



RUTGERS

Mason Gross School
of the Arts

Rutgers University
Mason Gross School of the Arts
Department of Music

Graduate Student Handbook
2023-2024

Graduate Music Study at Mason Gross School of the Arts



The Department of Music was one of the founding departments of the Mason Gross School of the Arts, initially established in 1976 as the arts conservatory of Rutgers, The State University of New Jersey. The department offers a comprehensive music program within the context of a public research university and serves a diverse student body of approximately 400 students from a wide range of specializations and backgrounds. Despite the varied programs throughout the department, all Mason Gross School of the Arts music degree programs share a common aim: to develop well-educated professionals in the field of music with a complex historical and theoretical understanding of all aspects of music.

The graduate programs of the Department of Music include the degrees of Master of Music, Doctor of Musical Arts, Master of Arts, and Doctor of Philosophy, as well as the Artist Diploma; these degrees encompass specializations in performance, conducting, music education, music theory, musicology, and composition. The MA and PhD degrees are administered by the Rutgers School of Graduate Studies in partnership with the Mason Gross School of the Arts Department of Music.

All students in the graduate programs of the Mason Gross Department of Music must be familiar with the rules and regulations detailed in this handbook. This document is also available electronically at the [MGSA website](#).

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Introduction

This handbook is intended to provide the basic information related to rules and policies of the Department of Music and to serve as a guide to the various graduate programs administered by the department. Information, policies, and procedures included in this handbook are subject to change. The information will be updated on a yearly basis. It is important that graduate students become familiar with the information provided in this document, which is designed to be a practical and accessible resource based on the policies stated in the Graduate Catalogs:

[Mason Gross School of the Arts Graduate Catalog](#)
[School of Graduate Studies Graduate Catalog](#)

It is necessary for students to check their official Rutgers school email addresses and their mailboxes in the Marryott Music Building regularly. Important information will be sent by faculty, staff, and administration through these means of communication, and students are responsible for monitoring them.

The Department of Music offers several degree programs. Some of these degrees and programs are officially offered and administered through the Mason Gross School of the Arts, known as School 08. These include the Master of Music degree (MM), the Doctor of Musical Arts degree (DMA), and the Artist Diploma (AD). The remaining degree programs are offered and administered through the School of Graduate Studies, known as School 16. These include the Master of Arts degree (MA) and the Doctor of Philosophy degree (PhD).

There are a number of different majors for each of the degree programs listed above:

Mason Gross School of the Arts (School 08)

Master of Music in Performance
Master of Music in Jazz
Master of Music in Music Education
Master of Music in Music Education Online
Master of Music in Opera
Master of Music in Conducting
Doctor of Musical Arts in Performance
Doctor of Musical Arts in Music Education
Doctor of Musical Arts in Conducting
Artist Diploma in Performance
Artist Diploma in Opera

School of Graduate Studies (School 16)

Master of Arts in Musicology
Master of Arts in Music Theory
Master of Arts in Composition
Doctor of Philosophy in Musicology
Doctor of Philosophy in Music Theory
Doctor of Philosophy in Composition

Music Education students will also take classes in the Graduate School of Education (School 15)

Directory

1.1 Department of Music Administration and Staff

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1.2 Mason Gross Dean's Office Administration and Staff

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1.3 School of Graduate Studies Dean's Office Administration and Staff

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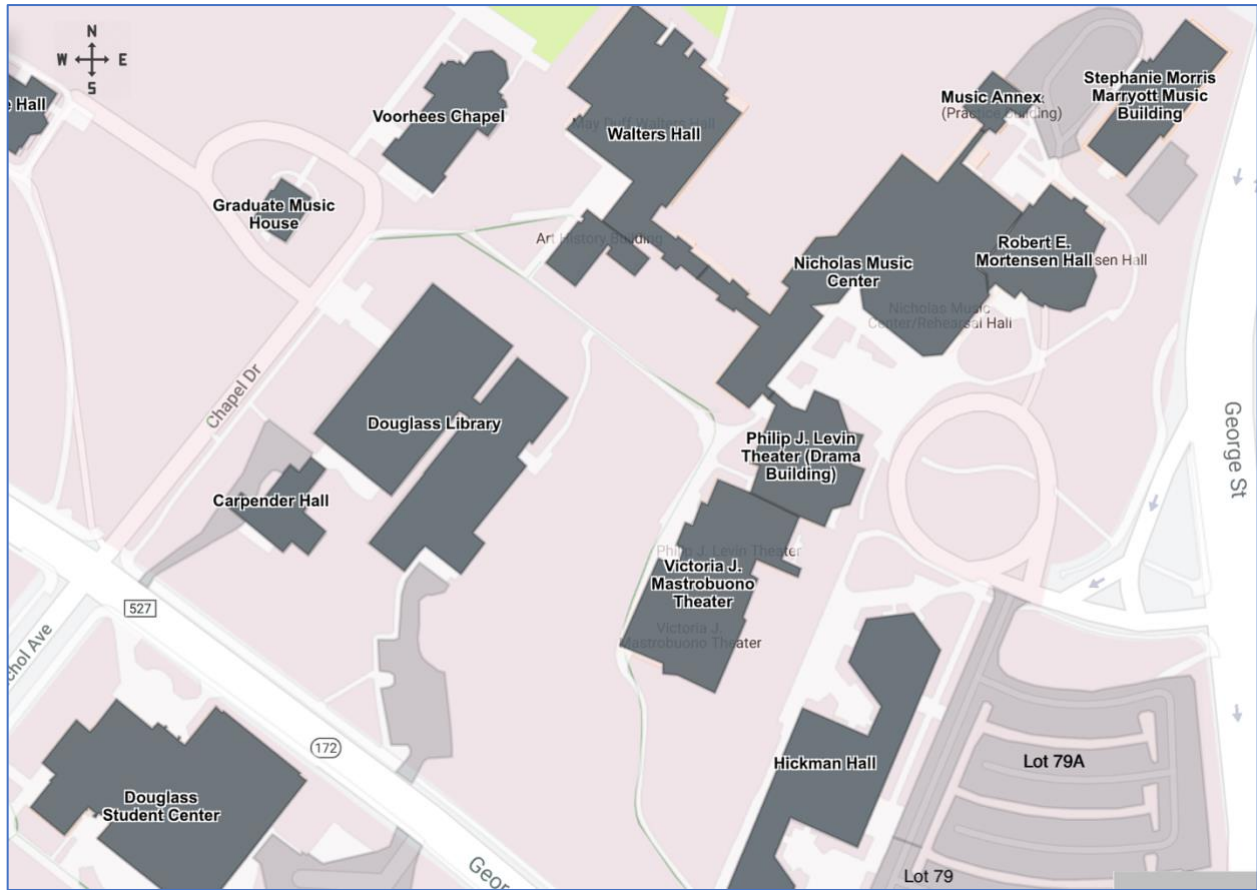
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Facilities

2.1 Music Department Campus Map



2.2 Building Hours

The buildings of the Department of Music have the following hours:

Monday to Saturday: 7:30am–10:00pm, with swipe-card access from 6:00am–1:00am
Sunday: 11:00am–6:00pm, with swipe access from 10:00am–1:00am

Building hours for school breaks and holidays will be announced via email.

2.3 Practice Room Policies

Practice rooms are available in Marryott Music Building, Mortensen Hall, and the Music Annex. When the University is in session, the practice rooms are available whenever the buildings are open. This includes evenings and weekends (usually during daytime hours on Saturday and afternoons and evenings on Sunday). A few additional spaces are available on a restricted basis for practice on specific instruments (harpichord/fortepiano, percussion, etc.).

These rooms are for the exclusive use of students currently enrolled in Department of Music courses. Use of practice rooms for private teaching purposes is not allowed except when specifically approved by the Director of Facilities and Scheduling. Please treat all Mason Gross

property with care and respect, especially practice room pianos, which should never be moved by unauthorized people. Any issues with pianos should be brought to the attention of the Department of Music's resident piano technician, Dave Miller.

Please refrain from eating and drinking in practice rooms. Never leave valuables in unattended practice rooms. Students leaving a room for more than ten minutes must remove their belongings and allow another student to use the room.

2.4 Room Reservations

Any student needing to reserve rooms for rehearsals, recordings, events, instruction, or any other purpose should check room availability and submit a Reservation Request through [Artspace](#). For any questions regarding Artspace or room use, contact the Director of Facilities, Maritza McGraw at mbaez@mgsa.rutgers.edu.

2.5 Lockers

There are a limited number of lockers available for students in various Department of Music buildings. Students wishing to reserve a locker for the semester should contact the Front Office Manager in the Marryott Music Building within the first two weeks of the semester to request a locker. The university is not responsible for the loss or for damage of instruments or personal property.

2.6 Mailboxes

Faculty mailboxes are located in the Marryott Music Building on the main floor across from the Front Office. Student mailboxes are located on the lower level of the MMB. Students should check their mailbox frequently. They are for departmental use only; please do not forward any personal mail to your Department of Music mailbox.

2.7 Department of Music Facilities

2.7.1 Marryott Music Building

Marryott Music Building (MMB) is the principal building of the Department of Music. Facilities within Marryott include:

- Schare Recital Hall: The department's primary recital venue on campus. The intimate space is on the second floor of the Marryott Music Building and seats approximately 100.
- Classrooms on the first and second floors
- Practice Rooms on the basement floor, including four rooms reserved for piano majors
- Department Front Office: Primary site to obtain keys, forms, concert programs, lost and found, etc.
- Faculty Mailboxes across the hall from the Front Office
- Student Mailboxes on the basement level of the building
- Graduate Coordinator Office: Room 205
- Offices of the Director (Rooms 104–105) and the Associate Director (Room 114)
- Admissions, Department Financial Aid Office: Room 117

2.7.2 Mortensen Hall

Completed in 2013, Mortensen Hall is the newest Department of Music building. Located between Marryott and Nicholas Music Center, it features:

- Shindell Choral Hall: This 3,100-square-foot choral hall opening upward over two stories provides a modern rehearsal facility for vocal ensembles of Mason Gross and serves as an additional recital venue
- Technology and Recording Studio: Located in the basement of Mortensen, the technology studio is a high-tech recording and engineering facility
- An atrium with tables and couches
- Practice rooms in the basement floor

2.7.3 Nicholas Music Center

The largest concert hall of the Department of Music is a 740-seat open-stage theater. It is used for large-ensemble performances and rehearsals as well as guest artists, competitions, lectures, and multidisciplinary performances.

2.7.4 Rehearsal Hall

Additional rehearsal and classroom facility connected to Nicholas. Room 104 is used regularly for large ensemble rehearsals.

2.7.5 Music Annex

Located between Nicholas and Marryott, the Music Annex has more than 20 additional practice rooms, including a jazz combo room on the lower level.

2.7.6 Art History Building (within Walters Hall)

This building contains several music faculty studios and classrooms that are used for music courses as well as various Music Department offices.

2.7.7 Library

The Blanche and Irving Laurie Music Library, located in the Mabel Smith Douglass Library and within easy walking distance of all Department of Music buildings, is a fully-integrated unit of the Rutgers University Libraries. It contains over 31,000 books, 46,000 scores, and 40,000 recordings, as well as an extensive spoken-word collection. The Media Center archives more than 22,000 recordings and has playback facilities for a variety of media formats. The Performing Arts Seminar Room provides a modern teaching environment for seminars and classes with up to 22 students and contains quality playback equipment as well a piano. Also in the Douglass Library is the Fordham Multimedia Lab Classroom, equipped with computers with hardware and software for music production.

The library's holdings and resources can be accessed and searched through [the Rutgers University Libraries website](#).

2.7.8 Graduate Music House

Primarily used for faculty offices, this building also contains one classroom and the early keyboard instrument room. Access to this room is by permission only.

2.7.9 Voorhees Chapel

A Georgian Colonial chapel in the Christopher Wren tradition founded in 1925 and made possible by a gift from Elizabeth Rodman Voorhees, this building is used for college ceremonies, student assemblies, weddings and religious services, musical concerts, and other programs by

artists, scholars, and speakers. It features one of the few German Schuke pipe organs in the country, installed in 1976 and recently renovated.

2.7.10 Kirkpatrick Chapel

Located on the College Avenue campus near downtown New Brunswick, Kirkpatrick Chapel is an additional performance venue and is especially used for choral events.

2.7.11 Lucy Stone Hall

Located on the Livingston Campus, this building is used by the Music Department primarily for Athletic Bands.

2.7.12 Ticket Office and Ticket Policies

Located on Bettenbender Plaza, the ticket office is the site at which students can obtain free or reduced-cost tickets.

All complementary tickets may be picked up from the ticket office or at the event with a school ID. For all events, on-campus and off-campus, money should not exchange hands between students and faculty.

2.7.13 Rutgers Community Arts Office

The office of Rutgers Community Arts is located in Rehearsal Hall 101, adjacent to the Ticket Office.

Academic Policies

3.1 University Academic Calendar

2023-2024 Academic Calendar

Fall Semester Begins	Tuesday, September 5
Changes in Designation of Class Days	Tuesday, November 21 (Thursday Classes)
	Wednesday, November 22 (Friday Classes)
Thanksgiving Recess	Thursday, November 23 - Sunday, November 26
Regular Classes End	Wednesday, December 13
Reading Days	Thursday, December 14
Fall Exams Begin	Friday, December 15
Fall Exams End	Friday, December 22
Winter Session Begins	Friday, December 22
Winter Session Ends	Friday, January 12
Spring Semester Begins	Tuesday, January 16
Spring Recess Begins	Saturday, March 9
Spring Recess Ends	Sunday, March 17
Regular Classes End	Monday, April 29
Reading Days	Tuesday, April 30, Wednesday, May 1
Spring Exams Begin	Thursday, May 2
Spring Exams End	Wednesday, May 9
University Commencement	Sunday, May 12
Summer Session Begins	Tuesday, May 28
Summer Session Ends	Wednesday, August 14

The calendar showing registration deadlines can be found [here](#).

3.2 Classification of Students

Graduate student – A student who has a Bachelor’s or Master’s degree, or the equivalent, and has been admitted to one of the graduate divisions of the Department of Music of the Mason Gross School of the Arts or the School of Graduate Studies.

- Full-time – A student who has met the admission requirements and is working toward a degree at Mason Gross and, as a graduate student, is registered for a standard registration of courses required for on-time completion of program requirements.
- Part-time – A student who has met the admission requirements and is working toward a degree at Mason Gross but who is registered for fewer than the number of courses consistent with on-time completion of program requirements.

Generally speaking, in order to be considered full-time, SGS students must be registered for either at least nine credits or the balance of remaining coursework credits in either the current semester or anticipating registering for the remaining coursework in the following semester; or (3) must be a PhD student registered for a minimum number of research credits, as calculated below, having already completed coursework requirements.

PhD students who have completed coursework requirements may be considered full-time if they are registered for at least the number of credits remaining on their degree requirements divided by the number of semesters remaining in their program, according to section [Error! Reference source not found.](#)

MGSA students should consult the Full-Time Determination Checklists found at the [MGSA Graduate Music Resources page](#) to understand their particular program’s expectations for a full-time courseload.

3.2.1 Establishing Full-Time Status

While the Music Department does not require students to be registered as full-time, students in various situations may need to be officially recognized as full-time for purposes related to financial aid, visa restrictions, or other considerations. To do so, students who are taking fewer than nine credits must complete and submit to the Graduate Coordinator the applicable Full-Time Determination Worksheet, found at the [MGSA Graduate Music Resources page](#). The Graduate Coordinator will then send the student the registration info for a 0-credit pseudo-course called 08:001:898:01 FT Off-Campus Study, which will mark the student’s registration as being full-time, despite a courseload of fewer than nine credits.

3.3 Enrollment and Residency

See information below about enrollment and residency requirements.

3.3.1 Continuous Enrollment

In general, students must maintain continuous registration in every semester for at least one credit. In some instances, School 08 students may request a formal leave of absence – see section [3.3.5 Leave of Absence for School 08 Students](#). In other situations, students may register for Matriculation Continued – see section [3.3.7 Matriculation Continued](#). If a student’s registration lapses for one or more semesters (Fall or Spring), they must be formally reinstated – see section [3.3.6 Reinstatement](#).

