

**OKLAHOMA STATE UNIVERSITY**  
**DEPARTMENT OF MUSIC**

**GRADUATE**  
**STUDENT**  
**HANDBOOK**

**2009-2010**

## I. GRADUATE STUDENT HANDBOOK

This Graduate Student Handbook presents information on the policies and procedures concerning the Master of Music degree program of the Department of Music at Oklahoma State University. The policies of the Graduate College, as outlined in the *University Catalog* [refer especially to “General Regulations” and “Academic Regulations” in the Graduate College pages], provide the official regulations for the Master of Music and serve as the foundation upon which the Department of Music has developed its particular procedures. Helpful information, including copies of required forms, is available at the Graduate College website ([http://gradcollege.okstate.edu/current\\_student/index.html](http://gradcollege.okstate.edu/current_student/index.html)).

## II. THE DEPARTMENT OF MUSIC

Department of Music website: <http://music.okstate.edu>

Continuing a heritage of excellence that began with the founding of the Department at the turn of the last century, and taking pride in the accomplishments of its many successful alumni, the OSU Department of Music stresses the importance of academic and musical excellence in a supportive environment. The Department has been accredited by the National Association of Schools of Music since 1937. We are the founding institution of Kappa Kappa Psi National Band Fraternity (1919) and of Tau Beta Sigma National Band Sorority (1946), both of which organizations maintain their national offices in downtown Stillwater.

The Department is housed in the Seretean Center for the Performing Arts. The facility provides a 600-seat Theater, 800-seat Concert Hall, administrative offices, teaching studios, classrooms, ensemble rooms, practice rooms, and a Multi-Media Lab containing recordings and computers equipped with the latest music technology software.

The chief executive officer of the Department of Music is the Department Head, who reports to the Dean of the College of Arts and Sciences. Twenty-six full-time and five adjunct faculty members of the Department are organized by area studies (voice, keyboard, strings, wind and percussion, and academics), each of which has an Area Coordinator. In consultation with area faculty, Area Coordinators make recommendations for matters including admissions, assistantships and scholarships, and policies.

The Coordinator of Graduate Studies in the Department assists graduate students in enrolling and in tracking progress toward the degree, as well as overseeing the business components of assistantships. The Graduate Program Committee, comprised of Music Department Graduate Faculty, defines policies, makes recommendations, and provides general direction for the MM degree program.

To meet the academic needs of the degree candidate, the major teacher of each MM student shall serve as Head of that student’s Committee overseeing the Final Degree Project and the Oral Examination. Concerning all responsibilities pertaining to graduate assistantships, however, the graduate student may report to a different person (e.g., a theory faculty member).

### III. COORDINATOR OF GRADUATE STUDIES

The Coordinator of Graduate Studies reports to the Department Head. Areas of responsibility include the following:

- A. Serve as chief advisor for the program
- B. Coordinate the administration of proficiency examinations
- C. Verify the Plan of Study for each graduate student
- D. Oversee Final Degree Projects and Oral Examinations
- E. Chair the Graduate Program Committee of the Department of Music
- F. Serve as a liaison between the Department and the Graduate College
- G. Prepare graduate assistantship offers and oversee payroll procedures

### IV. GRADUATE STUDENT RESPONSIBILITIES

**It is the responsibility of each graduate student to become informed about the regulations of the OSU Graduate College and the policies and procedures of the Department of Music graduate program. Graduate students shall:**

- A. Consult with the Coordinator of Graduate Studies concerning course schedules prior to all registration periods.
- B. At the recommendation of the Coordinator and the major professor, secure a faculty committee for the Final Degree Project and comprehensive Oral Examination. **Students are expected to contact three faculty personally and to obtain their signatures** on the Plan of Study to confirm faculty availability for Final Degree Project and Oral Examination Committee responsibilities. Under normal circumstances, the same three faculty members will serve on each of these committees. However, in situations where a committee member has a calendar conflict (e.g., travel), a substitution is permissible.
- C. Know and meet all deadlines for examinations and degree completion requirements for the Department of Music and the Graduate College [see section VI of this Handbook: "Graduate College Procedures"].
- D. Consult with the Coordinator of Graduate Studies as necessary for guidance on degree requirements, completion of the Plan of Study, and other details pertaining to graduation requirements.

