Southwestern Oklahoma State University Department of Music

Graduate Student Handbook

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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) A bachelor's of music, music education, music performance or the equivalency from a NASM-accredited institution is required.

2) Application for Admission to the University

3) Application for Admission the College of Professional and Graduate Studies

4) Two (2) letters of recommendation

5) An official transcript of all undergraduate work which also states the undergraduate degree has been granted. (This can be problematic for students who are making application to our graduate programs and who are also in the last semester of completing their undergraduate degree. Although is it possible for us in the Music Department to review a student's application materials, without the Official Transcript stating the student's degree has been granted, the CPGS will not act to admit. However, we can offer the student our preliminary assessment and intent to admit pending admission by the CPGS).

6) A completed and signed Nine 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 items 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 members 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.

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.

International students 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.

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

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

Degree Programs

Master of Music

Vocal Performance

Instrumental Performance

Master of Music in Music Education

Choral Music

Instrumental Music

Master of Music Therapy

Graduate Course Schedule and Rotation

Graduate students in the Music Department have six (6) years to complete their degree program (see also "Degree Completion Time"). Most of the graduate students in music are employed teachers who come back during the 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 courses 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 five (5) 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, and (2) a yearly stipend. 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.

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. The two year award need not be consecutive years. 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 supervising professor of the candidate's committee.

Graduate students who receive an assistantship award are assigned to a 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. The graduate assistantship, in addition to all other financial aid options at Southwestern, is based on the student's academic record, their progress in the degree, and their professional behavior and comportment with their peers and professors. It is the prerogative of the faculty of Southwestern to remove any financial aid, including, but not limited to, the Graduate Assistantship if the faculty deems that the candidate does not fulfill their professional obligations both in their service to the university or to their peers.

Audition Requirements for entrance to the Graduate Program (M.M. in Music Education, Performance, or Music Therapy)

Candidates seeking admission to the graduate program in **Music Education:**

1. An audition before a hearing committee of at least two faculty members *must be completed prior to March 1 in order to be eligible for scholarship assistance or a graduate assistantship*. Enrollment is possible after the March 1 deadline, but those applicants will not receive music department scholarships or assistantships.

2. The audition will consist of some or all of the following: One complete piece of standard repertoire for your instrument (all movements of a concerto or sonata, for example), an etude of sufficient difficulty to demonstrate graduate-level readiness, demonstration of all major and minor scales, and sight-reading. A recorded or video-taped audition may be considered in rare circumstances when a candidate is unable to schedule a live audition.

Candidates seeking admission to the graduate program in **Music Performance:**

1. The Masters Degree in Music Performance is designed for candidates who show a high degree of aptitude and desire for a career as a professional-level performer. Candidates not meeting performance standards will not be accepted into the program.

2. An audition before a hearing committee of at least two faculty members *must be completed prior to March 1 in order to be eligible for scholarship assistance or a graduate assistantship*. Enrollment is possible after the March 1 deadline, but those applicants will not receive music department scholarships or assistantships.

3. The audition will consist of some or all of the following: Two complete pieces of standard repertoire for your instrument (all movements of a concerto or sonata, for example), an etude of sufficient difficulty to demonstrate graduate-level readiness, demonstration of all major and minor scales, and sight-reading. A recorded or video-taped audition may be considered in rare circumstances when a candidate is unable to schedule a live audition.

Candidates seeking admission to the graduate program in **Music Therapy** are asked to audition on piano, guitar, or another primary instrument.

1. An audition before a hearing committee of at least two faculty members *must be completed prior to March 1 in order to be eligible for scholarship assistance or a graduate assistantship*. Enrollment is possible after the March 1 deadline, but those applicants will not receive music department scholarships or assistantships.

2. A performance audition on piano or guitar will test Functional Skills (equivalent to Proficiency II for Music Therapy Majors – see specifics listed under *Proficiencies*). The audition will include an oral interview covering basic understanding of music therapy techniques and their theoretical orientation, clinical skills in assessment, treatment and discharges.

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. Exceptions to the dates of the examinations cannot be made. 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.

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 in the areas that may have been identified on the examinations. The student must remove all deficiencies identified by advisory examinations.

There are currently two (2) courses available to remediate deficiencies the areas of music theory and music history: Music Theory Practicum (MUSIC 4372) and Music History Survey (MUSIC 4362). Because these are remedial courses, the credit hours earned for either of these two courses cannot be used to fulfill degree requirements.

Admission to Candidacy Forms

After completing 24 credit hours, graduate students may submit their candidacy form, and form a graduate committee. Forming the committee should be in consultation with the Graduate Advisor and should consist of at least three faculty members.

Final Comprehensive Examinations (MUSIC 5100)

All music graduate students must take the Comprehensive Examinations near the end of their degree program. The members of student's 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 Pedagogy. The Graduate Comprehensive Examinations are scheduled based on student and faculty availability.