3.3.2 Minimum Per-Semester Credit Requirements

Rutgers does not have a minimum per-semester credit requirement beyond the one-credit minimum (excluding Matriculation Continued). However, in certain circumstances including those arising from visa requirements and loan-deferment requirements, students may be required to maintain a minimum number of credits per semester. Students registered for private lessons must also be registered for the large ensemble to which they were assigned in that semester. Any concerns about this issue should be discussed with the Graduate Coordinator.

3.3.3 Duration Limits of Degrees

All programs in the Department of Music have maximum durations that students may take towards their degree. These time include all semesters from the time a student begins the program, including semesters in which the student was not enrolled. They are as follows:

- Master of Music: 8 semesters
- Doctor of Musical Arts in Music Education: 16 semesters
- all other Doctor of Musical Arts degrees: 10 semesters
- Artist Diploma: 10 semesters
- Master of Arts: 3 years
- Doctor of Philosophy: 7 years, including the time spent in MA programs for MA/PhD students

3.3.4 Extension of Time Requests

Students may petition for an extension to the time limits of their degrees. Students are expected to provide a justification for the required extension of their time to degree, demonstrate suitable progress on the degree, and propose a clear timeline for completion of degree requirements. All students requesting an extension of time request should contact the Graduate Coordinator. MM, AD, and DMA students requesting an extension of time must petition the Graduate Oversight Committee. MA and PhD students requesting an extension of time must petition the School of Graduate Studies. Forms required for extension of time requests can be found at the [MGSA Graduate Music Resources page](#).

Note that F-1 Visa students who must apply for a program extension in order to extend their I-20 must first obtain approval from the Graduate Oversight Committee or the School of Graduate Studies before the Graduate Coordinator can approve the I-20 extension.

3.3.5 Leave of Absence for School 08 Students

School 08 students may take a leave of absence from their program with the permission of the Graduate Coordinator and the Assistant Dean for Advising and Student Success. Typical reasons for taking a leave of absence relate to health matters, personal/family matters, or exceptional professional opportunities. A student whose registration lapses without permission to take a leave of absence will be considered not in good standing. While a student is on a leave of absence, they are not permitted to progress on degree requirements or use school resources, including faculty time; a leave of absence is specifically for students taking a complete break from their work in the Music Department.

Students wishing to take a leave of absence must submit a Leave of Absence Form before the start of the semester. In this form, the student will articulate the justification and duration of the leave. In general, leaves longer than two semesters are not permissible.

If a student is granted a leave of absence for one semester and needs additional leave time, they must petition for an extension on their leave before it is set to expire. If a student does not adhere to stipulations specified by the Assistant Dean for Advising and Student Success (e.g. duration of leave), they will be considered not in good standing.

After a leave of absence, students must be formally reinstated. See [3.3.6 Reinstatement](#).

3.3.6 Reinstatement

Students who have interrupted their graduate registration without completing their degree program must apply for readmission to resume their studies.

3.3.6.1 School 08 Reinstatement

Students returning from an approved leave from an approved leave of absence or an unapproved absence must be formally reinstated.

If the student was approved to take a leave of absence and the student adheres to stipulations specified by the Assistant Dean for Advising and Student Success, the reinstatement process will entail only submission of a Reinstatement Form before the beginning of the semester for which the student will return.

A student not in good standing who intends to return to the program must submit a Reinstatement Form as well as a reinstatement fee: \$750 if the absence was one semester, \$1,500 if the absence was longer than one semester. Furthermore, the reinstatement will need to be approved by the Graduate Oversight Committee, who may require the student to reaudition or otherwise demonstrate preparedness and commitment to the program. Additionally, the financial aid/awards of the student who doesn't adhere to leave of absence stipulations may be withheld when they return.

Relevant forms can also be found on the [MGSA Graduate Music Resources page](#).

3.3.6.2 School 16 Reinstatement

Students who fail to maintain continuous registration are at risk of formal dismissal, where dismissal of such students may be initiated by the program or by the School of Graduate Studies, and must be approved by the School of Graduate Studies. Doctoral students who have been admitted to candidacy and who do not maintain continuous registration may apply for “restoration of active status” using [this form](#). This application must be approved by the program director and accompanied by a fee of one credit in-state tuition for each of the missed semesters, capped at a maximum of 5 semesters (payable to SGS). All students who have not maintained continuous registration (including doctoral students who have been admitted to candidacy) must apply for readmission to the School of Graduate Studies before filing for degrees.

3.3.7 Matriculation Continued

School 08 students who have completed all credit-bearing curricular requirements, MA students, and pre-qualifying PhD students may register for Matriculation Continued in order to maintain

continuous enrollment as well as retain access to university facilities. Post-qualifying PhD students are not eligible to register for Matriculation Continued. Students who register for Matriculation Continued are permitted to progress on non-credit degree requirements (e.g. exams, recitals, etc.)

School 08 Students are permitted to register for Matriculation Continued only after they have satisfied all credit-bearing curricular requirements. DMA students who have not completed the Lecture-Recital requirement may register for Matriculation Continued only if their Lecture-Recital Paper has been fully approved by their advisor before the start of the semester in question.

No more than two semesters of Matriculation Continued are permitted for each student. If these two semesters are exhausted, students must take a formal leave of absence or register for at least one credit. There will be no exceptions to this policy. If a student has completed their coursework and intends to progress on degree requirements, but has already exhausted their two semesters of Matriculation Continued, they must register for one credit of Independent Study to maintain good standing in the program.

While Matriculation Continued is 0-credit and carries no tuition costs, students who register for Matriculation Continued must pay registration fees as established by the university and the school.

Students on F-1 visas may not register for Matriculation Continued. If there is a medical concern or other issue, students on F-1 visas must speak to the Graduate Coordinator and Rutgers Global. Students on temporary visas who interrupt their studies must, in most cases, leave the United States during such periods; students in this position are strongly advised to consult with Rutgers Global at the earliest opportunity.

3.3.8 Registration Requirement for the Semester in which a School 08 Student Graduates

School 08 students who are completing their degree must be registered in the semester when they are intending to graduate and receive their diplomas (Spring semester for May graduation and August graduation, Fall semester for January graduation). Matriculation Continued is an acceptable registration to satisfy this requirement if the student meets the necessary criteria to register for it, articulated in section 3.3.7 above.

3.4 Attendance

Regular attendance is required in all graduate courses. An instructor may establish a specific policy on attendance at the beginning of the semester outlined in the course syllabus. For most classes, requests for absence from a class because of exceptional professional obligations (for example, participation in a major competition) may be accepted, provided that:

- The student notifies both the instructor and the Graduate Coordinator well in advance, preferably at the start of the semester;
- The student submits a request for absence to the Graduate Coordinator in writing, with appropriate documentation. (When participating in outside events during the semester, the candidate should be sure that all programs and publicity make mention of the candidate's affiliation with the Rutgers Department of Music, Mason Gross School of the

Arts.) Upon return from outside engagements, copies of programs, certificates, or other official documentation should be submitted to the Graduate Coordinator;

- The instructor approves of the absence and the student and instructor reach a suitable agreement regarding material missed in the student's absence.

Large ensembles, including Rutgers Symphony Orchestra and Rutgers Wind Ensemble have specific policies regarding leave requests for "exceptional opportunities." The policy and instructions for making such a request are available at the following link: [Mason Gross Leave Policy](#).

3.5 Grades

At both the undergraduate and graduate levels, Rutgers does not award "minus" grades. On the graduate level, only the following grades are given: [A, B+, B, C+, C, and F]. Some special grades are given as well (see below). It is important to note that grades of C+ or lower are not considered to be passing grades for graduate students.

Students in the MM may count one course with a C or C+ towards degree requirements.

DMA and AD students may petition the Graduate Oversight Committee to accept one academic course with a C or C+ to be accepted for credit toward graduation.

MA and PhD students may petition the department to allow courses in which students receive C or C+ to count towards degree requirements. Up to 9 credits may be permitted at the discretion of the department.

3.5.1 Other Grade Indications

In many circumstances, grades other than [A, B+, B, C+, C, and F] are assigned, including:

- NG – No grade
- IN– Incomplete
- PIN – Permanent Incomplete
- P – Pass
- S – Satisfactory
- NC – No credit
- W – Withdrawn from course

In most cases where NG, IN, or NC is assigned, the student should consult the instructor of the course. In most cases, only the instructor can change grades. It is vitally important that students work to complete assignments and course expectations because, in many cases, these problematic grades will automatically be reduced to a grade of F. For example, a grade of NG will turn into an F after one semester (not counting summers).

IN (Incomplete) grades may be assigned at the discretion of an instructor who believes that an extension of time is warranted for a student whose work is incomplete at the end of the semester. Grades of IN in all graduate Music Department courses (except Lecture-Recital Advisement) must be converted to a letter grade within two semesters of the initial registration. This means that, if the work is not completed for the course within two semesters, an IN will be converted into an F. Students in School 16 Programs with two or more incompletes are not permitted to

register for additional courses after until incomplete courses are completed.

Incompletes for DMA students are often used in the context of Lecture-Recital Advisement because the DMA lecture-recital paper has not been completed. A letter grade will be given for the semester in which the project is completed. All semesters with “work in progress” will remain IN and this does not affect graduation. Students are not otherwise disadvantaged by IN grades in Lecture-Recital Advisement.

If a graduate student enrolls in an undergraduate course, the grade is usually registered with the E credit prefix, indicating that the course does not count towards graduate program requirements.

With special permission, undergraduate courses may be considered to count towards graduate program requirements. In this situation, students register with the credit prefix G.

The W grade indicates that the student withdrew from the course after the drop deadline. The W will remain on the transcript and the student will not receive any credit.

The NC grade indicates the course was taken for no credit.

3.5.2 Probation and Dismissal for Artistic or Academic Reasons

The artistic and academic progress of students enrolled in the graduate programs are measured by the following three criteria:

- The level of achievement in his/her performance requirements: applied major lesson, end-of-semester jury, and ensemble
- The level of achievement in academic courses: music theory, music literature, etc.
- General progress towards completion of degree requirements with respect to the time limits established for the student’s degree program.

All MGSA students (MM, DMA, AD) may be placed on artistic probation for a grade lower than a B in performance lessons and/or semester-end juries or for insufficient progress towards the completion of the degree. Students who have been previously placed on artistic probation may be dismissed from the degree if the Graduate Oversight Committee determines the student’s subsequent progress to be insufficient. The Graduate Oversight Committee may also dismiss a student without having first placed the student on probation, if the committee deems the student’s work or academic conduct as sufficient grounds for dismissal. Students who are dismissed from their program may not return to take additional courses or resolve any incomplete grades remaining on their transcripts.

A student may appeal a recommendation for probationary continuation or dismissal to the Mason Gross School of the Arts Scholastic Standing Committee, and a second hearing is scheduled upon the student's request. Once a student has exhausted the appeal process with the faculty and receives notice of artistic dismissal from the Office of the Dean, there is no further appeal.

3.6 Registration Procedures

Registration for the Fall semester generally begins in April. Registration for Spring semester, generally begins in November. Registration for Summer courses typically begins in March.

Before these registration periods begins, the Graduate Coordinator will distribute a list and description of course offerings for the upcoming semester along with a link to a page by which students can request course registration info or schedule meetings with the Graduate Coordinator.

Once students have requested course registration info, the Graduate Coordinator will send the student index numbers and permission numbers which may be used to add the courses to the student's registration.

Students must use these index/permission numbers at [Webreg](#), in order to officially register for these courses.

Note the following "Credit Prefixes," which may on occasion be included as part of registration. In both of these cases, students still must pay tuition to enroll in such courses.

- E: Course excluded from credit toward a degree; all course requirements must be completed and a regular grade is assigned. These courses are not included when calculating a student's GPA.
- G: 300-400 level Undergraduate Course taken for credit toward the graduate degree currently sought; the course does not fulfill any curricular requirements.
- J: Course counts toward a degree but has no GPA points.

3.6.1 Late Additions

Students who wish to register for courses after the registration deadline (typically two weeks after the start of the semester), must contact the Graduate Coordinator. The Graduate Coordinator will review the request and, if appropriate, contact the Graduate Registrar on the student's behalf.

3.7 Academic Integrity and Code of Conduct

As an academic community dedicated to the creation, dissemination, and application of knowledge, Rutgers University is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic integrity is essential to the success of the University's educational and research missions, and violations of academic integrity constitute serious offenses against the entire academic community. This academic integrity policy is designed to guide students as they prepare assignments, take examinations, and perform the work necessary to complete their degree requirements.

Students are expected to adhere to the university's guidelines of Academic Integrity and Code of Conduct, which can be examined at the following links, respectively:

[Academic Integrity Policy](#)
[University Code of Student Conduct](#)

Policies and procedures governing the adjudication of academic integrity issues can be found at this page: [Academic Integrity Policies and Procedures](#).

3.8 Recitals

There are several policies and procedures related to degree recitals as outlined in the following sections.

3.8.1 Recital Repertoire

Repertoire for degree recitals must represent a level of musical sophistication and professionalism suitable for the student's degree program. Repertoire selection is made collaboratively between the student and their applied teacher, but ultimately the Area Head is responsible for approving the suitability of recital programs. Students may not repeat repertoire in any recitals or present repertoire that was included in the student's audition to enter the program.

3.8.2 Recital Panel

Solo and chamber degree recitals require the attendance of two music faculty members: the primary applied lessons teacher and a member of the performance faculty appointed by the primary teacher in consultation with area coordinator (full or part-time/adjunct; preferably from the same discipline). Part time/adjunct academic (history, theory, composition) faculty may not serve on solo and chamber recital evaluating committees.

The DMA lecture-recital has alternate requirements that are articulated fully in section [7.5.5 Lecture-Recital](#).

3.8.3 Recital Evaluations

Evaluations of student recitals are submitted to the Graduate Coordinator who makes the final determination and informs the student of the outcome. The Graduate Coordinator also sends the evaluators' comments to the students.

MM Recitals receive one of the following grades: A, B+, B, C+, C, F

DMA and AD recitals are evaluated to receive one of the following grades: "High Pass," "Pass," or "Fail."

There is no "partial passing" of degree recitals. That is to say, if a student does not pass a degree recital, they must replay the recital in its entirety or present an entirely new program.

3.8.4 Scheduling Procedures

The steps to schedule a solo or chamber degree recital are as follows:

1. The student's applied teacher arranges for the remaining member of the adjudicating committee and reserves the desired venue with Maritza McGraw via email or through [ArtSpace](#).
2. The student submits the appropriate [Student Recital Application Form](#).
3. The Front Office Manager will email the professors listed in the form. The faculty members must reply with a confirmation.
4. The Print Materials Specialist will create programs. The completed programs and parking info will be sent to the student and primary lesson instructor.

3.8.5 Recital Accompanists

Accompanists are assigned at the beginning of each semester. Students who are assigned accompanists who are themselves students taking 08:703:505 Studio Accompaniment for credit are entitled to one half recital's worth of accompaniment at no cost. Students who are assigned Staff Accompanists or Doctoral Assistant Accompanists must pay an accompanist fee of \$100 for a half recital and \$175 for a full recital. More information about accompanist policies can be found at [Mason Gross Accompanying Policies](#).

3.8.6 Date/Time Restrictions

Recitals may not be scheduled during any of the following times:

- Before the start of the 3rd week of the fall semester
- Before the 2nd week of the spring semester
- After the last day of classes in the fall and spring semester
- During reading days, final exams, or when school is not in session for breaks
- If the student is intending to graduate in a given semester, not within the last two weeks of the Fall semester or after April 15 in the Spring Semester

3.8.7 Recital Venues

Graduate degree recitals may take place in the following venues:

- Schare Recital Hall
- Shindell Choral Hall
- Nicholas Music Center
- Rehearsal Hall Room 104

Please note that Voorhees Chapel and Kirkpatrick Chapel may also be used; however, these venues may require a fee. In addition, arrangements to use these venues must be coordinated with the Director of Facilities and Scheduling. Failure to do so will result in the cancellation of the recital. To rent either of these venues, it is first necessary to contact Kevin Viscariello to check for date/time availability in the departmental calendar. Then to reserve Voorhees Chapel, students should contact [Sylvia Hove](#) of Douglass Residential College at To reserve Kirkpatrick Chapel, students should contact [J.J. Cooper](#).