### V. PROGRAM TERMINATION

Students will be dropped from the MM degree program in any of the following circumstances:

1. If a student receives a grade of "C" or lower in two consecutive semesters of applied lessons,
2. If a student receives a grade lower than "B" for the same class twice,

3. If a student fails the oral exam twice,\* or
4. If a student is proven (according to OSU Academic Integrity policies) intentionally to have committed plagiarism on any assignment in any graduate music course.

\* According to Graduate College policy, the vote of a student's committee is positive when the chair votes in the affirmative and no more than one committee member dissents.

## **VI. GRADUATE COLLEGE PROCEDURES**

*It is the student's responsibility to complete the following items.*

**Plan of Study.** Prior to completing the 17th hour of course work, a master's degree student must submit an Original Plan of Study to the Graduate College.

**Graduation Processes.** In preparation for graduation students are encouraged to follow the Graduation Checklist to ensure that all final tasks are completed. The Graduation Checklist is a downloadable checklist of items students must accomplish in their final semester in order to be considered for graduation. The checklist is available as a MS-Word document at: <http://gradcollege.okstate.edu/default.htm>. Go to CURRENT STUDENTS and select "graduation checklist" from the list of options.

To initiate the graduation process, students need to complete three tasks, all of which should be done within the first two weeks of the final semester. Graduate students must:

1. Submit a completed and signed Graduation Clearance Form, which requires a meeting with the Graduate Coordinator to ensure that all Plan of Study requirements have been met. An extremely important step in this process is checking that courses listed on the Plan of Study have been taken and that the course prefix and number match those on the transcript **exactly**. The form must be received by the Graduate College before a student can file the Diploma Application. The Graduation Clearance Form may be picked up at the Graduate College, the Registrar's office or on the web at: [http://gradcollege.okstate.edu/gradcord/Grad\\_Clear\\_form.pdf](http://gradcollege.okstate.edu/gradcord/Grad_Clear_form.pdf); and
2. Submit a completed online Diploma Application form to the Registrar's office (<http://www.okstate.edu/registrar/DiplomaApplications.html>).

Note: If a student applies for graduation and does not complete all graduation requirements by the stated deadlines, the student must resubmit both the Graduation Clearance Form and the Diploma Application before s/he will be allowed to enroll in a subsequent semester.

3. Submit a completed and signed Final Revised Plan of Study.

## VII. MM PROFICIENCY EXAMINATIONS

All students pursuing the Master of Music degree program must pass examinations by which they demonstrate a solid knowledge of music history and a complete understanding of undergraduate music theory. In addition, graduate level voice majors must also demonstrate a proficiency in German, French and Italian diction.

### A. Music History Examination

The Music History Examination is given three times during the academic year: on the Saturday before classes begin in August, on the Saturday before classes begin in January, and during the final examination period at the end of the spring semester. The test consists of six sections: medieval, Renaissance, baroque, classical, 19th century, and 20th century. Each section is worth 25 points; the passing grade for each section is 17.5 points. **Every graduate student must pass all six sections before he/she can receive the MM degree.** It is advisable to pass the Examination as early in the degree program as possible. To pass each section, students may take the Examination (or appropriate portions thereof) as many times as needed during the three regularly scheduled times throughout the year.

