

**NB:** Before you read any further, you are strongly urged to go to the Graduate College website at <http://www.ou.edu/gradweb> and become familiar with the information you will find there. Throughout this document you will often be referred to the Graduate College *Bulletin*. This publication is found on-line at <http://www.ou.edu/content/gradweb/gcbulletin.html>.

## THE UNIVERSITY OF OKLAHOMA SCHOOL OF MUSIC

### MASTER OF MUSIC EDUCATION

MAJOR CODE	DEGREE OPTION (a/k/a Major)	AREAS OF CONCENTRATION with Concentration Code where applicable
M708	<b>INSTRUMENTAL</b> <i>NON-THESIS OPTION OR THESIS OPTION</i>	(Q373) <b>Instrumental (Primary)</b> — <i>Designed for instrumental music teachers seeking additional preparation in primary instrument study.</i> (Q372) <b>Instrumental (Secondary)</b> — <i>Designed for instrumental music teachers who have achieved a high level of proficiency on their primary instrument and are seeking additional preparation in secondary instrument study.</i>
M706	<b>GENERAL</b>	(Q686) <b>Vocal/General</b> — <i>Designed for music teachers interested in developing their skills in vocal music and/or general music education. (Non-Thesis Option or Thesis Option)</i> (Q401) <b>Kodály Concept</b> — <i>Designed for students seeking specialized study in developing music literacy. (Non-Thesis Option only)</i> (Q461) <b>National Board Certification</b> — <i>Designed for in-service public school music educators interested in developing their skills in music education in conjunction with completion of National Board Certification requirements. (NB: Completion of this degree does not guarantee National Board Certification.) (Non-Thesis Option only)</i>
M707	<b>CONDUCTING</b> <i>NON-THESIS OPTION OR THESIS OPTION</i>	(Q111) <b>Choral Conducting</b> — <i>Designed for junior and senior high school choral directors interested in developing their skills in choral conducting, choral repertoire, and teaching.</i> (Q371) <b>Instrumental Conducting</b> — <i>Designed for band and orchestra directors in the public schools interested in developing their skills in instrumental conducting, repertoire, and teaching.</i>
M709	<b>PIANO PEDAGOGY</b> <i>Designed for pianists seeking specialized preparation in piano teaching A NON-THESIS PROGRAM; FINAL COMPREHENSIVE EXAM IS REQUIRED.</i>	

- The Master of Music Education requires a minimum of 32 hours of approved coursework beyond the bachelor's degree.
- Master of Music Education degree programs at the University of Oklahoma can be completed in two, consecutive academic years of full-time enrollment. Because, however, many Master of Music Education students are working teachers who must complete much of their course work during summer sessions only, the average time to graduation for Master of Music Education students is three calendar years. 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.
- All Master of Music Education degree programs require either a Final Comprehensive Examination or a Thesis Defense. (see above)
- Thesis Option must be approved by the student's advisory committee no later than the

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second semester of study.

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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

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

A maximum of eight semester hours of credit completed prior to admission to the MME, whether completed at OU or at another institution, or completed at another institution while pursuing the MME 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, in consultation with appropriate faculty, to determine whether or not any course work should be considered for transfer to the student's MME degree program. (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.)

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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 the SoM website 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. 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 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*.

**5.1 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>

### **5.2 Non-Thesis Option:**

The Non-Thesis Option is required for National Board Certification Concentration majors, Kodály Concept major, and Piano Pedagogy majors and is available to all other Master of Music Education students. All non-thesis option degree programs require a Final Comprehensive Examination.

#### **5.2.1 The Program of Study for the Non-Thesis Option:**

**5.2.1.1 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

**5.2.1.2 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.

**5.2.1.3 Completing the Program of Study form:**

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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 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.

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

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

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**5.2.2.2 Advisory Committee:** You will need to form an advisory committee, with your major professor's assistance, of at 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 music education, 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:*
  - 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.

**5.2.2.3 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.



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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.

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

**5.2.2.5 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:** MME non-thesis students will be asked questions on the major field in music education (degree concentration area).
- **Musicology:** Master of Music Education 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

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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?
    - 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?

**5.2.2.6 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.

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**5.3 Thesis Option:** The Thesis Option is available to Master of Music Education students in the Instrumental, General/Vocal-General, or Conducting majors.

**5.3.1 Approval for Thesis Option and Forming an Advisory Committee:** If you wish to pursue this option, you must begin making plans early in your program by discussing this option with your major professor.

To complete the thesis option, you will need to form an advisory committee, with your major professor's assistance, and have that committee's permission to proceed with this option by the end of your second semester of study.

- *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:*
  - 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.

If you and your major professor want to document your decision to pursue the thesis option **before** you file your *Program of Study and Master's Thesis Topic and Committee Membership Form* (see SECTION 5.3.4 below), you may complete and submit to the Graduate Music Office the in-house form called *MME Thesis Option Permission Form*. This form is available in the literature rack in the main School of Music office or on the SoM website under Student Resources.

**5.3.2 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

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description of the scope of your topic, research methodology, review of related literature, and a bibliography.

**5.3.3 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>

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

**5.3.4.1 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

**5.3.4.2 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>

**5.3.4.3 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."
- Click on "Master's Degree Forms"

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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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- 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 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

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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.

### **5.3.5 Enrolling in MUED 5980:**

- 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 MUED 5980, Research for Master's Thesis, popularly called "thesis hours."
- Once you enroll in MUED 5980, you must maintain continuous enrollment during each regular semester in at least two hours of MUED 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 MUED 5980 during the semester you defend your thesis.**
- See the Graduate College *Bulletin* for further information about the continuous enrollment requirement.

### **5.3.6 Thesis Defense:**

- **You must be enrolled in at least two hours of MUED 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.)
- 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](mailto:e@ou.edu)).

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- **You must be enrolled in a minimum of two hours of MUED 5980 in the semester you defend.**
- You are permitted only one defense.

### **5.3.7 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.

### **5.3.8 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.**

## **6. 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.** As are most master's programs, the Master of Music Education at OU was originally designed to be completed in four semesters. We are aware, however, that many working public school teachers will apply for this degree. For this reason, we are making a concerted effort to make it possible for such students to complete the degree by attending summer classes. At present, however, applicants should be aware that they might not be able to complete all requirements for this degree through summer enrollment. (The Piano Pedagogy major cannot be completed with summer-only enrollment, nor do we anticipate that this will be possible at any point in the near future.)

Further, while some coursework applicable to some emphases of the Master of Music Education is offered on an occasional basis at the university's Tulsa campus, applicants

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should be aware that they will have to complete a substantial portion of their coursework by attending classes on the Norman campus.

**Finally, 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)

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**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?

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- What is unique about this composition?

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