

Southwestern Oklahoma State University

Department of Music

Graduate Student Handbook

Admission Requirements and Procedures

All students wishing to enroll in graduate studies in music at Southwestern Oklahoma State University must first apply for admission to the College of Professional and Graduate Studies (CPGS). The CPGS determines whether or not the student meets the minimum standards for admission to our university graduate degree programs. Students' applications must include the following:

- 1) Application for Admission the University
- 2) Application for Admission the College of Professional and Graduate Studies
- 3) Submit Two (2) letters of recommendation.
- 4) An official transcript of all undergraduate work which also states the undergraduate degree has been granted.
- 5) A completed and signed 9 Hour Policy Statement

The CPGS will not act to admit a student until all of these have been submitted to them. Unless we check with the CPGS office about a student whom we think is applying, the CPGS Office will not notify us of any application materials that may be missing.

Once all of these things are received, the CPGS Office will make a decision to admit or not. If the student is admitted, the CPGS Office will compile the information and forward it to the Music Department for consideration and a decision to deny or accept.

Once the student's application information has been received by the Music Department, a Departmental Entrance Committee of faculty member from the student's proposed area of study is formed to review the information and make a final decision to accept or deny. The committee notifies the Department Chair or the Coordinator of Graduate Music Studies of their decision. The admissions paperwork is then signed by the Chair of the Department of the Coordinator of Graduate Music Studies and is returned to the CPGS for their official processing.

Degree Programs

Master of Music

Vocal Performance

Instrumental Performance

Master of Music in Music Educations

Choral Music

Instrumental Music

Graduate Course Schedule and Rotation

Graduate student in the Music Department have six (6) years to complete their degree program. Most of the graduate students in music are employed teachers who come back during our summer session to work on their degree. As a result, the heaviest concentration of graduate courses is scheduled in the summer session. A three (3) year rotation of all graduate courses has been created to allow students two (2) opportunities to take the courses required for their degree program within a six (6) year period. Students should consult the course rotation to be sure they will be able to complete their degree within the time limits they have set.

Independent Studies

The College of Professional and Graduate Studies restricts the number of Independent Study hours a graduate student may take to five (5) hours. In addition, the departmental faculty has voted that none of the core required course for either the Master of Music (MM) or the Master of Music in Music Education (MMME) can be taken as independent studies outside the normal course rotation. Exceptions can be considered by the Departmental Chair and/or the Coordinator of Graduate Music Studies on an individual case basis.

Seminar Credits

The College of Professional and Graduate Studies has stated that a maximum of **six (6)** semester hours of seminar credits may be applied toward requirements of a master's degree.

Graduate Assistantships

The Music Department may award four (4) assistantships each academic year (fall and spring semesters). Music Department graduate assistantships are not given for summer enrollment.

The current assistantship package includes (1) payment of all graduate course tuition up to eighteen (18) hours over the course of the academic year (fall, spring, and summer semesters), and (2) a stipend of \$5700/year, paid in nine (9) monthly installments from September through May. Students

who are granted an assistantship are expected to work in the Music Department a minimum of fifteen (15) hours per week but not more than twenty (20) hours per week.

Assistantships are awarded based on the overall needs of the Department. As of the creation of this Handbook, there are no dedicated assistantships given only to a particular division within the Department.

All applications for graduate assistantships in the Music Department must be received by April 1 for the following academic year. Applications for an assistantship can be picked up or sent from the Music Office or the office of the Coordinator for Graduate Music Studies. Applications can be submitted to the offices of the Chair of the Music Department or the Coordinator of Graduate Music Studies.

Graduate assistantship awards are made for a two (2) year period. In special circumstances, a graduate assistantship may be extended for a third year. The decision to extend an assistantship for a third year will be made by the Chair of the Music Department and with consent of the Music Faculty.

Graduate students who receive an assistantship award are assigned to one or more supervising Music Faculty member in the Department. Specific work assignments are made in consultation with the Departmental Chair, the Supervising Music Faculty member, the Coordinator of Graduate Music Studies and the graduate student.

Graduate Assistantship Supervision and Evaluation

Each graduate assistant will have a formal meeting with each of his or her supervising teachers before the start of classes each semester. Each supervising faculty member has the responsibility to provide every graduate assistant assigned to his or her a job description and a list of related duties. This list is not a complete list of GA responsibilities, but an overview of what is typical for that semester's work. As the semester progresses, duties can be added or taken away from the initial list. However, this first list should cover most of the duties common to the assignment.

Graduate assistants will meet with the Graduate Coordinator at the beginning of each semester to review assignments and other policies as a group. This orientation will instruct new and returning graduate assistants what each GA should expect of the department and what the department expects of them. Monthly graduate assistant forums will be held with all graduate assistants and the Graduate Coordinator to discuss any issues with assignments or problems encountered within the month of the previous meeting. Graduate assistants are free to schedule a meeting with the Graduate Coordinator at any time.