### B. Music Theory Assessment Test

Each student should take the Graduate Music Theory Assessment Test at the beginning of the degree program for the purpose of determining whether a review of theory materials will be necessary before enrolling in MUSI 5973. Students scoring lower than 75% on the test will be required to pass MUSI 4990: Graduate Theory Review (2 credit hours; fall semesters only) before enrolling in MUSI 5973: Analysis of Musical Styles (spring semesters only). Students scoring between 75% and 80% will be encouraged (but not required) to enroll in the review course as well. Students scoring 80% or above may elect to enroll in the review course if they choose to do so. However, students may bypass taking the Theory Assessment Test by voluntarily enrolling in Graduate Theory Review.

N.B.: MUSI 4990 Graduate Theory Review does not satisfy any credit hour requirements for the Master's degree; however, the hours will be included in computing the student's credit load for that semester.

The Graduate Music Theory Assessment Test is typically scheduled early in the week prior to the first week of classes. Students needing to schedule another time will need to contact the Coordinator of Graduate Studies or the graduate music theory faculty as early as possible.

The test will consist of questions on theoretical knowledge and examples for analysis from common practice periods and the twentieth century. The test will NOT include part-writing or figured bass realization. Students should be prepared to do harmonic analysis using Roman numerals of excerpts that contain modulations of various types, and all chromatic chord types. In addition, students will be asked to supply information about phrase structure, form, cadences, non-harmonic tones, etc. Students will be asked to identify twentieth-century elements and

techniques of composition, including, but not limited to, scales, modes, chord types, textures, rhythm, 12-tone and serial techniques.

C. Foreign Language Diction Examination (applied voice and choral conducting students only)

Students who are seeking the MM in applied studies with voice as their primary instrument and choral conducting students must demonstrate proficiency in French, German and Italian diction. The voice faculty will administer a language proficiency examination to students during the week prior to the beginning of classes in the fall semester.

A student who does not show a basic proficiency in any of the subject areas listed above will be responsible for demonstrating on a subsequent exam that he/she has mastered the material. To gain the knowledge the student may enroll in an appropriate undergraduate course (which will not meet any of the degree requirements for the MM) or may study independently.

### VIII. ROTATION OF COURSES

A number of courses will be offered only once during a calendar year. In determining the specific sequence of study, the student should plan carefully to align the degree requirements with the rotation schedule. **Please note that OSU requires a student to complete a master's degree within seven years from the date of the first enrollment after admission to a master's degree program.**

#### Fall Term and Spring Term

Music 4600	Chamber Ensembles
Music 5002	Final Degree Performance
Music 5012	Final Degree Paper
Music 5480	Applied Music Lessons - Minor Field
Music 5490	Applied Music Lessons - Major Field
Music 5583	World Music
Music 5610	University Bands
Music 5620	Symphony Orchestra
Music 5630	University Choral Ensembles
Music 5742	Conducting Practicum

#### Fall Term Only

Music 5113	Introduction to Graduate Studies
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#### Spring Term Only

Music 5750*	Seminar in Music History
Music 5972	Music Since 1900
Music 5973	Analysis of Music Styles

\* Available as a three-credit course. A student may repeat the course for as much as 9 credit hours total. The Seminar topic will change each semester.

### Courses in a Sequence

Some courses within the MM degree are sequential.

Music 5512    Advanced Studies in Music Literature & Pedagogy I  
Music 5522    Advanced Studies in Music Literature & Pedagogy II

Music 5712    Advanced Studies in Conducting I  
Music 5722    Advanced Studies in Conducting II

### Independent Study Courses

A number of courses in the MM degree will be taught as independent study. For these courses there may well be more than one student working concurrently with a faculty member at any given time. These courses will be taught during a semester in which the major professor offers them, as needed, and they will be scheduled at a time that is mutually convenient for professor and student(s).

Music 4890    Special Studies in Music Pedagogy  
Music 5733    Techniques of Performance & Pedagogy  
Music 5842    Music Repertory

## **IX. ENROLLMENT REQUIREMENTS**

There are many factors that determine what the minimum number of hours of enrollment should be. Among these factors are assistantships, visa status, financial aid, and graduation requirements. Semester enrollment deadlines are strictly enforced, and special readings and independent study courses cannot be added after this deadline passes. Students wishing to graduate are required to enroll in at least two hours in their last semester and at least six hours in their last year (last three semesters or sessions, including summer).