Graduate Choral Conducting students will not be charged a fee for performing in Kirkpatrick Chapel as they are required to perform there with the choir.

3.8.8 Non-degree recitals

A non-degree recital may be scheduled using the same process that is described above. However, because of heavy demand at certain times of the year, not all requests can be accommodated. In the case of limited scheduling availability, priority is given to degree recitals over non-degree recitals.

3.8.9 Recital Programs

Provided the student has met all necessary deadlines for recital scheduling procedures, the Department of Music produces the programs to be distributed at degree recitals. All program information must be proofread and approved by the applied major teacher. The programs must then be submitted to the Department of Music Front Office no later than four weeks prior to the

recital. Programs are available for pick-up from the Department of Music Front Office just prior to the recital. It is the student's responsibility to have the programs distributed to the audience. This may be accomplished by placing the programs on a music stand outside the performance venue or by asking a colleague to distribute them at the door. The department usually makes 50 copies of the program. The printing of additional program notes and translations is the student's responsibility. Preparation and duplication of programs for non-degree recitals are the student's responsibilities.

3.8.10 Venue Keys, Set-up, and Clean-up

Keys to the recital venue must be obtained from the MMB Front Office 24 hours before the recital time. Please note that the office is not open on weekends. Once the recital is complete, the student must lock the venue and return the key immediately, or as soon as the office is open. It is each student's responsibility to check room set-up at least a half-hour before the recital. No items should be placed on the piano before, during, or after a recital. The student must leave the room in usable condition; this includes returning borrowed instruments or stands, clearing the stage, picking up extra programs, and removing any posted signs. A custodial fee may be imposed if the room is not left in appropriate condition.

3.8.11 Recital Parking

Approximately one week prior to the recital date, the Front Office Manager will send parking information to the student and Applied Lesson Teacher. This email will contain a link that attendees must use to register their cars for the specified designated parking lots.

3.8.12 Recordings

The Department of Music makes audio recordings of all degree recitals. Recordings are for archival purposes and may not be of professional quality. Copies of recordings may be obtained from the Front Office. For recording non-degree recitals, students are responsible for making recording arrangements with the Department's Recording Staff, or may use their own recording equipment. Students should see the Front Office Manager for details.

3.8.13 Receptions

If the recital is in Schare Recital Hall, receptions may be held only in the ground floor lobby of the Marryott Music Building. If the space is left in an unacceptable condition, a fee may be charged for custodial services. All receptions require a \$75.00 refundable deposit that must be submitted prior to the recital. Once the venue is cleaned and the trash is removed to the dumpsters, the deposit will be returned. It is the student's responsibility to pick up the uncashed check from the Department of Music's Front Office.

3.8.14 Piano Tuning for Recitals

The Department will try to schedule a tuning as close to the day of a degree recital as possible. The scheduling of piano tunings is the responsibility of the Director of Facilities and Scheduling. Tuning for weekend recitals will take place on the preceding Friday. A \$50.00 fee will be charged to students whose recital requires the tuning of a second keyboard instrument. For non-degree recitals, it is the responsibility of the student to schedule and pay for the tuning. Students should contact the Mason Gross Piano Technician [Dave Miller](#) to do so.

3.9 Academic Tools and Resources

The following tools and resources are related to academic life in the Music Department.

3.9.1 Learning Management Systems

The following LMS systems are used by many instructors in the Music Department.

3.9.1.1 Canvas

[Canvas](#) is an online platform which has been widely adopted by instructors across the university. Instructors use Canvas to distribute course materials, collect assignments, provide grades, and allow for virtual communication. Students should make sure to check the Canvas pages for each of their courses regularly.

3.9.1.2 Sakai

[Sakai](#) is another collaborative learning environment, which had been used extensively before the adoption of Canvas. Some instructors still use Sakai supplement in-class learning.

3.9.2 Student Instructional Rating Survey (SIRS)

[SIRS](#) is the principal platform in which students evaluate courses and instructors at the ends of semesters. Surveys are administered through Canvas and/or Sakai (see above).

3.9.3 Advising

The Graduate Coordinator is available to meet and advise all graduate students in the Music Department on all aspects of student and professional life. Please contact the Graduate Coordinator directly at any time to schedule a meeting or discuss any issues electronically.

3.9.4 Writing Support and ELL Services

Students who are interested in extra help with regard to language and writing skills should consult the following resources which have a variety of services to help students for whom English is a learned language.

- [Rutgers English Language Institute \(RELI\)](#)
- [Rutgers Writing Program](#)
- [Douglass Writing Center](#)

These services include drop-in tutoring, regular tutoring, and classes offered free of charge. In some cases, faculty members may mandate that students enrolled in their courses or students who are preparing their lecture-recital or dissertation advisees seek help from one of these resources.

3.10 Withdrawal from Registration or Degree Program

Students wishing to withdraw from either their current semester registration or from their degree program entirely should notify the Graduate Coordinator and follow the instructions articulated by Student Accounting, Billing, and Cashier services here: [Withdrawal from All Courses](#).

Financial and Registration Matters

4.1 Office of Student Accounting, Billing, and Cashier Services

The Office of Student Accounting, Billing, and Cashier Services is accessible at this [website](#).

The office's physical address and phone number are

Office of Student Accounting, Billing, and Cashier Services
Records Hall
620 George Street
New Brunswick, NJ 08901-1175

Phone: 848-932-2254

Hours of operation: 8:30am-4:30pm Monday-Friday

4.2 Office of Financial Services

Information about the Office of Financial Services is accessible at this [website](#).

The office's physical address and phone number are

Office of Financial Services
Records Hall
620 George Street
New Brunswick, NJ 08901-1175

Phone: 848-932-7057

Hours of operation: 8:30am-5:00pm Monday-Friday

4.3 Office of the Graduate Registrar

Information about the Office of the Registrar is accessible at this [website](#).

The office's physical address, phone number, and email address are

Office of The Registrar
Records Hall
620 George Street, Room 140
New Brunswick, NJ 08901-1175

Phone: (848) 445-7000, ext. 5 or (848) 445-2757

Email: gradreg@registrar.rutgers.edu

Hours of operation: 8:30am-5:00pm

4.4 Assistantships and Financial Aid

Fellowships and working financial awards based on musical merit are awarded through the Department of Music. For information about need-based financial aid and applications for grants, please visit the Office of Financial Services using the information above in section [4.2 Office of Financial Services](#).

4.5 Tuition, Fees

For each semester in which a student enrolls, they are required to pay tuition based on the total number of credits taken plus additional fees associated with the campus, the school, particular courses, and a computer fee for access to technological services. Additional fees may be incurred by international students on F-1 or J-1 visas and those enrolled in the university comprehensive health insurance plan.

4.6 Per-credit Cost

The tuition rates for the 2023-2024 academic year have not yet been set by the university. However, the increase to each year's tuition rates are normally incremental. 2022-2023 academic year are accessible [here](#) and listed below. More information about Tuition and Fees can be accessed [here](#).

2022-2023 School 08 tuition per-credit

NJ resident: \$843

Out-of-state resident: \$1,334

2022-2023 School 16 tuition per-credit

NJ resident: \$779

Out-of-state resident: \$1,325

4.7 Bills and Payments

Within days of registration, a student's term bill will become available electronically. Students may pay the [term bill online](#). Students who do not pay their term bill by the due date listed on the term bill risk losing their places in courses.

If students receive tuition remission, they must bring the tuition remission card that was sent by the Department of Music to the student accounting office. Information on tuition and payment options can be found at the website above.

4.8 Withdrawal and Tuition Refunds

If a student wishes to withdraw from courses or from the program entirely, it may be possible to get a full or partial tuition refund if students withdraw from registered courses by specific deadlines. See more information on this topic at the [fall registration calendar](#), the [spring registration calendar](#), and the [withdrawal procedures website](#).

4.9 International Students

International students have several additional considerations concerning visa, enrollment, and working requirements and restrictions. Visa information and compliance is handled by Rutgers Global Services. The specialist for music students is Carissa McCarthy, whose email address is carissam@global.rutgers.edu.

International students with an F-1 visa need to be registered for a full-time course load. In order to be considered full-time,

- SGS F-1 students must either (1) take at least nine credits; (2) enroll in the balance of remaining coursework credits in the current semester or anticipating registering for the remaining coursework in the following semester; or (3) must be a PhD student registered

for a minimum number of Research Credits, having already completed coursework requirements.

- MGSA F-1 students must register for either (1) at least nine credits; or (2) at least a load of courses that is consistent with on-time completion of the student's program. Students should consult the Full-Time Determination Checklists at the [MGSA Graduate Music Resources page](#) to understand their particular program's expectations for a full-time courseload.
- Students who are required to enroll in nine credits may enroll in Performance Study for more than one credit in order to satisfy this requirement.

All students with F-1 visas taking fewer than nine credits must fill out a Reduced Credit Form, available online at the [Rutgers Global Portal](#).

F-1 students are not eligible for Curricular Practical Training (CPT) until they have accrued one year of full-time academic study under their current I-20. Incoming F-1 students who transfer their I-20 from a previous institution may engage in CPT in their first year of a MGSA graduate program.

4.10 Part-Time Students Considered Full-Time for Health Insurance

Some Part-Time students may be considered Full-Time students for the purpose of obtaining health insurance through student plans. The necessary form for this purpose is found at the [MGSA Graduate Music Resources page](#).

Additional Services

5.1 Piano Maintenance

Piano maintenance is overseen by the Mason Gross Piano Technician, David Miller. Issues with pianos (tuning requirements, malfunctioning, parts replacement, moving) should be brought to his attention by either logging an issue on the Piano Maintenance Log in the Front Office or by contacting him directly by [email](#) or at 848-932-6686.

5.2 Rutgers Concert Bureau

The Rutgers Concert Bureau provides students with performance-related job opportunities including engagements for Rutgers events, weddings, corporate events, library concerts and private parties. To register to be listed for professional opportunities, submit the required form to the Concert Bureau Manager, [J.J. Cooper](#).

5.3 Electronic Services and Resources

There are many electronic services, portals, and resources relevant to student life at Mason Gross. Some of the most important websites and resources are listed here:

5.3.1 RUID

All students are assigned an RUID number when accepted to the university. This number is in the form of xxx-00-xxxx. This serves as the main identification number for students, faculty, and staff. It is necessary to know your RUID number for registration purposes and for setting up a NetID (which is used to access all electronic services at Rutgers).

In order to obtain an RUID or to retrieve a forgotten RUID number, see [this website](#).

5.3.2 NetID

All faculty, staff, students and guests are also assigned a Rutgers unique identifier known as a NetID, generally comprised of a combination of initials and number s(e.g. jq27). In order to access many of the electronic services available to you at Rutgers, you need to activate your Rutgers NetID. Your assigned NetID will appear on the activation screen.

NetID activation and management, as well as password management and email management are accessible at the [NetID Management website](#).

5.3.3 MyRutgers

The [MyRutgers](#) portal is a homepage for many relevant computing services, academic resources, campus services and information, employee services, campus life information, and campus news. It is accessible by logging in using a NetID.

5.3.4 ScarletMail and ScarletApps

School email, calendar, and a cloud-based word processing platform are administered through Google Apps for Education. Students are required to maintain and check their Rutgers email account so that administrators and faculty can maintain active communication to all students. The default email address which is assigned to all students is in the form [NetID]@scarletmail.rutgers.edu, however email aliases can be set up at [NetID Management website](#).

In order to activate ScarletMail and other Google services, go to the [ScarletApps website](#)

Accessing ScarletMail directly is possible [here](#).

5.3.5 Online Schedule of Classes, WebReg

Students may view the [online schedule of course offerings](#) for a given semester.

Electronic registration for courses is accomplished using [WebReg](#).

5.3.6 Canvas and Sakai

See information about Canvas and Sakai in section [3.9.1 Learning Management Systems](#), above.

5.3.7 Transcripts

The [student unofficial transcript](#) and grades system is accessible online.

Official transcripts can be requested at [this webpage](#).

5.3.8 Online Directory

An [online directory](#) contains contact information for all students, faculty, and staff of Rutgers University.

5.3.9 RUWireless and RUWireless Secure

Rutgers University has wireless network access throughout the university campuses. All the university students, faculty, staff, as well as sponsored guests, are able to use the RUWireless system in the many community spaces, dorms, and departmental buildings where it is available.

RUWireless is an open wireless network that only encrypts your login credentials (NetID and password). All other data is unencrypted. This network is used for initially connecting and configuring RUWireless Secure and for unencrypted wireless access for Rutgers guests who do NOT have a NetID and password

RUWireless Secure is the preferred encrypted wireless network. It requires an initial one-time configuration for each device and then allows a secure, automatic connection for that device. Although the RUWireless Secure network will not be visible if you have not completed the initial configuration, RUWireless Secure is available anywhere RUWireless is broadcast.

In order to set up a computer, smartphone, or other device for access to these wireless networks, see [more information here](#).

5.3.10 ArtSpace and ArtData

[ArtSpace](#) is the system which displays all room reservation information. It is also the tool which faculty can use to make room scheduling requests.

[ArtData](#) is the Mason Gross calendar that lists all performances and public scheduled activities.

5.3.11 Office of Information Technology

Any issues with computing technology, access to electronic services, or general questions about computer access on campus should be addressed to the [Office of Information Technology](#). The office also has a [help desk](#) on the Busch Campus.

5.4 Rutgers Global

International students requiring assistance with issues related to visas, curricular practical training, maintenance of full-time status, and other issues should contact [Meghan Cote](#) at Rutgers Global Services. She can be reached by email or at 848-932-7015.

5.4.1 Rutgers Global Portal

Many of the various forms required from students on F-1 Visas are now submitted electronically through the [Rutgers Global Portal](#). Some of the forms and procedures conducted through the portal include:

- Reduced Credit Form
- Curricular Practical Training Form
- Optional Practical Training Form
- Readmission Form
- Transfer of I-20 Form
- Extension of Program Form

5.5 Graduate Student Housing

There are various resources for both on-campus and off-campus student housing. General information about graduate student life is available at the [Graduate Student Life website](#).

5.5.1 On-Campus Student Housing

Information about on-campus graduate housing is available [here](#).

5.5.2 Off-Campus Student Housing

General information about off-campus life with listings of off-campus housing options is available [here](#).

5.6 In-State Residency

Because tuition varies based on in-state or out-of-state status, students may be interested in establishing New Jersey residency. It is university policy that legal residency must be established for 12 consecutive months prior to the date of enrollment, though some students have in the past been granted recognition of New Jersey residency despite having lived in the state for fewer than 12 months. In order to request a change of residency status, students must submit a request to the registrar. More information and necessary forms are available at [this Registrar page](#). Documents can be submitted to marthaw@registrar.rutgers.edu.

5.7 Dining Services

Students wishing to enroll in a meal plan or who wish to learn about the dining services options should find information at the [Rutgers Dining Services website](#).

5.8 Student ID Cards

The RUconnection card is the sole identification card issued to Rutgers faculty, staff, students, guests, and other individuals who have an official affiliation with Rutgers, The State University of New Jersey. This unified photo ID card serves as the primary form of identity verification throughout the university.

The following website provides specific information indicates the [ID Card Office locations](#).

5.9 Department of Transportation Services

The [Rutgers Department of Transportation website](#) contains information about Permits, Parking, Busses, and other information.

5.9.1 Parking

Student parking permits are available to allow parking near the Music Department buildings. There are several different permits with various restrictions. A “Douglass Commuter Permit” will allow students to park in lot 79 during the day. More information can be found at the [Student Parking Permits page](#).

Note that Lot 73 (in front and behind MMB) is for faculty and staff with a different parking permit. Students are not allowed to park in this lot. Those who violate this regulation are subject to ticketing and/or towing.

Students who are hired as co-adjutants as part of their graduate award may be eligible for reduced-cost parking permits once the official hiring process is completed. Students interested in purchasing co-adjutant permits should contact info_dots@ipo.rutgers.edu.