Graduate assistants will be formally evaluated by supervising faculty members at the end of each academic year before any reappointment for the following academic year is offered. While most graduate assistants will meet with supervising faculty several times throughout each week, It is suggested that graduate assistants who are working somewhat independently schedule a meeting with his or her supervising faculty every two weeks.

The chain of command for issues for graduate assistants is to first consult with the supervising faculty member. Graduate assistants are expected to be able to maturely express his or her expectations and any problems encountered while working. If a specific issue is not resolved in an acceptable manner to the student, the graduate assistant is encouraged to then seek the council of the Graduate Coordinator. The Graduate Coordinator will serve the roll of mediator if one is needed between a supervising faculty member and a graduate assistant. After meeting with the Graduate Coordinator, if the graduate assistant is still not satisfied in the outcome, the graduate assistant can then schedule a meeting with the Chair of the department.

Many graduate assistants may be assigned to multiple faculty members whose work duties may conflict with each other. Each graduate assistant is expected to communicate any conflicts of time or duties with supervising faculty as soon as possible. The graduate coordinator will assist if there is a conflict of duties that cannot be easily solved.

Entrance Advisory Examinations

All graduate music students must take the Entrance Advisory Examinations in Music Theory and Music History. These examinations are scheduled on the first weekend of each new semester. Specific dates will be posted in the bulletin board outside the Music Office in the Fine Arts building.

The Entrance Advisory examinations are designed to determine the presence of any deficiencies in the areas of music history and music theory that might hinder a student's progress in their graduate work. The results of these examinations are given to the student's entry committee. The committee and the student determine the course(s) that will be required to remediate any deficiencies that may have been identified on the examinations.

There are currently two (2) courses available to remediate deficiencies the areas of music theory and music history: Music Theory Practicum (MUSIC) and Music History Survey (MUSIC). Because these are remedial courses, the credit hours earned for either of these two courses cannot be used to fulfill degree requirements.

Students who fail to take the Entrance Advisory Examination in the beginning of their first semester of enrollment will be allowed to take applied and ensemble credits only. Upon completion of the examinations and in consultation with their entrance committee, the student will then be allowed to enroll in degree course work.

Admission to Candidacy Forms

Graduate Committee

Final Comprehensive Examinations (MUSIC 5100)

All music graduate students must take the Comprehensive Examinations near the end of their degree program. The members of students Graduate Committee will give the student questions in the

areas of Music Theory, Music History and Pedagogy/Literature. Master of Music in Music Education students may receive questions in the practices of music education in lieu of the pedagogy.

The Graduate Comprehensive Examinations are administered once each semester including summer session. In the fall semester, the exams are given on the weekend before Fall break. In the Spring Semester, the exams are given on the weekend before spring break. During summer sessions the exams are given during the third full week of classes.

Language Proficiency for Master's Degree in Performance (Voice)

Before a student will be accepted into the Master of Music in Performance (Voice) program, proficiency of English, German, French, and Italian diction will be assessed through a written and oral examination. If a student does not score at least a 70% on the combined exams, the student will need to complete a remedial diction course until it is determined that the student is proficient in English, German, French, and Italian diction. A student failing the diction assessment exam will not be allowed to take applied voice lessons that count towards the degree until the deficiency is remedied. The student may take other classes for the degree program, but cannot progress with graduate-level applied lessons until the deficiency is cleared.

Degree Completion Time

Graduate students have a total of six (6) years to complete their degree program. Graduate courses taken more than six (6) years prior to graduation do not count toward the total number of credit hours required for a master's degree. Courses that are more than six (6) years old may count as degree requirements as recommended by the academic unit in which the master's degree is offered and approved by the Graduate Dean .

Individual Study (IS)

Graduate students may enroll in an individual study in areas not available in conventional classes. A maximum of four (4) semester hours of individual study may be applied toward requirements of the master's degree upon approval of advisor.

Seminar Credit

A maximum of **six** (6) semester hours of seminar credit may be applied toward requirements of the master's degree.

Retention

A minimum graduate grade point average of 3.0 (B) is required in all master's degree programs. No grade lower than a "B" on applied music courses will be accepted toward requirements of the Master of Music degree. A maximum of six semester hours of "C" may be applied toward requirements of the Master of Business Administration and the Master of Education degrees.

After being admitted to a graduate program, a student will be placed on academic probation if the graduate grade point average falls below 3.0 (B) after the completion of twelve (12) semester hours, including transfer credit. During the first probation semester, a student must have a cumulative GPA and/or semester GPA of 3.0. If neither the cumulative nor semester GPA is a 3.0, the student will be allowed to register only as a part-time student (i.e., a maximum of five hours and three hours during the regular and summer term, respectively) until a cumulative GPA of 3.0 is achieved. If a student during a second semester of probation does not earn a 3.0 semester average, s/he will be dismissed from their graduate program. An academic reprieve is not applicable to graduate programs.