## **X. CHANGES IN SCHEDULE**

Until the end of the second week of classes, it is possible to modify a class schedule. Consult the class schedule online (<http://www.okstate.edu/registrar/classschedule.html>) for that particular semester for procedural instructions.

## XI. DROPPING A CLASS

The class schedule online for each semester lists the deadline dates for dropping a course, for withdrawing from a course, or for withdrawing from all courses. Exceptions may be allowed by petition due to extraordinary circumstances.

## XII. COURSE REQUIREMENTS

At the beginning of each course, the instructor will give each student a syllabus detailing the requirements of the course, including grading procedures, attendance policy, course outline, etc. The student should obtain a copy to keep throughout the semester. Consistent class attendance as well as daily study and practice is expected. Each student must take the responsibility of exerting maximum effort in order to insure maximum benefit.

**All courses listed on the MM degree plan must be passed with a grade of “B” or higher. If a student earns a grade less than “B” the course must be repeated and earn a grade of “B” or higher.**

Faculty members are required to submit a default grade when assigning “incomplete [I]” grades. The default grade is the grade earned by the student should s/he not finish any incomplete work prior to one year from the assignment of the “I” grade.

If you are to be absent in order to represent the University, your sponsoring instructor will provide you with a letter from the Department Head indicating this fact. You should inform your instructors in advance of your pending absence.

## XIII. GRADUATE MASTERS ADVISORY COMMITTEE

Upon recommendation of the head of the major department and approval of the Graduate Dean, an advisory committee of no fewer than three voting members will be appointed. The duties of the advisory committee include advising the student and assessing the student’s progress through (1) assisting the student in preparing a plan of study, (2) assisting in planning and conducting the research, (3) overseeing the writing of the research document (thesis, formal report, or creative component, as appropriate), (4) conducting the defense of the research document, and (5) approving the final research document.

The masters advisory committee shall consist of at least three members of the OSU Graduate Faculty. Roles of the committee members are *chair*, *advisor*, and *expert member(s)*.

The *chair*’s primary duty is to monitor the progress of the student toward the degree. S/he need not necessarily be the advisor, but should have a strong familiarity with the academic requirements appropriate to the degree sought. The chair must hold an OSU faculty appointment, normally a tenure-track appointment in the academic unit in which the degree is housed. The chair’s duties include convening meetings of the advisory committee as

appropriate; ensuring compliance with policies, procedures and requirements; overseeing the plan of study and research document submission processes; and ensuring that the research topic undertaken is appropriate to satisfy degree requirements, with the results openly accessible. If the chair is not also the advisor, s/he should serve as a liaison with the advisor with regard to progress of research in fulfillment of degree requirements.

The *advisor's* primary duty is to mentor the student in regard to the conduct of research necessary for the completion of the degree. As a result, it is expected that the advisor establish the closest working relationship with the student. S/he may also serve as the chair of the committee. The advisor must be a Member of the Graduate Faculty, but need not hold an OSU faculty appointment. The advisor's duties and privileges include guiding and counseling the student in, and reporting to the advisory committee on, the research effort, and ensuring compliance with applicable research regulations. It is the advisor's responsibility to mentor the student toward a research project that is original and worthy of the degree sought.

The committee should be completed with *expert faculty member(s)* whose expertise and counsel serve the student in attaining the goal of original research that is worthy of the degree sought. Typically, but not necessarily, such individuals will be faculty members associated with the program of the student. An expert member's duties include reviewing draft research documents, attending regular meetings of the advisory committee, and interacting regularly with committee members and the student to monitor progress toward the degree.

The student and the members of the advisory committee should consult regularly to review the progress of the student's work.