5.9.2 Campus Buses

The Rutgers-New Brunswick/Piscataway inter-campus bus and shuttle system is a service provided for all five campuses. It is available to all members of the university community. The routes which serve the closest stop to the Department of Music (Gibbons Hall) are the EE and F Routes. Further information can be found at the [DOTS website](#).

5.10 Student Health and Psychological Services

Mason Gross School of the Arts is concerned with the health, welfare, and safety of everyone in the Department of Music community. We urge students to take advantage of the resources listed below, not only if you are experiencing difficulty, but also as a method of avoiding issues before they begin. These will assist you in making your time at Mason Gross positive and productive.

Rutgers Health Services is dedicated to health for the whole student, body, mind, and spirit. Health Services accomplishes this through a staff of qualified clinicians and support staff and delivers services at a number of locations throughout the New Brunswick-Piscataway area. To schedule an appointment or learn more about available health services visit the [Student Health website](#) or call 848-932-7402.

There is a physical therapist on staff assigned to Mason Gross named Hollie Palmisano. To make an appointment, contact health services.

Counseling, Alcohol/Drug, and Psychological Services (CAPS) is accessible to all members of the Rutgers community. Information about these services can also be found at the [Student Health website](#) or by calling 848-932-7402.

5.10.1 Student Health Insurance

Full-time students have a fee included in their tuition bill for the Rutgers University Health Services and [University Health Plans](#) Insurance. Part-time students may elect to pay this fee and receive the same benefits. All international students in F-1 or J-1 immigration status are required to purchase the university's comprehensive medical health insurance plans unless they have proof of alternative coverage that meets or exceeds the university's coverage requirements. Regardless of the number of credits carried, international students automatically have included on their term bills charges for both basic and major medical coverage. More information can be found on the university's [Health Insurance website](#).

5.10.2 Hearing and Vocal Health

Hearing loss is a common occupational problem among musicians. In addition to annual hearing check-ups, musicians are advised to utilize musician's earplugs when in long practicing sessions and rehearsals. These earplugs are specifically designed to attenuate sound equally across the frequency range to maintain the fidelity of sound, while providing hearing protection. Fact sheets regarding appropriate ear protection and preventative measures for musicians, as well as a list of auditory dangers associated with specific instrument locations and recommended ear attenuators, can be found at [Audiology Online](#).

For education about vocal health, the Department of Music regularly offers a Singer's Wellness Course: 08:702:517 Vocal Health: The Care and Use of the Professional Voice.

Voice students should become aware of best practices for vocal health early in their studies. Students should use the following websites for informational purposes (not for self-diagnosis). Should vocal problems persist beyond two weeks, students are strongly advised to seek the help of a qualified ENT physician by referral from an established voice teacher.

Some of the best online resources are listed below:

- [The National Center for Voice and Speech](#) (includes tutorials and much helpful information pertaining to voice usage, as well as a [list of medications](#) and their effect on the voice.)
- [The Bastian Voice Institute](#) (the leading ENT in the United States)
- [The Voice Academy](#) (a virtual school created for the vocal health of teachers)
- [Duke Voice Care Center](#)
- [Texas Voice Center](#)

5.11 Writing Program and Writing Center

The following university resources offer extra help with regard to language and writing skill. Students should consult the following resources which have a variety of services to help students.

- [Rutgers English Language Institute \(RELI\)](#)
- [Rutgers Writing Program](#)
- [Douglass Writing Center](#)

5.12 Office of Disability Services

The Office of Disability Services is dedicated to ensuring that all Rutgers University students given equal opportunity, access, and participation in the University's courses, programs, activities, services and facilities. We recognize that diverse abilities are a source of strength, empowerment, and enrichment for the entire university community and we are committed to the elimination of physical, instructional, and attitudinal barriers by promoting awareness and understanding throughout the university community.

Information about the Office of Disability Services is accessible at the [ODS website](#)

The office's physical address, phone number, and email are:

Office of Disability Services-New Brunswick
Lucy Stone Hall, Suite A145
Livingston Campus
54 Joyce Kilmer Avenue
Piscataway, NJ 08854-8045

Phone: 848.445.6800

E-mail: dsoffice@echo.rutgers.edu

5.13 Campus Safety and Emergency Information

For any emergency or crime in progress, CALL 911

Non-emergency Rutgers Police: 732-932-7211

University Public Safety is on the job 24 hours a day, 365 days a year to ensure a safe environment and prevent crime at Rutgers University–New Brunswick. Campus safety is of paramount importance and security depends on everyone knowing [what to do in case of an emergency](#).

Shuttle services and on-campus walking buddies provide extra security as students, faculty, and staff get to their destinations.

- [Walking Buddy](#): 732-932-7211 or use a campus emergency phone
- [Knight Mover Shuttle](#): 732-932-RIDE (7433)

5.14 Sexual Harassment, Domestic Violence, or Stalking

848-932-7111 Violence Prevention and Victim Assistance

848-932-8576 Title IX Compliance Officer

5.15 Student Conduct Violation

Report a Student Conduct Violation at [this website](#) or by calling 848-932-9414.

5.16 Non-Discrimination Policy

Rutgers University has several policies protecting members of the community. Please see the links below to access them

[Policy Prohibiting Discrimination and Harassment](#)
[Nondiscrimination Statement](#)

[Rutgers University Code of Student Conduct](#)

5.17 Issues between Students and their Applied Major Teachers

If there is a problem with scheduling, grading, or any other issue regarding lessons, the student should first attempt to address the issue with the teacher if possible. Failing that, the student should approach the following individuals for help, in this order: the Area Head, the Undergraduate Advisor or Graduate Coordinator, the Associate Director, the Director, and then the Dean of Students, until the problem is resolved.

Ensembles

6.1 Ensemble Descriptions

6.1.1 Orchestral Ensembles

Rutgers Symphony Orchestra – One of the nation’s leading conservatory orchestras, the Rutgers Symphony Orchestra features some of the finest graduate and undergraduate musicians enrolled at the school. Presenting an annual concert series of five symphonic programs and a main-stage opera, the RSO aims to prepare students for professional careers as orchestral musicians through engagement with the major symphonic repertoire.

Rutgers Sinfonia – The Rutgers Sinfonia, founded in 1995 as Rutgers Philharmonia, draws its membership primarily from the Rutgers undergraduate student body, supplemented by the most talented players from the larger Rutgers community, including students at area high schools who participate in the Young Artist Program of the Mason Gross Extension Division. The Sinfonia performs once each semester, concentrating on the central works of the orchestral repertoire.

6.1.2 Wind Bands

Rutgers Wind Ensemble – The Rutgers Wind Ensemble, founded during the early 1960s, performs masterworks of the wind repertoire and new works, including pieces composed expressly for the group.

Rutgers Symphonic Winds – The Rutgers Symphonic Winds is the newest addition to the Rutgers Band offerings. The ensemble performs both standard and contemporary literature from the wind-band repertoire. The ensemble, which has performed with guest artists, is comprised of both music and non-music majors and presents at least two concerts each semester.

Rutgers Symphony Band – The Rutgers Symphony Band performs both standard and contemporary literature from the wind-band repertoire while placing emphasis on the development of technical and musical skills. The group is comprised of both music and non-music majors and presents at least two concerts each semester.

Rutgers Concert Band – The Rutgers Concert Band is open to non-music majors, rehearses once a week in the spring semester only, and presents at least one concert during the semester. The Concert Band performs both standard and contemporary literature from the wind-band repertoire.

Rutgers Marching Band – The Rutgers University Marching Band, “The Pride of New Jersey,” is the ultimate unity of music and motion. Founded in 1915 as a military drill band, the band has grown to become a source of pride for the university and state of New Jersey. For nearly 100 years the band has thrilled thousands of fans with exciting performances. The Marching Scarlet Knights tradition of excellence continues as the band takes the field for all home football games.

6.1.3 Vocal Ensembles

Kirkpatrick Choir – with approximately 60 members, is the most advanced choir at the Mason Gross School of the Arts at Rutgers University. Its mission is to educate professional musicians through performance. The Rutgers Kirkpatrick Choir performs a significant repertoire of major choral orchestral masterworks, Baroque music accompanied by period instruments, and important works of the 20th and 21st century.

Rutgers University Choir – The Rutgers University Choir is a large mixed ensemble that performs standard choral repertory in two concerts a year.

Voorhees Choir – The Voorhees Choir maintains a membership of 65 voices, representing women of the university. The choir presents two major concerts each year and serves as the official college choir at Douglass Residential College events, such as the Yule Log, Sacred Path, and commencement ceremonies.

Glee Club – The Rutgers University Glee Club is one of the oldest and most distinguished men's choruses in the United States. Tracing its roots back to 1872, the Rutgers Glee Club has been among the nation's premier collegiate choirs for one hundred and forty years.

Opera Workshop – Founded in the 1980s, the Opera Institute at Rutgers prepares students for the world of professional opera. Each year the school presents one or two full productions and staged scenes. Past productions include *The Marriage of Figaro*, *Falstaff*, *Dialogues of the Carmelites*, and *Fidelio*. The Opera Workshop performs fully staged scenes programs. The Opera Institute at Rutgers hosts outreach programs and master classes with renowned artists.

6.1.4 Jazz Ensembles

Rutgers Jazz Ensembles I and II – The primary large jazz ensembles of Mason Gross perform two concerts each semester.

Jazz Chamber Ensembles – Various small jazz combo ensembles that perform in a variety of settings and styles throughout the semester.

Alternate Large Ensembles

9-12-piece ensembles that cover various niche styles and genres. In some cases, students will use one of these ensembles to satisfy their large ensemble requirements if they have not been placed into Jazz Ensemble I or II

6.1.5 Small Ensembles

HELIX! – The new music ensemble of Rutgers University was founded in 1990 by Paul Hoffmann and is devoted to the presentation of classical music from the 20th and 21st centuries, with an emphasis on music composed since 1950. The instrumentation of the group is typically flute (doubling piccolo and alto flute), clarinet (doubling bass clarinet), violin, cello, piano, and percussion. Since its inception, HELIX! has premiered many compositions written especially for the group and has performed numerous pieces by major contemporary composers. The group has performed at New York City's Lincoln Center and (le) Poisson Rouge, the Noyes Museum in New Jersey, and at various colleges on the East Coast.

Chamber Ensembles – Various chamber music ensembles are formed each semester and perform in student recitals and lunchtime chamber concerts, as well as the Chamber Music Competition and Winners Concert each semester.

Rutgers Baroque Players – Mason Gross's early-music ensemble which performs on period instruments using historically-informed performance practices. The ensemble regularly works with leading professionals in the field of historical performance from the New York area.

Rutgers Percussion Ensemble – The Rutgers Percussion Ensemble focuses on developing chamber-music sensitivity in the performance of a wide spectrum of percussion music, including recent avant-garde compositions, standard repertory, popular favorites, and Brazilian and African drumming.

Afro-Cuban Ensemble – A percussion-driven ensemble that explores Folkloric African music and styles from the Cuban drumming tradition.

6.2 Audition Procedures and Part Assignments

All performance students are required to audition at the outset of each semester for placement in large ensembles.

Information about jazz ensemble auditions can be found at the [Rutgers Jazz website](#).

Information about audition schedules and requirements for all other ensembles can be found at the [Large Ensemble Auditions website](#).

All students are required to adhere to ensemble, part, and role assignments. Students may not elect to decline roles or assignments. Any issues about ensemble placement should be brought to the attention of the Graduate Coordinator.

6.3 Concert Schedule

Concert schedules for large ensembles are distributed at the beginning of the semester. Students can also view the entire calendar of [Department of Music events](#).

Degree Programs

7.1 Overview of degree and diploma programs

This section outlines the degree requirements and features of the specific degree and diploma programs offered by the Mason Gross Department of Music. Any questions about these requirements should be directed to the Graduate Coordinator.

7.1.1 School 08 Programs: Master of Music, Doctor of Musical Arts, Artist Diploma

The graduate-level degree programs of the Department of Music of the Mason Gross School of the Arts are:

- Master of Music – A two-year program focused on applied study in a particular field, but also requiring a broad curriculum of academic music courses, culminating in a performance and a comprehensive exam. Specializations of the degree are:
 - Performance
 - Conducting
 - Music Education
 - Jazz
 - Voice with a Concentration in Opera

- Doctor of Musical Arts – A three-year program of applied study and diverse coursework, requiring several recitals, a research-based lecture-recital, pedagogical training, and comprehensive examinations. This is the culminating degree of performance and academic study. Specializations of the degree are:
 - Performance
 - Conducting
 - Music Education

- Artist Diploma – A program focusing intensively on applied study and performance, requiring a substantial number of performances. Specializations of this program are:
 - Performance (three years)
 - Opera (two years)

7.1.2 School 16 Programs: Master of Arts, Doctor of Philosophy

The music programs of the School of Graduate Studies are:

- Master of Arts – A two-year academically-oriented course of study organized around scholarly research and education of the student's concentration, culminating in a series of comprehensive examinations and a research project or composition portfolio as required by the individual degree program. This degree is offered in the following concentrations:
 - Musicology
 - Music Theory
 - Composition

- Doctor of Philosophy – An extensive course of study comprising the culminating degree in music academia. The degree entails extensive coursework, qualifying examinations,

and a substantial dissertation, as required by the individual degree program. The concentrations of this degree are:

- Musicology
- Music Theory
- Composition

7.2 General Academic Requirements

The following information applies to many of the graduate degree programs of the Department of Music. Information about specific degree requirements is outlined in sections 7.4 through 7.11.

7.2.1 Diagnostic Requirements

Incoming students in many programs are required to complete a Writing Proficiency Exercise, a Diagnostic Exam in Music History, and a Diagnostic Exam in Music Theory before being eligible to register for academic courses that will count towards their degree. Students who enter one of the graduate programs holding a music degree from Mason Gross are not required to take the diagnostic exam. Applicants to graduate degree programs who do not have an undergraduate degree in music may be required to take one or more extra exams to determine their qualifications to pursue Master's-level work in the field.

7.2.1.1 Graduate Writing Proficiency Exercise

All students applying for the MM program whose undergraduate degrees are from schools in which English is not a primary language of instruction and all students applying to the DMA program (except those entering already holding a degree from the MGSA Music Department) must complete a written exercise that is administered during the audition period. Applicants are presented with a short article or book passage about music. In an essay of approximately 400 words, applicants respond to a short series of questions to test their understanding of the excerpt. Non-native English speakers may bring a printed foreign-language dictionary (electronic dictionaries, smartphone apps, and other translators are not allowed).

Students who do not pass the writing exercise will not be allowed to enroll in classes in music history, theory, literature, or performance practice. Students may attempt the writing exercise no more than two times before the start of their first semester and no more than three times in total. The exercise is usually administered periodically each year in addition to the audition day.

Based on the results of the writing exercise, some students may be admitted to the program with a requirement to enroll in 08:702:506 Writing About Music and will need to pass the course with a grade of a B or above. Students who fail to earn a B or above may repeat the course, but it may not be taken more than two times. Students who fail to earn a B two times will be dismissed from the program. Students who are required to enroll in Writing About Music may take the diagnostic exam before successful completion of that course, but they may not enroll in any musicology or music theory courses until they have completed the course and earned a grade of B or above.

Other students who do not pass the writing exercise may be required to enroll in a course of study in the Rutgers Writing Program's ELL course in order to obtain sufficient proficiency in English writing and comprehension. Those students will be required to retake the Graduate Writing Proficiency Exercise before being allowed to enroll in academic coursework.

7.2.1.2 Diagnostic Exams

Students entering graduate programs at Mason Gross (except for students entering the MM in Jazz, the AD program, or students who already hold a degree from the MGSA Music Department) are required to take diagnostic exams in music history and music theory prior to registration in music theory, musicology, literature, and other academic classes. Students are allowed to attempt each of the diagnostic exams a maximum of two times preceding the start of their semester of first enrollment.

Study guides for the diagnostic exams are available at the bottom of this page: [Diagnostic Exam Study Materials](#)

These tests are typically administered in early-June and in late-August. Students who take and pass the June diagnostic exam will be given first preference for Fall registration. Occasionally, the diagnostic exams are also administered in January at the discretion of the Graduate Coordinator. Students who wish to take the exam(s) must register through a process administered by the Graduate Coordinator.

