliography and Research in Music, or MUS 6880, DMA Project (popularly called “document hours”, the DMA equivalent of MUED 6980, PhD Dissertation Research, popularly called “dissertation hours”)

**MUED:** Music Education

**MUSC:** Designates Musicology and Ethnomusicology courses.

**MULI:** Music Literature

**MUNM:** Music for Non-Majors Any course taken under this designator would not be acceptable as part of any graduate music or music education degree program.

**MUTE:** Music Technique Used to designate ensemble courses (orchestra, band, chorus, opera chorus, etc.) and courses that involve practical applications and/or study of music other than applied lessons.

**MUTH:** Music Theory

**MUTK:** Music Technology

**Recitals:** The designators for recitals vary with the level and degree program. (NB: The Coordinator of Graduate Studies is the instructor of record for all graduate recital courses.)

**GRRE 5042:** Graduate Recital for Master of Music (used by Performance and Conducting majors)

**GMER 5052:** Graduate Music Education Recital for MME majors (used primarily by MME Piano Pedagogy majors and sometimes by MME Conducting majors)

**GCRE 5051:** Graduate Composition Recital (used by MM Composition majors)

**GDMA 6042:** Graduate Recital DMA (used by Performance, Conducting, and Composition majors)

**LDMA 6052:** DMA Lecture/Recital (used by Performance, Conducting, and Composition majors)

**RPHD 6022:** Graduate Recital for PhD

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### Applied Music Designators:

**BASS:** Bass  
**BASN:** Bassoon  
**CELO:** Cello  
**CLAR:** Clarinet  
**COMP:** Composition  
**EUPH:** Euphonium  
**FLUT:** Flute  
**FR H:** French Horn  
**GTAR:** Guitar  
**HARP:** Harp  
**OBOE:** Oboe

**ORGN:** Organ  
**PCUS:** Percussion  
**PIAN:** Piano  
**SAX:** Saxophone  
**TROM:** Trombone  
**TRMP:** Trumpet  
**TUBA:** Tuba  
**VIOA:** Viola  
**VIOL:** Violin  
**VOIC:** Voice

### Applied Music Course Numbers:

**5020:** Fulfills masters level applied music requirements in primary instrument/area for performance and composition majors

**5010:** Fulfills masters level applied music requirements in the primary instrument/area for music education and instrumental conducting majors

**5000:** Fulfills masters level applied music requirements in secondary instruments for MME Instrumental (Secondary) majors.

- Fulfills masters level applied music requirements in secondary instruments as a substitute for 5010 primary instrument study for MM Instrumental Conducting majors who have demonstrated satisfactory competency in primary instrument.
- Used for masters level elective credit in a secondary instrument/area for performance, instrumental conducting, or music education (when the major requires primary instrument/area study) majors.
- Used for masters level elective credit in a primary or secondary instrument/area for choral conducting, composition, music theory, musicology, or music education (when the major does not require primary instrument/area study) majors

**6020:** Fulfills doctoral level applied music requirements in the primary instrument/area for performance and composition majors

**6010:** Fulfills doctoral level applied music requirements in the primary instrument/area for music education majors

**6000:** Used for doctoral level elective credit in secondary instrument/area for performance or music education (when the major requires primary instrument/area study) majors

- Used for doctoral level elective credit in primary or secondary instrument/area for composition, conducting, or music education (when the major does not require primary instrument/area study) majors.

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## Appendix 2

Policy reviewed and reaffirmed by Graduate Studies Committee on September 14, 2011.

Revised per Dr. Enrico, March 28, 2012.

### **MASTER'S MUSICOLOGY EXAM GUIDELINES**

- All master's degree candidates in programs that require a Final Comprehensive Exam will be tested on musicology as part of that exam.
- Any faculty member holding M1 status or higher may serve as the musicology representative on master's degree Final Comprehensive Exams.
- These guidelines should be used by the faculty member serving as the musicology representative if that person is not a member of the musicology faculty.
- These guidelines are distributed to all candidates in order to help them prepare for the exam.
- Candidates for the exam should note that these are guidelines and the committee member who will be administering this exam to them may expand or refocus the exam as he/she sees fit. The student is responsible for asking the committee member about this.

### **ADMINISTERING THE MUSICOLOGY PORTION OF THE MASTER'S EXAM**

- All Master of Music students in programs that require a recital will be questioned on the historical and cultural context of the works performed on the master's recital. Specific questions should focus on:
  - The relationship of the composition to the composer's other works
  - The place of the composer within the larger historical period
  - Performance practices at the time of the work's composition
- Master of Music students in programs that don't require a recital and Master of Music Education students should be asked questions on:
  - All historical periods
  - Stylistic periods, major works of the periods, major composers and their works.



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Policy reviewed and reaffirmed by Graduate Studies Committee on September 14, 2011.

### **MASTER'S MUSIC THEORY EXAM GUIDELINES**

- All master's degree candidates in programs that require a Final Comprehensive Exam will be tested on music theory as part of that exam.
- Any faculty member holding M1 status or higher may serve as the music theory representative on master's degree Final Comprehensive Exams.
- These guidelines must be used by the faculty member serving as the music theory representative.
- These guidelines are distributed to all candidates in order to help them prepare for the exam.

### **ADMINISTERING THE MUSIC THEORY PORTION OF THE MASTER'S EXAM**

The student will be given two short pieces to analyze, generally no sooner than 24 hours before the exam. One piece should be from the 20<sup>th</sup> century and the other should be from the common-practice period.

- The 20<sup>th</sup> century piece should be similar but not restricted to the following:
  - Bartok: *Music for Strings, Percussion, and Celeste*, mvmt. 1
  - Schoenberg: Opus 25 piano pieces, no. 5
  - Bartok: last 6 dances from *Mikrokosmos*
- The common-practice piece should be similar but not restricted to the following:
  - Beethoven: a movement from one of the Opus 59 string quartets
  - Brahms: a clarinet sonata movement
- The student is expected to answer the following questions and similar ones suggested by the examining committee member:
  - Form:
    - What is the form of the work?
    - How is the form articulated?
    - How is the form like or different from the standard form?
  - Development:
    - How are motives or themes used to unify the work?
    - How are these motives or themes developed?
  - Tone Systems:
    - What tone systems are used as pitch sources?
    - What harmonies are prevalent?
    - How are the harmonies used?
  - What are some of the rhythmic and metrical points of interest?
  - What is unique about this composition?

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