#### **XIV. FINAL DEGREE PROJECTS: PERFORMANCE AND PAPER**

##### **A. Final Degree Performance (MUSI 5002)**

A Master of Music **degree recital** of approximately one hour of music is required of all degree candidates. The recital may be performed on a solo instrument or may be presented as a conducting project with an ensemble. Recitals should consist of repertoire that the student has not performed in any previous degree recital. The repertoire shall be determined primarily by the major teacher. Voice (except for oratorio movements) and piano (except *avant garde* repertoire) recitals shall be performed from memory; in all other performing media, performance from memory shall be at the discretion of the major teacher.

The degree candidate shall follow the normal procedures of the Department of Music and of the Concert Hall regarding scheduling, program printing, piano tuning, and recording. In addition, the student may be required by the major professor to pass a recital hearing for the student's Final Degree Project Committee prior to the scheduled date for the public performance. If the hearing is judged to be unsatisfactory, the recital will be rescheduled for the following semester.

Both the printed program for the degree performance and the final degree paper shall carry this notification:

This [recital/paper] is presented in partial fulfillment of the requirements for the Master of Music degree.

**All graduate students in the applied track are required to write program notes for their degree recital.** Notes for a given work should place it in the context of its stylistic era, the development of its genre, and its composer's works. Because program notes are intended for publication as a part of the written program for the recital, they are considered separate from the paper that is required for the Final Degree Paper (MUSI 5012).

A. Scheduling

In consultation with the major professor, the student should select an approximate date for the recital. This suggested date is then proposed to the Music Office by March 15 for the following calendar year. All late requests will receive secondary priority. Recitals canceled by the student or instructor during the recital semester will not be rescheduled that semester. Any exceptions will be subject to the Department Head's approval.

B. Program Printing/Recital Recording

Three to four weeks before a scheduled recital, the major professor will be given a publicity packet for the student. Forms for submitting program information and recording needs are included in this packet and are to be completed and turned in to the Music Office **TWO WEEKS** before the date of the performance. A proof copy of the program will be given to the instructor for final approval or corrections. 175 copies will be printed, from which the Department will keep approximately 35 for distribution and file copies. If you wish to have program notes processed by the Music Office, they must be submitted with the program information two weeks prior to your performance. The Program Printing Request form must be signed by your applied instructor before it will be accepted by the Music Office. The fees for the above services, as well as the options for recording format, are contained in the packet.

C. Rehearsals

Recitalists should schedule rehearsal time on the Concert Hall stage with the appropriate person. The student is advised to schedule as early as possible to avoid conflicts.

Given the continuous nature of the preparation for MUSI 5002, Final Degree Performance, a student may enroll in the course during a semester other than the one in which the degree recital will actually occur. Should the student enroll in the course in a semester prior to the semester in which the degree recital actually occurs, the grade of "R" (indicating research progress) may be assigned as the grade until the degree recital actually occurs. **When the Final Degree Performance is successfully completed, it is the student's responsibility to be certain that the major professor submits a Change of Grade form to change the grade of "R" to a normal grade that will meet degree requirements.**

## B. Final Degree Paper (MUSI 5012)

The student shall submit a **substantive paper** (minimum 30 pages in length) related to the repertoire of the final degree performance. The approach, content, and length of the paper shall be determined by the student in consultation with his/her major professor or committee. Possible components of the paper may include (but are not limited to) tracing matters related to the development of genre(s), detailing specific aspects of performance practice, providing an analysis (harmonic, stylistic, etc.) of the music, or relating the repertoire to extra-musical considerations. The major professor shall work with the student during the preparation of the paper; committee members may also work with the student when requested to do so by the major professor or the student.

The paper should be submitted to the Chair of the student's committee prior to the performance date. Regardless of that date, **the Department of Music requires that a draft of the paper be submitted no later than the end of the tenth week of a regular semester or the fifth week of a summer session.** In addition, the student shall provide a copy of the completed paper to each committee member at least two weeks prior to the scheduled date of the oral examination. The paper shall utilize the style guidelines found in Boyle, J. David, Richard K. Friese, and Nancy Zvac: *A Handbook for Preparing Graduate Papers in Music*, Houston: Halcyon Press, 2001.