If, for any reason, a student has not taken both portions of the diagnostic exam (history and theory) within one calendar year of admission, the student will be administratively withdrawn from the program. Special scheduling accommodations may be provided for Music Education students in cases where the scheduled exam dates conflict with public school teaching schedules. Students are asked to make such arrangements in advance with the Graduate Coordinator.

Students who do not pass the theory diagnostic exam before their first semester of enrollment in the program are required to enroll in the three-credit Music Theory Review (16:700:511); this course does not fulfill curricular requirements in music theory. Successful completion of the course with a grade of a B or above will allow students to be eligible to take graduate courses in music theory. Students who fail to obtain a grade of B or above may retake the course. If the student fails a second time to obtain a grade of B or above, they will be administratively withdrawn from the degree program.

Students who do not pass the history diagnostic exam before their first semester of enrollment in the program are required to enroll in the three-credit Music History Review (16:700:509). This class does not fulfill curricular requirements in music history. Successful completion of either of the courses with a grade of a B or above will allow students to be eligible to take graduate courses in music history. Students who fail to obtain a grade of B or above may retake the course. If the student fails a second time to obtain a grade of B or above, they will be administratively withdrawn from the degree program.

7.2.2 Applied Major Lesson Policies

Students registered for applied major lessons receive twelve hour-long lessons, spread evenly over the course of the semester. If both teacher and student agree, these may be condensed into 90-minute lessons, as long as the total number of minutes of lessons in the semester is 720.

If a faculty member needs to cancel a lesson due to illness or other emergency, the lesson time must be made up later in the same semester. If a student cancels a lesson, the teacher should

make every effort to make up the missed time. More than one unexcused student cancellation will result in a failing grade for the semester of applied lessons.

Lessons must be given on campus. Lessons are private – that is, they involve one teacher and one student. At the student’s request, the lesson may involve a chamber group preparing for a performance, as long as the focus is on the individual student’s work. Group lessons, if any, should be in addition to the required number of private lessons per semester and announced ahead of time on the syllabus. Lessons may be observed by another student with permission of both the instructor and the student.

Each student is required to take applied lessons each semester from the time they begin the program until the satisfaction of the lesson requirements for the individual student’s program. That is to say that students may not skip a semester of lessons without a special exception from the Graduate Coordinator. Students are ineligible to take applied lessons in any semester in which they are not registered for, and actively participating in, their assigned large ensemble or, in the case of piano students, chamber ensemble or studio accompanying. The Department of Music also does not allow registration for applied major lessons beyond the requirements for the degree.

Students are not permitted to take lessons with anyone other than their regular studio instructor without the knowledge and permission of their regular studio instructor. Faculty are not permitted to pressure students to join a studio other than the one to which they were assigned.

Other policies pertaining to applied major lessons appear in the Music Department’s faculty handbook.

7.2.3 Chamber Ensemble Policies

Students who are registered for chamber ensembles receive ten hours of coachings per semester. At least three chamber coachings must be completed by the midpoint of the semester. All students in groups in which at least one student is registered for credit must perform publicly at least once during the semester. Students must log their chamber coachings and their performance using the online form which is distributed at the beginning of each semester by the Coordinator of Chamber Music. In addition to 08:703:555/6, the following courses also satisfy Chamber Ensemble credit: Baroque Ensemble, Percussion Ensemble, Latin American Chamber Music Ensemble, and Afro Cuban Ensemble. HELIX can satisfy a chamber ensemble credit requirement only with advance permission from the Graduate Coordinator, granted in consideration of the semester’s repertoire.

7.2.4 Lecture-Recital Advisement

Students working on their Lecture-Recitals register for 08:702:603/604 Lecture-Recital Advisement. This course is one credit and should be taken for each semester that the student is working with their Lecture-Recital Advisor towards the completion of the Lecture-Recital and the accompanying written document. More information about Lecture-Recital Advisement can be found in section [7.5.5 Lecture-Recital](#).

7.2.5 Practical Training Courses

Students register for 08:702:597 Practical Training Pedagogical, 08:702:598 Practical Training Performance, or 08:702:599 Practical Training Arts Administration and Industry (each a 0-credit

course) to signify their engagement with work outside of Music Department curricula that is directly related to their field of study. These courses enables proper acknowledgement of this work required for the DMA degree on the student's transcript and enables the Music Department to undertake a formal assessment of the Practical Training. These courses are designed to promote engagement in the teaching/performance work in a manner that supports the student's academic studies.

Students register for 08:702:597 when teaching music lessons at an external music school or when teaching non-major students at the Music Department. Students engaging in this teaching may or may not be doing so to satisfy the DMA Pedagogical Component requirement. Students register for 08:702:598 when engaging in performance opportunities with ensembles or organizations outside of the Music Department. Students register for 08:702:599 when engaging in projects related to arts administration or other projects in arts industry.

7.2.6 Independent Study

Independent study is a "by arrangement" credit course, meaning that students can enroll in the course for one or more credits as needed. Students are enrolled in either 16:700:601/602, 08:703:599, or 08:703:699 in a variety of circumstances including the following:

- The student is working on an independent project with a faculty member towards his or her degree.
- The student is working on a curricular practical training (CPT) project for which registration in 08:702:597 or 08:702:598 are not appropriate.
- The student has exhausted his or her two semesters of matriculation continued (see below) and must register for a credit, despite not enrolling in any courses

7.2.6.1 Independent Study Projects

Students who register for 16:700:601/602, 08:703:599, or 08:703:699 with the intention of working with a faculty member on an independent project are required to submit to the Graduate Coordinator a syllabus on which both the student and the faculty advisor have agreed. The syllabus must contain information about the purpose of the study, appropriate number of credits for which the student should register, a planned meeting schedule with the faculty member, methodology of the project including assignment descriptions, and clear evaluation criteria. Approval from the Graduate Coordinator is required for enrollment in Independent Study.

7.2.7 Summer Session Courses

Most classes for graduate students are offered only during the Fall and Spring Semesters. However, there are usually two Music Department courses that are offered during the summer session, between late-June and early-August:

- 08:702:550 – Special Topics in Music History
- 16:700:525 – Studies in Music Analysis

Additionally, courses for Music Education students may also be offered during the summer.

DMA, MA, and PhD students may also take the Summer Foreign Language Reading Knowledge Course to satisfy the Foreign Language Proficiency Requirement (see the following section).

7.2.8 Foreign Language Proficiency Requirements

Doctor of Musical Arts, Master of Arts, and Doctor of Philosophy students are required to demonstrate reading proficiency in one or more foreign languages. Specific options for the languages by which students can satisfy this requirement are indicated on the program requirement checklists below. If a student wishes to petition for a substitution of a language not on the list of approved options because of relevance to the student's research interest, they must submit a proposal to the Graduate Coordinator for consideration before taking the course or exam in question. Note that this requirement must be completed before DMA students are eligible to take written comprehensive exams.

The Foreign Language Proficiency Requirements can be satisfied in one of three ways.

1. Passing the Graduate Language Proficiency Exam administered by The Language Center. These tests are offered regularly, though students must register in advance. More information about these exams, including exam dates, can be found at the [Graduate Proficiency Exam website](#).
2. Completion of the tuition-free summer language course for graduate students with a grade of B+ or better. These courses are exclusively focused on reading skills and are intensive in nature, and they have strict attendance policies. More information is available at the [Summer Reading Knowledge Course website](#).
3. Occasionally allowed with advance permission from the Graduate Coordinator is the completion of certain foreign-language courses offered by the School of Arts and Sciences with a grade of A. However, this approach necessitates additional tuition and can cause scheduling complications or other challenges.

7.2.9 Foreign Language Proficiency Requirements for Opera Students

Students in the MM in Opera and AD in Opera programs complete required courses in diction and IPA/Translation Proficiency exams administered in the Spring semesters. These exams contain exercises of IPA transcription in English, French, Italian, and German as well as translation exercises in French, Italian, and German with the aid of foreign-language dictionaries. Information about these exams will be announced by the Graduate Coordinator at the beginning of the Spring semester.

7.2.10 Juries

Most performance programs have requirements for students to play end-of-semester juries, which inform students' semester grades for applied lessons. These requirements vary by area and are listed below.

7.2.10.1 Voice Juries

Each semester of voice study will culminate in a jury presentation for the members of the voice faculty. The student is excused from the voice jury requirement at the end of the semester when a successful recital or successful performance of an approved opera role is presented and evaluated as a solo recital. The voice jury will consist of fifteen minutes of music performed by memory that represents a variety of repertoire studied in lessons during the course of the semester and chosen with the approval of the major teacher. Art song, oratorio and opera are accepted for juries.

7.2.10.2 Juries for Voice with a Concentration in Opera

Each semester of study in the MM and AD with concentration in opera culminate in a voice jury presentation for the members of the Opera Institute voice faculty. The student is excused from the voice jury requirement at the end of the semester when a successful performance of an approved opera role or lecture recital is presented. The voice jury will consist of fifteen minutes of operatic repertoire that represents a variety of styles and languages, studied during the course of the semester and chosen with the approval of the major teacher. Only opera arias are acceptable for juries.

7.2.10.3 Brass Juries

All brass students are required to present a jury each semester in which they do not play a recital. The jury includes in the following:

- During the first semester, students are required to play all major and minor scales. Students who do not demonstrate appropriate proficiency will be asked to repeat these in future juries.
- A major solo from the repertoire, accompanied by piano
- 3-4 major orchestral excerpts (approved by the primary applied instructor)

7.2.10.4 String Juries

String players play juries consisting of ten minutes of music, either from two different works or two movements from same work. These may be works that will be performed on future recitals. The student's professor has final determination of repertoire for juries. Students play juries in each semester in which they do not perform a degree recital.

7.2.10.5 Piano Juries

All MM piano students must play a jury in every semester in which they are enrolled in Applied Major Lessons, except in semesters during which they perform a degree recital. All DMA and AD piano students must play a jury in every semester unless they played either a recital or a jury in either the current or previous semester. MM juries consist of 20 minutes of repertoire. DMA juries consist of 25 minutes of repertoire. All repertoire must be memorized, though exceptions for certain 20th-century works may be granted by the Area Head on a case-by-case basis.

7.2.10.6 Woodwind Juries

MM, DMA, and AD woodwinds students play juries every semester except those semesters in which they play degree recitals. If the student plays only a non-degree recital in a particular semester, they must also play a jury in that semester. Graduate woodwind students play 10 minutes of repertoire. This could be a single work for solo instrument or solo instrument with piano, or portion(s) of such work or multiple such works. It could also be a selection of orchestral excerpts.

7.2.10.7 Percussion Juries

Graduate Percussion juries occur at the end of both the Fall and Spring semesters. If a student completes a recital, they are not required to perform a jury during that particular semester. Jury repertoire varies from semester to semester and is announced well in advance of the jury date.

7.2.10.8 Jazz Juries

All MM Jazz majors must have ten jazz selections memorized each semester including both melody and chords. One or two will be chosen at random at the jury to perform and to solo on. At least two of the ten must be a Charles Mingus selection. Repertoire becomes more advanced each semester, as outlined on our selection-list on rutgersjazz.net under "Level/Year". Students are also tested on sight reading and on jazz theory, including scales, outline or form chords, and standard forms which become progressively more advanced each semester.

3rd-semester MM students who are not piano majors undergo a [Grad Jazz Keyboard exam](#) consisting of scales, cadences, chord structures, and standard forms.

Jazz Drum-majors must demonstrate [Jazz Keyboard Proficiencies](#) each semester that include semester level scales and chords and the performance of a memorized standard tune.

MM students with a scheduled senior recital do not take a jury in that given semester. This is typically done in the fourth and final semester of the degree.

7.2.11 Outside Professional Activities

The graduate programs of the Music Department are designed to prepare musicians and scholars for successful professional lives in the musical world. A major component of this endeavor involves supporting students as they pursue relevant professional activities and grow their network while enrolled in the program. To that end, students are strongly encouraged to pursue professional opportunities and are supported by the department in engaging with work relevant to their studies. Students who engage in outside work may register for one of the Practical Training courses (08:702:597, 598, or 599) in order to receive formal department approval and acknowledgement for these pursuits. While different students will be afforded different opportunities according to their skills, network, and goals, this professional development is an expected component of the experience of all Music Department graduate students.

7.3 Registration

Students are responsible for registering for courses for coming semesters through WebReg and meeting with the Graduate Coordinator for permission numbers and general guidance on course selection. More detailed information about registration is in section [3.6 Registration Procedures](#) above.

7.4 Master of Music Programs (excluding Music Education)

The following information pertains to Master's students, excluding those in Music Education, who may find information relevant to their degree program in section [7.6 Music Education Programs](#) below.

7.4.1 Diagnostic Evaluations

MM students are required to complete the diagnostic requirements as outlined above in section [7.2.1 Diagnostic Requirements](#). All MM students (other than Jazz students) must take the including the Diagnostic Examinations in Music History and Music Theory. All international MM students must take the Writing Exercise administered during auditions.

7.4.2 Ensemble Requirements

All Master's students (excluding those in the Music Education program and those in the Piano concentration) are required to enroll in one large ensemble each semester in which they are taking Applied Major Lessons. The department may assign any student to any of the ensembles in order to meet this requirement. All Music Department majors are expected to audition for the required ensembles appropriate to their major area as indicated above in section [6.2 Audition Procedures](#). The following ensembles fulfill the primary curricular large ensemble based upon department assignment:

Instrumental Performance

Orchestra (strings)

Orchestra/Wind Ensemble (brass, woodwinds, percussion)

Symphonic Winds (brass, woodwinds, percussion)

Symphony Band (brass, woodwinds, percussion, harp)

Jazz Majors

Jazz Ensemble I

Jazz Ensemble II

Voice Majors

Opera Workshop

Conducting Majors

(see section [7.4.9 Large Ensemble Requirement for Conductors](#))

Organ Majors

Vocal Ensembles (up to three of the six required semesters)

Any large ensemble which requires organ for a performance

Rutgers University Baroque Ensemble

Chamber Ensemble (up to three of the six required semesters)

7.4.3 Piano Chamber Music and Studio Accompanying

Instead of participation in large ensembles, Master's piano students are required to enroll in either 08:703:505 Studio Accompanying or 08:703:555 Chamber Ensemble for each of the four semesters of the degree's coursework.

7.4.4 Elective Course Requirement

For most MM programs, a number of elective course credits are required for the program. Most students satisfy these requirements by taking courses within the Music Department. However, it is permissible for students to fulfil this requirement through courses taken outside of the department subject to approval by the Graduate Oversight Committee. If a student wishes to pursue such an option, they must petition the committee by sending a letter to the Graduate Coordinator, detailing and justifying the proposed course of study. Certain stipulations may be imposed in such situations (e.g. undergraduate courses may require additional coursework commensurate with a graduate-level class).

7.4.5 Recital Requirements

Master's degree recitals require registration for Performance Project (08:703:601, 1 credit) during the semester in which the recital is presented. All Master's recitals must be between 50-60 minutes in duration and may include a brief intermission.

Procedures for scheduling recitals as well as rules pertaining to recitals are detailed above in section [3.6 Registration Procedures](#) above.

7.4.6 Comprehensive Examination

Candidates for MM degrees must pass written comprehensive examinations, taken in the final semester of coursework or afterwards, on the literature for their instrument and related issues in history, theory, pedagogy, and performance practice. The written examination may be repeated only once for a total of two administrations. Students who fail the exam twice will be administratively withdrawn from the program and will not receive a degree. Faculty members are not obligated to assist students in their studying and preparation for the exams. However, they may do so at their own discretion.

For most areas (excluding Jazz, Voice, and Opera), the comprehensive exam consists of two components: a Score Identification portion and an Essay portion. These two components each are comprised of two 2.5-hour portions and are administered one week apart from one another in both fall and spring semesters, typically in late September to early October and mid-February. Registration for the written comprehensive exams are conducted by the Graduate Coordinator.

Some areas permit partial passing of portions of the Essay Comprehensive Exam. In this situation, retakes of the failed portions will be allotted a reduced time limit, in proportion to the amount of the complete exam that the partial retake represents.