Inactive Students

Graduate students will become inactive if no coursework is taken within one year of admittance into a degree program.

Graduate students who have previously taken courses but have not completed any coursework for the past two years will receive a letter warning that their status will change to "Inactive" if no coursework is taken for three years in a row. After three years with no coursework completed, students will become inactive. Students will have to reapply to graduate school once their file has been labeled inactive.

Seniors and Graduate Study

A senior undergraduate student may enroll in a maximum of **nine** (9) graduate hours during the final year of their studies only if a full course load is not required to complete requirements of the bachelor's degree. The total undergraduate and graduate enrollment should not exceed sixteen (16) hours during a semester and nine (9) hours during a summer term. Graduate work may not be used to meet undergraduate requirements, but it may be applied toward professional certification in some instances. (Exception - None of the 5000-level courses in the School of Business can be taken by students who have not received a bachelor's degree.)

Unclassified Graduate Students

Students who have previously completed a Masters Degree at SWOSU, or who do not wish to pursue a graduate degree, may be admitted as unclassified graduate students. These students must follow the graduate studies admission procedures. A maximum of nine (9) hours taken as an unclassified student may transfer into a degree program. The nine-hour transfer policy includes any hours taken at another university, as well as hours taken at SWOSU before admission to a degree program.

Candidacy for the Master's Degree

Admission to graduate studies and to a degree program is not the equivalent of Admission to Candidacy for the master's degree. It is the responsibility of the student to initiate the application for candidacy after the completion of 24-30 semester hours. The candidacy form must be submitted to the Graduate Office no later than the first Monday after close of the drop/add date each semester. The

degree candidacy form is to be completed by the student in consultation with his/her major advisor and forwarded to the Graduate Office. The degree candidacy form must include **only** the courses that apply to the graduate degree program.

Transfer of Credits

A maximum of **nine (9)** applicable semester hours of graduate credit from accredited colleges and universities may apply toward requirements of a graduate degree at Southwestern Oklahoma State University (SWOSU). Only coursework with grades of "A" and "B" is eligible for transfer. **All applicable graduate credit earned at SWOSU prior to admission into a degree program is considered as transfer credit.**

Application for Graduation

Candidates for the master's degree are responsible for filing an application for graduation with the Registrar. Students are strongly encouraged to file this application during the first two weeks of the semester in which they plan to graduate.

Academic Load

All *full-time students* are enrolled in a minimum of nine (9) hours per semester and four (4) hours during a summer term. *Three quarter-time students* are enrolled in a minimum of seven (7) hours per semester and three (3) hours during a summer term. *Half time students* are enrolled in a minimum of five (5) hours per semester and two (2) hours during a summer term. Enrollments that exceed sixteen (16) hours during the fall and spring semester and nine (9) hours during the summer term are exceptions and must be approved by the advisor and Graduate Dean. Additional credit may be earned via interim courses.

Web/Online Study

A maximum of nine (9) applicable semester hours of graduate credit in web/online study may apply toward requirements of a graduate degree at Southwestern Oklahoma State University . All applicable graduate web/online study credit (maximum of nine semester hours) earned at SWOSU prior to admission into a degree program or taken from accredited colleges and universities will be considered transfer credit.

Grading System

A grade is given as recognition of certain levels of accomplishment in a course and is to be interpreted as follows:

Graduate Courses

A (4.0), Excellent

B (3.0)

C (2.0), Below Average

D (1.0), not acceptable toward a degree

F (0.0), Failure

S (0.0), Satisfactory

U (0.0), Unsatisfactory

Incomplete Grades

An incomplete grade may be used at the instructor's discretion to indicate that additional work is necessary to complete a course. To receive an "I" grade, the student should have satisfactorily completed a substantial portion of the required coursework for the semester. The time limit to satisfy the "I" will be at the discretion of the instructor. "I" grades not changed by the instructor to a credit-bearing grade or an "F" within the specified time limit will remain as a permanent "I" and not contribute to the student's GPA.

Withdrawal

Students may withdraw during the first eleven (11) weeks of class work in a regular semester or during the first four weeks of class in a summer semester and receive a grade of "W." Students may also withdraw officially any time prior to and including Friday of the week before final examinations begin and receive a "W" for courses in which they are doing passing work. Students who withdraw from a course in which they are failing will receive an "F" if the withdrawal occurs during the last five weeks of a regular semester or the last four weeks of a summer semester. Students who leave school without officially withdrawing will receive grades of "F" for courses in which they were enrolled. A grade of "W" has no effect on a student's grade point average.

Repeated Courses

When a course is repeated, both grades are used in computing the grade point average, but only one course may be applied toward degree requirements.