## XV. FINAL ORAL EXAMINATION

The requirements for the master's degree include a final Oral Examination. This Examination shall not duplicate course examinations. The Examination shall be taken on campus near the end of the student's official completion of the degree requirements. A committee of at least three members of the Department of Music Graduate Faculty shall adjudge the examination results to be satisfactory or unsatisfactory. According to Graduate College policy, if the Committee deems the Examination unsatisfactory, the candidate may request a re-examination, ***but no sooner than the following term.***

The final Oral Examination is intended to be the culmination of, and representative of, the learning experiences of the Master's Degree program. It should not be expected that the oral examination will be limited exclusively to the Final Degree Projects, although questions related to the performance and final paper are relevant to the process. The intent is to encourage the student to think broadly, placing the area of specialization in historical perspective and in the context of current trends in music performance and pedagogy. Students should feel free to consult individual committee members for guidance prior to the examination.

## XVI. GRADUATE ASSISTANTSHIPS

Quarter-time (.25 FTE) or half-time (.50 FTE) Graduate Assistantships are offered by the Department of Music to highly qualified graduate students. A minimum of ten hours of work per week is expected for a quarter-time appointment; a minimum of twenty hours of work per week accompanies a half-time appointment. Details concerning the availability of assistantships may

be obtained from the Coordinator of Graduate Studies. Assistantship appointments are renewable. For a master's degree student, an appointment will normally last for a maximum of two years.

For each assigned duty, a Graduate Assistant shall have primary responsibility to one faculty member. In those situations in which a Graduate Assistant holds responsibility for any teaching or tutoring aspect of a course, the Graduate Assistant shall post a schedule of regular office hours during which he/she is available.

OSU requires that graduate assistants be enrolled full time as indicated below. A student holding a .50 FTE graduate assistantship shall enroll in a minimum of six resident credit hours during the fall and spring semesters to receive the stipend and out-of-state tuition waiver. A student holding a .25 FTE graduate assistantship shall enroll in a minimum of nine resident credit hours during the fall and spring semesters to receive the stipend and out-of-state tuition waiver. For those students who receive financial aid in which the federal government is involved, nine credit hours is required for classification as a full-time student regardless of the FTE of any assistantship.

All assistantships that are quarter-time or greater qualify the student for a waiver of out-of-state tuition. In addition, students who are sufficiently enrolled (see above paragraph) will receive resident tuition waivers. A .50 FTE graduate assistant will receive resident tuition waivers of six hours each for the fall and spring semesters and three hours for the summer. A .25 FTE graduate assistant will receive resident tuition waivers of three hours each for fall, spring, and summer semesters.

Graduate assistantships and ensemble participation are two separate areas that overlap only when assistantship duties include participating in or directing an ensemble. The degree track in applied music carries no ensemble requirement, but a student in the applied track may include ensembles (including chamber ensembles) toward satisfying the elective hours required for the degree. Decisions concerning ensemble participation within the applied track are made between the student and the major professor.

All Graduate Assistants will be evaluated by their supervising faculty member at the end of each semester according to the following rating system: "Exceeds Expectations-Meets Expectations-Does not Meet Expectations." **If a student accrues two "Does Not Meet Expectations" ratings, his/her assistantship will be terminated at the end of the semester in which the second "Does Not Meet Expectations" rating is received.** The Graduate Committee will serve as an appeals board to resolve any disputes that may arise from evaluations.

## **XVII. FINANCIAL AID**

The OSU Office of Financial Aid can supply information concerning a variety of programs available to assist the graduate student. Please note that, although OSU defines a student with an assistantship as being full time when he/she takes at least six graduate-level credit hours in any given semester, the Federal Government requires a graduate student to enroll in nine graduate-

level credit hours in any given semester to be designated as full time, whether or not that student has a graduate assistantship. Most student aid programs require full-time student status.