Voice and Opera Master's Students have one exam, offered in two 2.5-hour portions, normally administered on the date of the second component of the exams above. These exams contain short essay questions and IPA transcription exercises.

Jazz students have two exams, each offered in two 2.5-hour portions. The first day of exams consists of exercises to write out charts and solos for given tunes and identifying lead sheets. The second day of exams involves briefly describing major performers on your instrument and writing an essay in response to an historical prompt.

Faculty evaluator comments will be distributed by the Graduate Coordinator after the exam. However, confidentiality of the comments will be preserved by the Graduate Coordinator by not disclosing the identities of the faculty evaluators.

Area-specific study guides for the comprehensive exam are available from the Graduate Coordinator.

7.4.7 Foreign Language Requirement for Opera Students

Students in the MM in Opera program must take and pass two exams on foreign language translation and IPA proficiency. The two exams, one covering German and Italian, the other covering English and French, are offered in Spring semesters on alternating years. More information about these exams can be obtained from the Head of the Voice Area.

7.4.8 Juries

Most Master's students have regular end-of-semester jury requirements. See section [7.2.10 Juries](#) above for more information.

7.4.9 Large Ensemble Requirement for Conductors

Like most other Master's students, students in the Master of Music Program in Conducting are required to register for four semesters of large ensemble. However, conducting students have varied requirements depending on their area of specialization. Choral conducting students are required to perform in Kirkpatrick Choir for four semesters and have additional responsibilities related to the ensemble. Orchestral conducting students enroll in RSO or Sinfonia for each semester and serve as an assistant conductor, taking sectional rehearsals and full rehearsals as needed, taking rehearsal and balance notes, and writing program notes, as required. Students should consult with the head of their area of conducting specialization (choral, orchestral, or wind) in order to learn the requirements of their particular program.

7.4.10 Information for Jazz Majors

Students in the Jazz Area should consult the [Rutgers Jazz](#) website for further details about the Master of Music in Jazz degree.

7.4.10.1 Jazz Recital Requirements

Master's recitals are to be held in the semester of a student's final allocation of private lesson instruction on their primary instrument. A recital will not be approved in any semester the student is not eligible for, or not fully registered for, a full semester of private lessons.

The recital leader will memorize all selections and not rely upon printed music during their degree performance, and therefore must not have a music stand within proximity of their performance location. Supporting band members, however, may use printed music.

It is not permissible for Rutgers Jazz faculty members to participate in a degree recital in any performance capacity whatsoever.

Jazz Graduating recitals are scheduled in advance by jazz program directors on behalf of jazz majors. They are arranged to occur on specific days and rooms and grouped together in succession. Respective students are given abundant advanced notice within the prior fall semester of their assigned recital date and time, allowing them to fully plan and prepare as

needed. Recital adjudicators, room assignments, and recital scheduling are all pre-determined each year by the jazz program on behalf of jazz majors. It is not possible for jazz students to choose custom adjudicators, performance spaces, or custom dates/times for their recitals.

7.4.11 Transfer of Credit

Students in the Master of Music degrees in Performance, Jazz, and Conducting may petition to transfer towards their MM degree as many as six credits earned in another accredited graduate program after they have completed twelve credits at Rutgers. No undergraduate credit can be transferred. No graduate transfer credit is accepted for courses in which the student received a grade below a B. In general, the Department of Music does not allow online courses to be transferred, nor are performance study (lessons) credit or ensemble credit. Therefore, only academic courses, specifically graduate courses that are equivalent to those required at Rutgers, may be transferred.

Approval of transfer credit is determined by the Graduate Oversight Committee. In order to petition for transfer of credit, students must submit the following materials to the Graduate Coordinator, who will present the petition to the committee.

- Credit Transfer Form (found at the [MGSA Graduate Music Resources page](#).)
- Official final transcript from the institution from which the credit transfer is requested
- Materials from the original courses being transferred including, as possible, syllabi, assignments, course materials, etc.
- A written statement to the committee explaining the request for transfer credit, which articulates the manner in which the transfer request accords with the policy stated above.

MASTER OF MUSIC DEGREE REQUIREMENT CHECKLISTS

**Master of Music in Performance (excluding Piano and Voice)
Degree Requirement Checklist
(36 credits)**

Diagnostic Evaluations

Writing Proficiency Requirement, as stipulated upon admission to the program
Music History Diagnostic Exam or Music History Review Course 16:700:509
Music Theory Diagnostic Exam or Music Theory Review Course 16:700:511

Applied Major Lesson (4 courses; 12 credits)

_____08:703:575 (3 credits) _____08:703:675 (3 credits)
_____08:703:576 (3 credits) _____08:703:676 (3 credits)

Large Ensemble (4 courses; 4 credits)

_____08:703:_____ (1 credit) _____08:703:_____ (1 credit)
_____08:703:_____ (1 credit) _____08:703:_____ (1 credit)

Graduate-Level Music Theory (2 courses; 6 credits)

_____16:700:_____ (3 credits)
_____16:700:_____ (3 credits)

Graduate-Level Musicology (2 courses; 6 credits)

_____16:700:_____ or 08:702:_____ (3 credits)
_____16:700:_____ or 08:702:_____ (3 credits)

Performance Project (Recital; 1 credit)

_____08:703:601 (1 credit)

Graduate-Level Electives (7 credits in History, Theory, Literature, Performance Practice, Ensembles)

Comprehensive Examinations

_____Score Identification Exam
_____Essay Exam

Graduation

_____Candidacy Form
_____Online Diploma Application

Master of Music in Performance – Piano
Degree Requirement Checklist
(36 credits)

Diagnostic Evaluations

Writing Proficiency Requirement, as stipulated upon admission to the program

Music History Diagnostic Exam or Music History Review Course 16:700:509

Music Theory Diagnostic Exam or Music Theory Review Course 16:700:511

Applied Major Lesson (4 courses; 12 credits)

_____ 08:703:575 (3 credits)

_____ 08:703:675 (3 credits)

_____ 08:703:576 (3 credits)

_____ 08:703:676 (3 credits)

Chamber Music or Studio Accompaniment (4 courses; 4 credits)

_____ 08:703:555 or 08:703:505 (1 credit)

_____ 08:703:555 or 08:703:505 (1 credit)

_____ 08:703:556 or 08:703:505 (1 credit)

_____ 08:703:556 or 08:703:505 (1 credit)

Graduate-Level Music Theory (2 courses; 6 credits)

_____ 16:700:_____ (3 credits)

_____ 16:700:_____ (3 credits)

Graduate-Level Musicology (2 courses; 6 credits)

_____ 16:700:_____ or 08:702:_____ (3 credits)

_____ 16:700:_____ or 08:702:_____ (3 credits)

Performance Project (Recital; 1 credit)

_____ 08:703:601 (1 credit)

Graduate-Level Electives (7 credits in History, Theory, Literature, Performance Practice, Ensembles)

Comprehensive Examinations

_____ Score Identification Exam

_____ Essay Exam

Graduation

_____ Candidacy Form

_____ Online Diploma Application

Master of Music in Performance – Voice
Degree Requirement Checklist
(36 credits)

Diagnostic Evaluations

Writing Proficiency Requirement, as stipulated upon admission to the program
Music History Diagnostic Exam or Music History Review Course 16:700:509
Music Theory Diagnostic Exam or Music Theory Review Course 16:700:511

Applied Major Lesson (4 courses; 12 credits)

_____ 08:703:575 (3 credits) _____ 08:703:675 (3 credits)
_____ 08:703:576 (3 credits) _____ 08:703:676 (3 credits)

Opera Workshop (4 courses; 4 credits)

_____ 08:703:553 (1 credit) _____ 08:703:553 (1 credit)
_____ 08:703:554 (1 credit) _____ 08:703:554 (1 credit)

Graduate-Level Music Theory (2 courses; 6 credits)

_____ 16:700:_____ (3 credits)
_____ 16:700:_____ (3 credits)

Graduate-Level Musicology (2 courses; 6 credits)

_____ 16:700:_____ or 08:702:_____ (3 credits)
_____ 16:700:_____ or 08:702:_____ (3 credits)

Performance Project (Recital; 1 credit)

_____ 08:703:601 (1 credit)

Vocal Coaching (3 courses; 3 credits)

_____ 08:703:530 (1 credit)
_____ 08:703:530 (1 credit)
_____ 08:703:530 (1 credit)

Graduate-Level Electives (4 credits in History, Theory, Literature, Performance Practice, Ensembles)

Comprehensive Examination

_____ Essay Exam

Graduation

_____ Candidacy Form
_____ Online Diploma Application

Master of Music in Jazz
Degree Requirement Checklist
(36 credits)

Applied Major Lesson (4 courses; 12 credits)

_____ 08:703:575 (3 credits) _____ 08:703:675 (3 credits)
_____ 08:703:576 (3 credits) _____ 08:703:676 (3 credits)

Jazz Ensemble (4 courses; 4 credits)

_____ 08:703:521 (1 credit) _____ 08:703:521 (1 credit)
_____ 08:703:522 (1 credit) _____ 08:703:522 (1 credit)

Graduate-Level Music Theory – Composition and Arranging (2 courses; 6 credits)

_____ 08:702:525 (3 credits)
_____ 08:702:526 (3 credits)

Graduate-Level Jazz History – Jazz Historiography (2 courses; 6 credits)

_____ 08:702:519 (3 credits)
_____ 08:702:520 (3 credits)

Advanced Improvisation (2 courses; 6 credits)

_____ 08:702:527 (3 credits)
_____ 08:702:528 (3 credits)

Jazz Chamber Ensemble (1 course; 1 credit)

_____ 08:703:519 or 520

Performance Project (Recital; 1 credit)

_____ 08:703:601 (1 credit)

Comprehensive Examinations

_____ Theory/Excerpt Exam
_____ Historical Exam

Graduation

_____ Candidacy Form
_____ Online Diploma Application

Master of Music in Voice with Concentration in Opera
Degree Requirement Checklist
(37 credits)

Diagnostic Evaluations

Writing Proficiency Requirement, as stipulated upon admission to the program
Music History Diagnostic Exam or Music History Review Course 16:700:509
Music Theory Diagnostic Exam or Music Theory Review Course 16:700:511

Applied Major Lesson (4 courses; 12 credits)

_____ 08:703:575 (3 credits) _____ 08:703:675 (3 credits)
_____ 08:703:576 (3 credits) _____ 08:703:676 (3 credits)

Opera Workshop (4 courses; 4 credits)

_____ 08:703:553 (1 credit) _____ 08:703:553 (1 credit)
_____ 08:703:554 (1 credit) _____ 08:703:554 (1 credit)

Graduate-Level Music Theory (1 course; 3 credits)

_____ 16:700:_____ (3 credits)

Graduate-Level Musicology (2 courses; 6 credits)

_____ 16:700:527 – History of Opera (3 credits)
_____ 16:700:_____ or 08:702:_____ (3 credits)

Graduate-Level Diction (4 courses; 4 credits)

_____ 08:703:535 – Graduate Diction: English (1 credit)
_____ 08:703:536 – Graduate Diction: French (1 credit)
_____ 08:703:537 – Graduate Diction: German (1 credit)
_____ 08:703:538 – Graduate Diction: Italian (1 credit)

Opera-Related Courses (4 courses; 6 credits)

_____ 08:702:517 – Vocal Health (1 credit)
_____ 08:703:557 – Acting for Singers (2 credits)
_____ 08:703:558 – Stage Movement for Singers (2 credits)
_____ 08:702:555 – Business of Opera (1 credit)

Performance Project (2 credits)

_____ 08:703:601 (Section 2) – Opera Role (1 credit)
_____ 08:703:601 (Section 2) – Opera Role or Study (Lecture Recital) (1 credit)

Comprehensive Examination

_____ Written Comprehensive Exam

Foreign Language Proficiency

_____ English/French Language Proficiency Exam
_____ German/Italian Language Proficiency Exam

Graduation

_____ Candidacy Form
_____ Online Diploma Application

Master of Music in Conducting
Degree Requirement Checklist
(36 credits)

Diagnostic Evaluations

Writing Proficiency Requirement, as stipulated upon admission to the program
Music History Diagnostic Exam or Music History Review Course 16:700:509
Music Theory Diagnostic Exam or Music Theory Review Course 16:700:511

Conducting (4 courses; 12 credits)

_____ 08:703:563 (3 credits) _____ 08:703:663 (3 credits)
_____ 08:703:564 (3 credits) _____ 08:703:664 (3 credits)

Large Ensemble (4 courses; 4 credits)*

_____ 08:703:_____ (1 credit) _____ 08:703:_____ (1 credit)
_____ 08:703:_____ (1 credit) _____ 08:703:_____ (1 credit)

Graduate-Level Music Theory (2 courses; 6 credits)

_____ 16:700:_____ (3 credits)
_____ 16:700:_____ (3 credits)

Graduate-Level Musicology (2 courses; 6 credits)

_____ 16:700:_____ or 08:702:_____ (3 credits)
_____ 16:700:_____ or 08:702:_____ (3 credits)

Performance Project (Recital; 1 credit)

_____ 08:703:601 (1 credit)

Graduate-Level Electives (7 credits in History, Theory, Literature, Performance Practice, Ensembles)

Comprehensive Examinations

_____ Score Identification Exam
_____ Essay Exam

Graduation

_____ Candidacy Form
_____ Online Diploma Application

*note that students in the conducting program have additional obligations to satisfy large-ensemble requirements. See section [7.4.9 Large Ensemble Requirement for Conductors](#).

7.5 Doctor of Musical Arts Programs (excluding Music Education)

The Doctor of Musical Arts (DMA) degree program is designed for musicians who seek to refine their musical skills, expand their repertoire, extend their performing experience, and deepen their understanding of musicology and music theory. Musicians in this program have earned a Master of Music (MM) degree or equivalent and are preparing for a professional, public concert career and/or a faculty position in higher education. Students admitted to doctoral study must have demonstrated a professional level of performance and are expected to achieve excellence as both musicians and scholars.

The following information pertains to Doctor of Musical Arts students, excluding those in Music Education. Information about the DMA in Music Education is in section [7.6 Music Education Programs](#) below.

7.5.1 Diagnostic Evaluations

DMA students are required to complete the diagnostic requirements as outlined above in section [7.2.1 Diagnostic Requirements](#).

7.5.2 Ensemble Requirements

The following information pertains to ensemble requirements..

7.5.2.1 Large Ensemble Requirements

DMA students (excluding those in the Music Education program and those in the Piano concentration, who are required to register for either Chamber Ensemble or Studio Accompaniment each semester) are required to enroll in one large ensemble each semester in which they are taking Performance Study (applied lessons). The department may assign any student to any of the ensembles in order to meet this requirement. All DMA candidates are expected to audition for the required ensembles appropriate to their major area as indicated above in section [6.2 Audition Procedures](#). The following ensembles fulfill the curricular requirement for large ensembles based upon department assignment:

Instrumental Performance

Orchestra (strings)
Orchestra/Wind Ensemble (brass, woodwinds, percussion)
Symphonic Winds (brass, woodwinds, percussion)
Symphony Band (brass, woodwinds, percussion)

Jazz Majors

Jazz Ensemble I
Jazz Ensemble II

Voice Majors

Opera Workshop

Organ Majors

Any large ensemble which requires organ for a performance
Rutgers University Baroque Ensemble
Chamber Ensemble (up to three of the six required semesters)
Vocal Ensembles (up to three of the six required semesters)

7.5.2.2 Chamber Ensemble Requirements

In addition to 08:703:555/6, the following courses also satisfy Chamber Ensemble credit: Baroque Ensemble, Percussion Ensemble, Latin American Chamber Music Ensemble, and Afro Cuban Ensemble. HELIX can satisfy a chamber ensemble credit requirement only with advance permission from the Graduate Coordinator, granted in consideration of the semester's repertoire.