Course Numbering

5000 level Business courses may be taken only by M.B.A. graduate students. Courses at the 3000 and 4000 level, which are identified by an asterisk in the class schedule, are dual enrollment courses open to most graduate and upper-division undergraduate students. The courses may be used to meet requirements of a graduate degree if part of an approved program. The student must indicate at the time of enrollment if s/he wants a course for graduate credit. Members of the faculty differentiate between the work of graduate and undergraduate students in 3000 and 4000 level courses. Courses

completed for undergraduate credit may not be repeated for graduate credit nor can the same class count toward undergraduate and graduate requirements.

Links to Graduate Information and Forms

[Request Information Site](#)

[Financial Aid](#)

[Future Students](#)

[Graduate Admissions](#)

[Graduate Forms](#)

[Graduate Catalog](#)

[General Information Graduate](#)

[Applications for All Admissions](#)

Admission to Graduate Degree Programs

For ALL Graduate Students:

A bachelor's degree from a college or university accredited by a regional accrediting association is required.

An application for admission or readmission to the University is required. The application to the Graduate School and additional graduate forms may be found at this [link](#)

* Please note that admission to the University is separate from admission to Graduate School.

* A student must be admitted to the University in order to enroll in graduate classes.

Official transcript(s) of all credit earned should be sent to the Graduate Office.

A student for whom English is a second language wishing to be considered for admission must provide results of TOEFL with a minimum score of 550 or IELTS with a minimum score of 6.5.

An international student must complete a Certification of Financial Resources Form showing sufficient resources to provide for the student's entire program of study and living expenses while at Southwestern Oklahoma State University. A minimum deposit of \$1,500 is required. The student must also provide evidence of health insurance.

When completed credentials are on file with the Graduate Office, the file will be evaluated to determine admissibility to a graduate program.

Incomplete application files will not be kept longer than two years.

For additional degree requirements, contact the Graduate Studies office at graduatestudies@swosu.edu  or the specific department.

GRADUATE PROGRAM CHECKLIST

Sequential Steps to Be Followed in a

Master's Degree Program

--A Self-Help Guide--

1. Admission to Graduate Degree Program

- File Application for Admission or readmission to the University with the Registrar (not required of students enrolled at SWOSU during the previous year).
- File health history and submit proof of required immunizations to Student Health Services.
- File Application for Admission to Graduate Studies with the Graduate Office.
- Provide official transcript(s) of all previous college work not already on file with the Registrar at SWOSU.
- Provide other credentials (GRE or GMAT scores, references, etc.) as required by the degree program for which you are applying.
- Submit portfolio – M.Ed. in Educational Administration requires an e-portfolio; M.Ed. in School Counseling, M.Ed. in School Psychometry, and an M.S. in School Psychology (requires a paper portfolio) – see advisor or department contact person for more information.

2. Following Admission to a Degree Program

- Meet with your advisor during your semester of admission and complete a Plan of Study.
- Enroll or pre-enroll on enrollment dates listed in the class schedules.

3. Admission to Degree Candidacy

With the assistance of your advisor, complete an Application to Candidacy after the completion of 24-30 semester hours of graduate work. Obtain appropriate signatures and submit Candidacy form to the Graduate Office. The completed/signed form must reach the Graduate Office by the first Monday after the close of the drop/add date of the semester in which you intend to graduate (13th day of the Fall or Spring semester, or 10th day of the Summer semester).

Master of Education and Master of Science in School Psychology students must take the Capstone Experience during their final semester (with the exception of certain programs-check program pages for details). Students must enroll in the Capstone Experience class, complete the Registration Form, and turn the form in to their advisor. Each M.B.A. graduate must complete the

Educational Testing Service (ETS) Major Field Test in Business during their last semester of their M.B.A. program.

File an Application for Graduation with the Registrar. This application should be submitted to the Registrar's Office during the first two weeks of the semester in which the student expects to graduate.

Pick up a cap and gown at the University Bookstore.

4. Summary Checklist

- Required number of semester hours for the degree.
 - All required courses completed.
 - An overall grade point average of at least 3.0 (B) on graduate work.
 - The Master of Music degree program with no *Applied Music* grades below "B" that count toward degree requirements.
 - No grades below "C" applied toward degree requirements.
 - Not more than six (6) semester hours of "C" applied toward the degree.
 - Not more than six (6) semester hours of individual study/directed reading applied toward the degree.
 - Not more than nine (9) hours of web/online study applied toward the degree.
 - No correspondence study credit applied toward the degree.
-
- Graduate credits completed beyond six (6) years not applicable for semester hours required but may meet course requirements in a degree program.
 - Not more than nine (9) approved semester hours of transfer credit. This includes courses from accredited institutions, as well as courses taken at SWOSU, prior to admission into a degree program. Only courses with a grade of "A" or "B" may be transferred.