### **XVIII. INCOME TAX AND FINANCIAL AID**

Income Tax on Assistantships and other financial arrangements through the University: Any funds you receive may be taxable. A recipient is responsible for accurately determining whether any financial support, in whole or in part, should be included in gross income, i.e., how much was used for tuition and other excludable related expenses. Be sure to maintain detailed and documented records concerning expenditures for qualified tuition and related expenses. Consult a tax advisor for specific information. Neither the University nor the Music Department can advise students regarding taxes.

### **XIX. MUSIC CALENDAR**

Each semester the student should obtain a copy of the Music Calendar from the Music Office or have access to the online version on the Music Department website.

### **XX. BULLETIN BOARDS**

The official Music Bulletin Board is located outside the Music Office (Room 132) in the Seretean Center. The official Music Graduate Program bulletin board is located outside Room 127-C in the Seretean Center. Each degree candidate is responsible for information posted in both locations. Please check them daily, as well as the area bulletin boards, for information concerning departmental events and requirements. Check also the bulletin boards located at faculty offices.

### **XXI. LOCKERS**

Lockers are available for the use of degree candidates in the practice room area and in the room adjacent to the Band/Orchestra room. The student may acquire the use of a locker and lock in the Music Office. Personal locks are not to be used on Music Department lockers. There is no charge for a lock. However, the student must sign a statement indicating that he/she will turn in the lock no later than **MAY 15** of that academic year. ***Failure to turn in the lock or renew contract in the Music Office by May 15 will create a \$10.00 NON-REFUNDABLE late charge per lock on the student's account at the Bursar's Office and a hold on the student's records.*** All lockers must be cleared at the end of the spring semester unless the contract is renewed for the following year.

## **XXII. PRACTICE ROOMS**

Practice rooms in the basement area of the Seretean Center are available to students enrolled in music classes. It should be noticed that certain rooms are reserved for a specific use. Please check with the Music Office for a key if necessary. Please treat the room and equipment with care. Students are not to eat, drink, or use tobacco products in the practice rooms.

Students may check out a “415” key for entrance to the basement area of the Seretean Center and access to the General Practice Rooms from the Music Office. Keys for all other designated rooms will be issued by Armando Contardi (100-G SCPA). There is no charge for a key. However, the student must sign a statement indicating that he/she will turn in the key no later than MAY 15 of that academic year. ***Failure to turn in the key or renew contract in the Music Office by May 15 will create a \$10.00 NON-REFUNDABLE late charge per key on the student’s account at the Bursar’s Office and a hold on the student’s records.***

Physical Plant staff cleans the building each evening. Students must relinquish a room for the period of time necessary for cleaning.

## **XXIII. ROOM RESERVATION**

To reserve a room in the Seretean Center, an individual must first check the online room reservation program. If a room is available, a faculty member may reserve the time with the building manager. Students wishing to reserve a room for organization meetings or special rehearsals of Departmental groups should submit a request to their faculty advisor who will then reserve the room(s). Reservations are made on a first-come, first-served basis, but appeals may be channeled to the Faculty Advisory Committee.

## **XXIV. MULTI-MEDIA LAB**

Room 135 in the north wing of the Seretean Center houses the Multi-Media Lab. This facility includes fifteen Macintosh computers, each connected to digital pianos. Each station is also equipped with sound modules for creative manipulation of sound input and playback. Students are encouraged to use the Multi-Media Lab to study, listen, and broaden their knowledge of music.

The Multi-Media Lab is open during the day and some evenings. Specific hours will be posted each semester. A staff person or student monitor is available to assist in the use of the equipment.