7.5.3 Recital Requirements

Most DMA degree programs require the presentation of multiple degree recitals or performances. Solo recitals are those in which the repertoire presented features the student in solo repertoire, as appropriate to the student's particular area. Chamber recitals are ones in which the student performs in a variety of ensembles. On chamber music degree recital programs, at least one substantial work must be for three or more players, with the understanding that the Area Head has the right to make common-sense exceptions where needed. Solo and chamber recitals must be between 50-60 minutes in duration and may include a brief intermission. The lecture-recital, as detailed below, has many additional considerations. Procedures for scheduling recitals as well as rules pertaining to recitals are detailed above in section [3.8 Recitals](#).

7.5.3.1 Recital Requirements for Conductors

Conductors in the DMA program are required to present three recitals as part of the degree. One recital must be a Full Recital (a complete program contained within one concert). Another may be either a Full Recital or an Aggregate Recital (a composite of a complete program conducted over several concerts). The final requirement is the lecture-recital. See section [7.5.5 Lecture-Recital](#) for more information about the lecture-recital.

7.5.3.2 DMA Piano Recital Requirement

The program of any one of the required recitals (solo or chamber) for the DMA in Piano Performance must contain works from at least three style periods, including a work or group of works written after 1950 comprising at least seven minutes in duration.

7.5.4 Piano Concerto Requirement

Students in the DMA piano program are required to present a complete concerto to the piano faculty either in performance or in an arranged hearing. The student will be evaluated in the same manner as in a recital. The following options are acceptable for the satisfaction of this requirement. Students may:

- perform a concerto in a live concert with orchestra. This performance can be evaluated by two piano faculty members who are either present at the performance or through a video recording.
- perform the concerto in a public setting with a second pianist performing the orchestral reduction for the student's applied teacher and a second piano faculty member evaluator present.
- present the complete concerto with a second pianist playing the orchestral reduction during the piano jury date at the end of each semester or at another pre-scheduled "concerto hearing date" in the middle of a semester.

The concerto requirement may not be satisfied by a performance in one of the four required degree recitals for the DMA.

Concertos must be played completely from memory, unless an exception is granted by the Head of Keyboard Area for a 20th or 21st century work of exceptional complexity.

7.5.5 Lecture-Recital

The lecture-recital is a substantial component of the DMA degree and is presented after the other required solo and chamber recitals. This section provides information about various considerations regarding the lecture-recital. More detailed information is available in the [Lecture-Recital Advisement Syllabus](#).

7.5.5.1 Overview

The Lecture-Recital is one of the culminating degree requirements that represents a synthesis of skills developed throughout doctoral study and demonstrates excellence in both performance and academic work. The purpose of the lecture-recital is to demonstrate the student's ability to use the historical, analytical, research, and performance skills. This is accomplished through a written paper that demonstrates the student's ability to investigate a complex musical issue and a lecture/performance based upon that paper.

The successful lecture-recital will demonstrate excellence in

- Independent research skills situating the chosen topic in the context of previous studies
- Thorough understanding and mastery of the chosen topic
- Presentation of a well-reasoned argument
- Clear, articulate, and accessible writing
- Public oral presentation skills
- Performance of the selected repertory

The paper should demonstrate the student's ability to investigate a complex musical issue in writing. The lecture portion of the recital should demonstrate the student's ability to convey those ideas to an audience of intellectual musical peers. The performance of serves to illustrate the content of the lecture. A lecture-recital should aim to engage the interest of professional musicians as opposed to interested amateurs.

Those planning a lecture-recital are encouraged to read the papers of previous students. These are cataloged and available for perusal from the Graduate Coordinator.

7.5.5.2 Lecture-Recital Advisement

Students working on the Lecture-Recital project register for 08:702:603/4 in the section associated to their Lecture-Recital Advisor (LRA). The student must register in each semester in which they work with their LRA on the project including the semester in which the student presents the Lecture-Recital, even if the paper was completed in a prior semester. This means that most students will register for Lecture-Recital Advisement in multiple semesters. In semesters during which the student has registered for Lecture-Recital Advisement but not completed the project, the student will receive a grade of "incomplete" which will remain on the student's transcript and will not adversely affect the student's GPA or ability to graduate.

All students registered for 08:702:603/4 must

- actively progress their projects during each semester of registration
- meet with their LRA at least three times each semester to check in on progress and discuss the status of the project
- submit a report at the end of each semester to articulate the progress on the project. Students who fail to do so will not be permitted to register for 08:702:603/4 in the following semester.

Students in their first semester of 08:702:603/4 must attend the Introductory Workshop (see section [7.5.5.6 Lecture-Recital Introductory Workshop](#), below).

Students in their second semester of 08:702:603/4 are required to enroll in free RELI writing support coaching (see section [7.5.5.7 Lecture-Recital Paper Writing Coaching](#), below).

7.5.5.3 Assignment of a Lecture-Recital Advisor

Students who are registering for 08:702:603/4 for the first time must be assigned an LRA. This process is managed by the Graduate Coordinator as follows:

- The Graduate Coordinator will send an electronic form to all graduate students during the summer and winter breaks.
- Students who are registering for the first time must fill out and submit this form before the start of the semester in question. On the form, students will be asked to convey their topic interests and request particular advisors. If a student does not submit the form before the start of the semester, they might not be eligible to begin work on their project with an LRA until the start of the next semester.
- Based on the faculty's availability, the student's research interests, and the student's requests, the Graduate Coordinator will make the assignment.
- The Graduate Coordinator will communicate the assignment to the student, the LRA, and the student's Applied Teacher.

7.5.5.4 Topic and Scope

The topic for the Lecture-Recital must be of sufficient substance and depth to warrant prolonged investigation. It must be selected and developed in consultation with the LRA and the Applied Teacher. The topic may include issues of performance practice, historical or cultural contexts, performance and analysis, analyses of particular aspects of a composition, editions, or other areas of the candidate's interest. Critical thought, bibliographic research, analytic skills, clear writing, public speaking, and curiosity about music are all essential components of this work.

It is recommended that candidates work with their LRA to formulate a "research question," which will serve as the foundation of the lecture-recital project. The research and study should be directed to answering this research question.

This [website](#) has helpful information about the research and writing process and, in particular, discusses a recommended iterative approach to topic selection in detail.

The above description deliberately avoids dictating guidelines for subject matter and style, since the direction of an LRA is an important component of the project and of the DMA program itself. A student should work closely with the LRA in developing an appropriate subject. The LRA will guide the student in the preparation of both the paper and the lecture and serve as an evaluator for the Lecture-Recital.

7.5.5.5 Final Project Requirements

The final written portion of the lecture-recital project must comprise at least 11,000 words and should be written and presented in accordance with the highest academic and professional writing standards. Papers shorter than 11,000 must be approved in advance by the Graduate Coordinator. The paper must include an appropriate bibliography and should be written according to current accepted practices for the formatting of academic papers. A typical bibliography for a historically-based paper will include at least 20 entries of scholarly writing. The document should also include a title page following the template in the appendix section of this handbook (see section [9.2 Template for Lecture-Recital Document Title Page](#)). Lecture-Recital papers are submitted to the Graduate Coordinator. Previous students' papers are accessible to Music Department students through the [Lecture-Recital Paper Archive](#).

It is of the utmost importance that candidates ensure that all ideas derived from other sources are cited properly in accordance with the university's policies on academic integrity. The procedures are outlined in the [Rutgers Academic Integrity website](#). Violations of the academic integrity policies may be grounds for disciplinary action including failure, suspension, or expulsion. Additionally, citations must employ proper and consistent style. Useful guides, including samples of MLA citation style, Chicago citation style, and APA are available at [this website](#).

The public presentation of the Lecture-Recital itself should be a 55- to 75-minute presentation, approximately 30 minutes of which will be performance time. The performance portion(s) of the event should be presented as a formal recital. Therefore, students are discouraged from alternating between speaking and performing more than three times (i.e. speaking, performing piece 1, speaking, performing piece 2). The lecture may consist of a summary of the central issues in the paper, or it may present a portion of the paper. Candidates may choose to read directly from the paper or to extemporize. Candidates are encouraged to use any available tools – musical demonstrations, handouts, slides, audio excerpts – to enhance the presentation and to put their ideas across clearly and succinctly. Significant exceptions to these policies may be made on a case-by-case basis by the LRA, the studio teacher, and the Graduate Coordinator.

7.5.5.6 Lecture-Recital Introductory Workshop

All students who are registered for their first semester of 08:702:603/4 are required to attend an introductory workshop on the Lecture-Recital project. The date and details of this workshop will be announced by the Graduate Coordinator.

7.5.5.7 Lecture-Recital Paper Writing Coaching

Writing a paper of the scope required for this project can be very challenging even for students who are strong writers. There is a reason that great writers work with editors!

To help students address these challenges, the Music Department has partnered with the Rutgers English Language Institute (RELI) to obtain free writing coaching for all students engaged in the Lecture-Recital project. The writing coaches at RELI are especially qualified to help address both fundamental writing issues as well as more advanced aspects to further elevate good writing.

All students who register for their second semester of 08:702:603/4 will be required to register for a RELI writing course to work with a writing coach for that semester. Note that students will

generally not be permitted to register with this program after their second semester, so students are strongly encouraged to take full advantage of this opportunity by focusing their first semester on extensive research so that they are ready to write in their second semester.

7.5.5.8 Lecture-Recital Committee

During the writing process, the student and LRA collaborate to determine one other member of the faculty to serve as a “Third Reader.” The Third Reader is typically a member of the academic faculty, but may be a performance faculty member, if the LRA considers their perspective applicable based on the nature of the particular project.

The committee for the project is composed of the Lecture-Recital Advisor, the Applied Teacher, and the Third Reader. This panel serves to evaluate both the written component of the project as well as the public presentation of the lecture-recital itself. At least one member of the committee must be a faculty member of the School 16 faculty (musicology, music theory, composition, or music education).

7.5.5.9 Scheduling the Lecture-Recital

Because of the nature of the lecture-recital project, the procedures for scheduling the public presentation and the submission of the final version of the paper are somewhat different from the procedure for scheduling other degree recitals:

1. As mentioned above, during the writing process, the student and LRA collaborate to determine one other member of the faculty to serve as a Third Reader.
2. Once the LRA approves the paper, the student, LRA, Applied Teacher, and Third Reader agree on a time/date for the recital at least 4 weeks in advance.
3. The LRA reserves the hall with Maritza McGraw, either through email or through artspace.
4. The student completes the online [Lecture-Recital Application Form](#). This must be done at least 4 weeks prior to the date of the Lecture-Recital. As part of this form, the student submits their paper as approved by the LRA. The Graduate Coordinator distributes the paper to the Applied Teacher and Third Reader with instructions.
5. The Applied Teacher and Third Reader read and assess the paper. They are permitted to stipulate changes made to the paper as long as these changes are communicated to the student before the date of the Lecture-Recital.
6. The student presents the Lecture-Recital as scheduled on their application form.
7. The student submits the final version of the paper to the Graduate Coordinator, signed by all three readers. This may happen before or after the Lecture-Recital. The readers may elect to pass the paper “with distinction” if they feel it represents a particularly high level of scholarly writing.

7.5.6 Pedagogical Component

Candidates in the DMA programs in Performance and Conducting are required to fulfill a pedagogical component during the period of their DMA coursework. The pedagogical element of the program is particularly important in today’s musical environment, as nearly all performing artists are engaged in some form of teaching. This component may be satisfied by undertaking one of a variety of teaching opportunities. Many students satisfy this requirement by teaching secondary lessons at the MGSA Music Department (e.g. teaching piano lessons to undergraduate music students who are not piano majors) or by teaching in a supervised setting such as a

community music school. Other means of satisfying this requirement may be proposed by the student and evaluated on a case-by-case basis by the student's major teacher in consultation with the Graduate Coordinator.

Students who are engaging in satisfying the Pedagogical Component must be registered for 08:702:597 Practical Training – Pedagogical at least four weeks before the start of the semester. This 0-credit course requires submission of a Project Form at the beginning of the semester along with a Self-Assessment at the end of the semester. Additional information on 08:702:597 can be found [here](#).

7.5.7 Comprehensive Examinations

Among the final components of the DMA degree are the Written Comprehensive Exam and the Oral Exam. Information about these exams is in the sections below. Faculty members are not obligated to assist students in their studying and preparation for the exams. However, they may do so at their own discretion.

7.5.7.1 Written Comprehensive Exam

The DMA Written Comprehensive Exam may be taken only after students have completed all academic coursework requirements for the degree as well as the foreign language requirement. Exceptions to this policy may be granted in unusual circumstances.

The written comprehensive exam covers the musical literature for the candidate's instrument, as well as related issues in history, theory, performance practice, and pedagogy. This exam has two components: a Score Identification portion and an Essay portion. Each of these two components is comprised of two 2.5-hour portions and are normally administered one week apart from each other in both Fall and Spring semesters—typically late-September/early-October and mid-February. Registration for the written comprehensive exams are conducted through an online form distributed by email by the Graduate Coordinator.

The written comprehensive exams may be repeated only twice for a maximum of three administrations. If a student fails three times, they will be administratively withdrawn from the program without a degree. Some areas permit partial passing of portions of the Essay component of the Comprehensive Exam. In this situation, retakes of the failed portions will be allotted a reduced time limit, in proportion to the amount of the complete exam that the partial retake represents. On retakes, the prompts may be selected with a particular emphasis for the student's prior deficiencies.

Faculty evaluator comments will be distributed after the exam. However, confidentiality of the comments will be preserved by the Graduate Coordinator by not disclosing the identities of the faculty evaluators.

7.5.7.2 Oral Comprehensive Exam

The Oral Exam is the final component of the DMA degree. Therefore, all other degree requirements must be completed by the date of the oral exam. Students may begin the scheduling procedures of this application prior to the completion of degree requirements; however, those requirements must be fulfilled before the exam itself.

The committee for the oral exam consists of 5 faculty members:

- The student's applied teacher
- The student's Lecture-Recital Advisor
- The Graduate Coordinator
- An additional member of the performance faculty selected by the Graduate Coordinator
- An additional academic faculty member selected by the Graduate Coordinator

If the studio instructor is unavailable, the head of the student's performance area may serve as a substitute. If the Lecture-Recital Advisor is not available, another member of the academic faculty may serve as a substitute. Exceptions must be approved by the Graduate Coordinator on a case-by-case basis.

This exam lasts roughly one hour. Committee members may question candidates on any aspect of the music literature for their instrument, as well as related questions in musicology, music theory, performance practice, pedagogy etc.

The oral comprehensive exam is scheduled using the [DMA Oral Comprehensive Exam Scheduling Application](#). The scheduling procedure for the oral exam must begin at least 4 weeks before the date of the exam. More detailed instructions of the scheduling process are available at the link above.

If a student fails the oral exam, they may not take it again until two months have passed from the failed attempt. Note that oral exams are not conducted during school breaks. The oral exam may be repeated only twice for a maximum of three administrations. If a student fails three times, they will be administratively withdrawn from the program without a degree.

Area-specific study guides for the comprehensive exam can be obtained from the Graduate Coordinator. The following rubric is used to assess students' performance in the DMA Oral Exam. Each of the five panel members evaluates the student and the scores of the panel members are summed with the following scoring outcomes:

- Below 70 – Fail
- 70-79 – Further discussion to deliberate on result
- 80 or above - Pass

Knowledge of the repertoire	<input type="checkbox"/> 2. Only limited familiarity with important works and their features. Many unknown facts and much inaccurate information.	<input type="checkbox"/> 4. Some knowledge of major repertoire and minimal awareness of non-central works. Some inaccuracies and some significant omissions.	<input type="checkbox"/> 6. Awareness of most key features of major works and some familiarity with peripheral repertoire. Some gaps in knowledge and occasional incorrect statements.	<input type="checkbox"/> 8. High degree of detailed expertise on both the core canon of the repertoire and works of lesser importance. Minimal examples of unknown facts or incorrect information.
Insight and originality of thought	<input type="checkbox"/> 1. Knowledge conveyed was superficial and reflects only widely-accepted and well-known scholarship.	<input type="checkbox"/> 2. Occasional moments of insight, imparting of perspectives gained by personal experience and insight.	<input type="checkbox"/> 3. Generally demonstrating a degree of originality of thought on several topics throughout the exam.	<input type="checkbox"/> 4. Significant and insightful commentary that extends beyond the perspectives of other scholars learned through typical coursework.
Authority	<input type="checkbox"/> 1. Student is, on the whole, unsure and unconfident.	<input type="checkbox"/> 2. Student speaks about one or two topics with confidence, but reveals insecurity about many topics.	<input type="checkbox"/> 3. Student expresses confidence on most topics and is able to speak as an expert during some intervals of the exam.	<input type="checkbox"/> 4. Student speaks with conviction and security as an expert on the subject matter, arguing points convincingly
Communication	<input type="checkbox"/> 1. Student is generally unclear, with poor/inaccurate use of terminology. Unable to present answers that are longer than a single sentence or well structured.	<input type="checkbox"/> 2. Student is often imprecise or vague in answering questions and is rarely able to organize thoughts into extended responses	<input type="checkbox"/> 3. Student is generally clear in communication, accurate in use of terminology, and can answer most open-ended questions with responses that are sufficient in length.	<input type="checkbox"/> 4. Student consistently conveys knowledge and perspective in a clear, thoughtful manner, presenting extended answers with eloquence, coherence, and logic.