Final Project Requirements for Graduate Students in Master of Music

Final Project for Graduate Students in Music Education

All **M.M. Music Education** students must submit a Final Project in order to meet graduation requirements. M.M. students in Music Education have two options for a Final Project:

Option 1: Submit a final written document (thesis paper). The paper must meet the following guidelines:

1. Be 15-20 pages in length (supporting materials such as Works Cited, Indexes, etc. do not count toward and should be in addition the 15-20 pages). Typeface must be Times New Roman, 12 pt. font, double-spaced, with 1-inch margins. Documents not conforming to these standards will not be accepted.

2. The topic must be either a music-theory, music-history, or music-education based research paper. Topics should be approved in advance by the students' graduate committee.

3. Final document must be submitted and approved before a student applies for graduation.

Option 2: Present a one-hour lecture recital. The lecture recital must meet the following guidelines:

1. Submit a 5-10 page written paper on a research topic (supporting materials such as Works Cited, Indexes, etc. are in addition to the 5-10 pages) and lecture presentation which includes discussion and performance demonstrating your topic. Topics should be approved in advance by the students' graduate committee. Typeface for the document must be Times New Roman, 12 pt. font, double-spaced, with 1-inch margins. Documents not conforming to these standards will not be accepted.

2. The Lecture Recital should consist of approximately 30-minutes of lecture material along with 30-minutes of music performance which demonstrates the lecture topic.

3. The topic must be either a music-theory, music-history, or music-education based research paper. Topics should be approved in advance by the students' graduate committee.

4. Lecture Recital must be presented and approved before a student applies for graduation.

Final Project for Graduate Students in Music Therapy

Music Therapy students must first pass MUSIC 5100 Final Comprehensive Exam before being approved to proceed with a Final Document. There are two options for a Final Project:

Option 1: A Multiple-Chapter Document (Thesis Paper)

1. Be minimum of 30 pages in length (supporting materials such as Works Cited, Indexes, footnotes, references, etc. are in addition to the 30 pages). Typeface must be Times New Roman, 12 pt. font, double-spaced, with 1-inch margins. Citations music be in American Psychological Association (APA) style. Documents not conforming to these standards will not be accepted.

2. The document should demonstrate in-depth investigation on a selected theoretical, philosophical, historical, or clinical focus via qualitative and/or quantitative methods.

3. The completion of thesis includes an oral defense exam over its details.

Option 2: Three (3) Clinical Case Studies

1. Submit 3 clinical case studies. Each case study should be 10 pages (30 pages total). Typeface must be Times New Roman, 12 pt. font, double-spaced, with 1-inch margins. Citations music be in American Psychological Association (APA) style. Documents not conforming to these standards will not be accepted.

2. The completion of the case studies includes an oral defense exam over its details.

Final Project Requirements for Graduate Students in Performance

All M.M. Music Performance students must submit a Final Project in order to meet graduation requirements. M.M. students in Music Performance have three options for a Final Project:

Option 1: Present a full, one-hour recital. The recital must meet the following guidelines:

1. Recital material must be approved by the principal applied teacher and be at an appropriate difficulty level for a graduate student.

2. A recital hearing must occur 2-3 weeks prior to the anticipated recital date and be approved by a committee of three or more faculty members.

3. The recital must be presented and approved before a student applies for graduation.

Option 2: Present a one-hour lecture recital. The lecture recital must meet the following guidelines:

1. Include a 5-10 page written paper on a research topic (supporting materials such as Works Cited, Indexes, etc. are in addition to the 5-10 pages). Topics should be approved in advance by the students' graduate committee. Typeface must be Times New Roman, 12 pt. font, double-spaced, with 1-inch margins. Documents not conforming to these standards will not be accepted.

2. The Lecture Recital should consist of approximately 20-30-minutes of lecture material along with 45-minutes minute of music performance which demonstrates the lecture topic.

3. A recital hearing of the performance component of the final project must occur 2-3 weeks prior to the anticipated lecture recital date by a committee of three or more faculty members, and the document portion must also be approved by the students' main advisor 2-3 weeks in advance.

4. Lecture Recital must be presented and approved before a student applies for graduation.

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.

Independent Study (IS)

Graduate students may enroll in an independent study in areas not available in conventional classes. A maximum of four (4) semester hours of independent 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 Music 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 become inactive if no coursework is taken within one year of admittance into a degree program. Student status will be labeled as “Deferred.”

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 must 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 Master’s 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.

Any student with a deficiency due to placement exams will not be eligible for candidacy until their deficiencies are removed by taking the required coursework.

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. Hours of graduate credit may be subject to review by the student's graduate committee, major professor, or the head of graduate studies if the course description from the candidate's institution does not show sufficient reason to transfer the credit. **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.

Grading System

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

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

Grades of 'Incomplete'

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 from a Course

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

Graduate students must enroll in courses at the 5000 level for these classes to count towards the degree. Courses completed for undergraduate credit may not be repeated for graduate credit nor can the same class count toward undergraduate and graduate requirements.

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, letters of recommendation, etc.) as required by the degree program for which you are applying.

- Schedule an audition and interview with the Music Department.

2. Following Admission to a Degree Program

- Meet with the Music Dept. Graduate Program Advisor during your first 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 form 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).

- 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.