## **XXV. EDMON LOW UNIVERSITY LIBRARY**

The Edmon Low University Library contains over seven million items, including scores, periodicals and books on music. Graduate students are entitled to a 120-day check out period for

books. Through its website (<http://www.library.okstate.edu>) the Library provides access to more than 200 bibliographic databases and more than 14,000 full text journals. Students have access to all online resources from computers located in the Library or any computer with internet access, regardless of location. For materials the Library does not own, Interlibrary Services accepts requests for both books and articles online through the Library website.

## **XXVI. APPLIED LESSONS**

During the first week of classes each semester, each applied student will be assigned a teacher according to his/her “teacher preference” if possible. This assignment will be posted on the Music Bulletin Board during the first week; it is the student’s responsibility to check the Board and consult the assigned faculty member to arrange a lesson time.

*IMPORTANT: Be sure to communicate with your applied teacher or your area coordinator during the first two days of classes of each semester to arrange lesson times.*

## **XXVII. APPLIED MUSIC JURIES FOR GRADUATE STUDENTS**

A jury performance shall be required of a graduate student each semester of applied music study unless the instructor offers an exemption.

## **XXVIII. ACCOMPANISTS**

Each student will be responsible for providing accompanists for lessons and recitals. Each semester the Keyboard Faculty produces a list of accompanists in the vicinity.

## **XXIX. PARTICIPATION IN DEPARTMENTAL PERFORMANCES**

Before a student is invited to assist in Departmentally-sponsored performances, the private lesson instructor of that student should be consulted.

## **XXX. PLACEMENT SERVICES**

All students are encouraged to register with the OSU University Placement Office, 360 Student Union. Students should maintain contact with the Music Office and music faculty when attempting to locate employment opportunities. The faculty is a fertile source of information.

### **XXXI. DEPARTMENTAL PUBLICATIONS**

- A. At the beginning of each semester a calendar is printed that lists all musical events of the Department. This schedule also is available on the Music Department website.
- B. Brochures for prospective students giving an overview of the Department as well as information about scholarships, specific areas of study, and faculty.
- C. “Accent on Music,” a listing of accomplishments within the Department, is issued periodically for the University administration and Friends of Music.

### **XXXII. FRIENDS OF MUSIC**

During the Spring of 1983 a group of interested alumni and area citizens formed a support organization for the Department. The organization has contributed significantly to the program and resources of the Department. Friends of Music, as the organization is named, continues to add vitality and visibility to our Department.

### **XXXIII. STUDENT ORGANIZATIONS**

Student chapters of several national organizations exist within the OSU Department of Music. These organizations offer educational and service opportunities not available in the curriculum.

American Choral Directors Association  
Music Educator’s National Conference  
Tau Beta Sigma Band Sorority for Women  
Kappa Kappa Psi Band Fraternity for Men  
Sigma Alpha Iota Music Sorority for Women  
Phi Mu Alpha Sinfonia Fraternity for Men

### **XXXIV. INFORMATION ABOUT FURTHER GRADUATE STUDIES**

Because we receive more flyers and catalogues than can be posted, the Music Department maintains a file box of all materials received in the Music Office. Please consult these files for information about doctoral studies in music, graduate assistantships and related information.

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XIII.	Masters Graduate Advisory Committee
XIV.	Final Degree Projects: Performance and Paper
XV.	Final Oral Examination
XVI.	Graduate Assistantships
XVII.	Financial Aid
XVIII.	Income Tax and Financial Aid
XIX.	Music Calendar
XX.	Bulletin Boards
XXI.	Lockers
XXII.	Practice Rooms
XXIII.	Room Reservation
XXIV.	Multi-Media Lab
XXV.	Edmon Low University Library
XXVI.	Applied Lessons
XXVII.	Applied Music Juries for Graduate Students
XXVIII.	Accompanists
XXIX.	Participation in Departmental Performances
XXX.	Placement Services
XXXI.	Departmental Publications
XXXII.	Friends of Music
XXXIII.	Student Organizations
XXXIV.	Information about Further Graduate Studies