7.5.8 Jury Requirements

Most DMA Students have regular end-of-semester jury requirements. See section [7.2.10 Juries](#) above for more information.

7.5.9 Large Ensemble Requirement for Conductors

Like most other DMA students, students in the DMA Program in Conducting are required to register for six semesters of large ensemble. However, conducting students have varied requirements depending on their area of specialization. Choral conducting students are required to perform in Kirkpatrick Choir for six semesters and have additional responsibilities related to the ensemble. Orchestral conducting students enroll in RSO for each semester and serve as an assistant conductor, taking sectional rehearsals and full rehearsals as needed, taking rehearsals and balance notes, and writing program notes, as required. Students should consult with the head of their area of conducting specialization (choral, orchestral, or wind) in order to learn the requirements of their particular program.

7.5.10 Transfer of Credit

Students in the Doctor of Musical Arts degrees in Performance and Conducting may petition to transfer up to three credits of academic coursework earned in another accredited graduate program to count towards the DMA elective course requirement. The coursework in question must have been taken beyond the requirements for the student's masters-level study (i.e. the student took an extra academic course during master's study or completed an academic course during doctoral-level study at another institution). Students may only transfer such credits after they have completed twelve credits in graduate courses at Rutgers. The following criteria must be met: the student has taken more than four academic (i.e. requiring written academic coursework) classes at the master's level and had received a grade of a B or above in all. In general, the Department of Music does not allow online courses to be transferred, nor are performance study (lessons) credit, ensemble credit, or undergraduate credit to be transferred. Therefore, only academic courses, specifically graduate courses that are equivalent to those required at Rutgers, may be transferred.

Approval of transfer credit is determined by the Graduate Oversight Committee. In order to petition for transfer of credit, students must submit the following materials to the Graduate Coordinator, who will present the petition to the committee.

- Credit Transfer Form (found at the [MGSA Graduate Music Resources page](#))
- Official final transcript from the institution from which the credit transfer is requested
- Materials from the original courses being transferred including, as possible, syllabi, assignments, course materials, etc.
- A written statement to the committee explaining the request for transfer credit, which articulates the manner in which the transfer request accords with the policy stated above.

7.5.11 Course Substitution for 16:700:501

If a student has taken a graduate course comparable to 16:700:501 Research in Music and has earned a grade of B or higher, the student may petition to substitute another graduate-level course in music theory, musicology, or literature in lieu of the 501 requirement for the DMA. The student's skills in music research will be assessed by the musicology faculty and it is at their discretion whether a the student may make the substitution. Students interested in petitioning for this permission should contact the Graduate Coordinator to discuss the process in more detail.

Doctor of Musical Arts in Performance (excluding Voice and Piano)

Degree Requirement Checklist

(minimum ~33 credits)

Diagnostic Evaluations

Writing Proficiency Requirement, as stipulated upon admission to the program

Music History Diagnostic Exam or Music History Review Course 16:700:509

Music Theory Diagnostic Exam or Music Theory Review Course 16:700:511

Performance Study (6 courses; minimum 6 credits)

____ 08:703:701

____ 08:703:701

____ 08:703:701

____ 08:703:702

____ 08:703:702

____ 08:703:702

Large Ensemble (6 courses; 6 credits)

____ 08:703:____ (1 credit)

____ 08:703:____ (1 credit)

____ 08:703:____ (1 credit)

____ 08:703:____ (1 credit)

____ 08:703:____ (1 credit)

____ 08:703:____ (1 credit)

Chamber Music (2 courses; 2 credits) (except Organ Majors)⁺

____ 08:703:555/6 (1 credit)

____ 08:703:555/6 (1 credit)

Academic Courses (6 courses; 18 credits)

____ 16:700:501 – Introduction to Music Research (3 credits)*

____ 16:700:____ or 08:702:550 – Graduate-level course in musicology (3 credits)

____ 16:700:____ – Graduate-level course in music theory (3 credits)

____ 16:700:567 or 568 – Graduate-level course in performance practice (3 credits)

____ _____ – Graduate-level course in literature of the student's area (3 credits)

____ _____ – Graduate elective (in musicology, theory or literature) (3 credits)

Pedagogical Component (1 course; 0 credits)

____ 08:702:597 – Practical Training: Pedagogical

Recitals (1 course; 1 credit)

____ Solo recital 1

____ Lecture-recital[^]

____ Solo recital 2

____ RELI Writing Coaching

____ Chamber recital

____ LR Paper submission

Foreign Language Proficiency (French, Italian, or German)

____ Language Proficiency Exam **or** Summer Language Course

Comprehensive Examinations

____ Score Identification Exam

____ Oral Exam

____ Essay Exam

Graduation

____ Candidacy Form

____ Online Diploma Application

*See section [7.5.11 Course Substitution for 16:700:501](#).

[^]Students working on the lecture-recital must be registered for 08:702:603/604 Lecture-Recital Advisement. See section [7.5.5 Lecture-Recital](#).

⁺Organ majors do not need to take Chamber Music beyond any registrations which satisfy the Large Ensemble requirements

Doctor of Musical Arts in Performance (Voice)

Degree Requirement Checklist

(minimum ~33 credits)

Diagnostic Evaluations

Writing Proficiency Requirement, as stipulated upon admission to the program

Music History Diagnostic Exam or Music History Review Course 16:700:509

Music Theory Diagnostic Exam or Music Theory Review Course 16:700:511

Performance Study (6 courses; minimum 6 credits)

____ 08:703:701

____ 08:703:701

____ 08:703:701

____ 08:703:702

____ 08:703:702

____ 08:703:702

Opera Workshop (6 courses; 6 credits)

____ 08:703:553 (1 credit)

____ 08:703:553 (1 credit)

____ 08:703:553 (1 credit)

____ 08:703:554 (1 credit)

____ 08:703:554 (1 credit)

____ 08:703:554 (1 credit)

Academic Courses (7 courses; 20 credits)

____ 16:700:501 – Introduction to Music Research (3 credits)*

____ 16:700:____ or 08:702:550 – Graduate-level course in musicology (3 credits)

____ 16:700:____ – Graduate-level course in music theory (3 credits)

____ 16:700:567 or 568 – Graduate-level course in performance practice (3 credits)

____ 08:703:557 – Acting for Singers (2 credits)

____ _____ – Graduate-level course in literature of the student's area (3 credits)

____ _____ – Graduate elective (in musicology, theory or literature) (3 credits)

Pedagogical Component (1 course; 0 credits)

____ 08:702:597 – Practical Training: Pedagogical

Recitals (1 course; 1 credit)

____ Solo recital 1

____ Lecture-recital^

____ Solo recital 2+

____ RELI Writing Coaching

____ Chamber recital

____ LR Paper submission

Foreign Language Proficiency (French, Italian, or German)

____ Language Proficiency Exam or Summer Language Course

Comprehensive Examinations

____ Score Identification Exam

____ Oral Exam

____ Essay Exam

Graduation

____ Candidacy Form

____ Online Diploma Application

*See section [7.5.11 Course Substitution for 16:700:501](#).

^Students working on the lecture-recital must be registered for 08:702:603/604 Lecture-Recital Advisement. See section [7.5.5 Lecture-Recital](#).

+Voice students may substitute a substantial opera role instead of a solo recital with advance permission from the Head of the Voice Area and the evaluation of two voice faculty members

Doctor of Musical Arts in Performance (Piano)

Degree Requirement Checklist

(minimum ~34 credits)

Diagnostic Evaluations

Writing Proficiency Requirement, as stipulated upon admission to the program

Music History Diagnostic Exam or Music History Review Course 16:700:509

Music Theory Diagnostic Exam or Music Theory Review Course 16:700:511

Performance Study (6 courses; minimum 6 credits)

____ 08:703:701

____ 08:703:701

____ 08:703:701

____ 08:703:702

____ 08:703:702

____ 08:703:702

Ensemble Requirements (6 courses; 6 credits)⁺

____ 08:703:505 – Studio Accompaniment

____ 08:703:505 – Studio Accompaniment

____ 08:703:505 – Studio Accompaniment

____ 08:703:555 or 556 – Chamber Music

____ 08:703:505 – Studio Accompaniment

____ 08:703:555 or 556 – Chamber Music

Academic Courses (8 courses; 21 credits)

____ 16:700:501 – Introduction to Music Research (3 credits)*

____ 16:700:____ or 08:702:550 – Graduate-level course in musicology (3 credits)

____ 16:700:____ – Graduate-level course in music theory (3 credits)

____ 16:700:567 or 568 – Graduate-level course in performance practice (3 credits)

____ 08:702:509 – Piano Literature I (2 credits)

____ 08:702:510 – Piano Literature II (2 credits)

____ 08:702:515 – Piano Pedagogy (2 credits)

____ _____ – Graduate elective (in musicology, theory or literature) (3 credits)

Pedagogical Component (1 course; 0 credits)

____ 08:702:597 – Practical Training: Pedagogical

Recitals and Concerto (1 course; 1 credit)

____ Solo recital 1

____ Lecture-recital[^]

____ Solo recital 2

____ RELI Writing Coaching

____ Chamber recital

____ LR Paper submission

____ Concerto requirement

- Style period requirement (see [7.5.3.2 DMA Piano Recital Requirement](#))

Foreign Language Proficiency (French, Italian, or German)

____ Language Proficiency Exam or Summer Language Course

Comprehensive Examinations

____ Score Identification Exam

____ Oral Exam

____ Essay Exam

Graduation

____ Candidacy Form

____ Online Diploma Application

⁺ Up to 2 additional credits of 08:703:555/556 may substitute for credits of 08:703:505.

*See section [7.5.11 Course Substitution for 16:700:501](#).

[^]Students working on the lecture-recital must be registered for 08:702:603 or 604 Lecture Recital Advisement. See section [7.5.5 Lecture-Recital](#).

Doctor of Musical Arts in Conducting

Degree Requirement Checklist

(minimum ~31 credits)

Diagnostic Evaluations

Writing Proficiency Requirement, as stipulated upon admission to the program

Music History Diagnostic Exam or Music History Review Course 16:700:509

Music Theory Diagnostic Exam or Music Theory Review Course 16:700:511

DMA Conducting Study (6 courses; minimum 6 credits)

_____ 08:703:703

_____ 08:703:703

_____ 08:703:703

_____ 08:703:704

_____ 08:703:704

_____ 08:703:704

Ensemble Requirements (6 courses; 6 credits)⁺

_____ Large Ensemble

_____ Large Ensemble

_____ Large Ensemble

_____ Large Ensemble

_____ Large Ensemble

_____ Large Ensemble

Academic Courses (6 courses; 18 credits)

_____ 16:700:501 – Introduction to Music Research (3 credits)*

_____ 16:700:517 or 519 or 520 or 08:702:550 – Graduate-level musicology (3 credits)

_____ 16:700:525/6 or 541/2 or 571/2 or 573/4 – Graduate-level music theory (3 credits)

_____ 16:700:567 or 568 – Graduate-level course in performance practice (3 credits)

_____ 16:700:xxx or 08:702:xxx Literature: Orchestral, Instrumental, or Wind (3 credits)[#]

_____ _____ – Graduate elective (in musicology, theory or literature) (3 credits)

Pedagogical Component (1 course; 0 credits)

_____ 08:702:597 – Practical Training: Pedagogical

Recitals (1 course; 1 credit)

_____ Aggregate or Full Recital

_____ Lecture-recital[^]

_____ Full Recital

_____ RELI Writing Coaching

_____ LR Paper submission

Foreign Language Proficiency (French, Italian, German, Latin)

_____ Language Proficiency Exam or Summer Language Course

Comprehensive Examinations

_____ Score Identification Exam

_____ Oral Exam

_____ Essay Exam

Graduation

_____ Candidacy Form

_____ Online Diploma Application

*See section [7.5.11 Course Substitution for 16:700:501](#).

[#] Choral conducting students should register for Independent study 08:703:599 as fulfillment of Literature requirement.

[^]Students working on the lecture-recital must be registered for 08:702:603/604 Lecture Recital Advisement. See section [7.5.5 Lecture-Recital](#).

⁺See section [7.5.9 Large Ensemble Requirement for Conductors](#).

7.6 Music Education Programs

The program of study leading to the Master of Music (MM) degree in Music Education is intended for practicing music teachers who possess a teaching certificate and have at least one year of full-time K-12 music teaching experience.

The Doctor of Musical Arts (DMA) in Music Education is designed for professional music educators who want to expand and refine their teaching and musical skills and who seek to broaden their knowledge of current music education research and practice. With courses offered through the Graduate School of Education and the Department of Music, the curriculum includes advanced studies in music education, theory, history, research, and a cognate area of the student's choice. Students select a cognate in such areas as performance, conducting, musicology, educational administration, or another area related to music education. A dissertation is required.

7.6.1 Diagnostic Requirements

The MM and DMA programs have different Diagnostic Requirements

7.6.1.1 Diagnostic Requirements for MM Music Education Students

The Music Theory and Music History Diagnostic Exams are not required for the MM degree in Music Education. However, these exams (or their equivalent review classes) are prerequisites for taking certain elective courses:

Music Theory

- To enroll in 08:702:573 (Studies in Form and Analysis for Graduate Music Educators), students must first either pass the Music Theory Diagnostic Exam, earn a B+ or better in 16:700:511 (Music Theory Review), or earn a B+ or better in 08:702:532 (Theory I for Graduate Music Educators)
- To enroll in any in-person graduate-level music theory course, students must first either pass the Music Theory Diagnostic Exam or earn a B+ or better in 16:700:511 (Music Theory Review).
- Note that 511 is offered only in-person and during the school day.
- Note that 08:702:532 and 16:700:511 do not count toward degree requirements.
- Only two attempts at the Music Theory Diagnostic Exam are allowed.

Music History

- To enroll in any in-person graduate-level musicology course, students must first either pass the department's Music History Diagnostic Exam, earn a B+ in 08:702:577 (History of the Western Canon for Graduate Education Online), or earn a B+ or better in 16:700:509 (Music History Review).
- Note that 577 counts toward the MM Music Education Degree requirements while 509 does not.
- Note also that 509 is offered only in-person and during the school day.
- Only two attempts at the Music History Diagnostic Exam are allowed

7.6.1.2 Diagnostic Requirements for DMA Music Education Students

Incoming DMA Music Education students are required to complete diagnostic requirements as outlined above in section [7.2.1 Diagnostic Requirements](#).

7.6.2 MM Capstone Project

Requirements for the Master's Capstone project will be discussed during the Master's Capstone in Music Education Course. Students should consult their Capstone Instructor for more details.

7.6.3 DMA Written Comprehensive Examinations

At the conclusion of coursework DMA students in Music Education must take a written comprehensive exam on topics related to their course of study which consists of essay questions, short answer definitions, and analysis of a research article.

Exams must be scheduled with the Graduate Coordinator at least four weeks prior to the exam date. Students who teach full-time may schedule exams based on their availability (typically during school holidays or summer). Students may also choose to take a personal day(s) from teaching in order to complete exams.

Students wishing to take exams during the summer must inform the Graduate Office no later than March 15. Results of exams taken in the summer may not be available until the following semester.

DMA comprehensive exams are administered over two days of testing. Each day, the session for the exam is four hours. On the first day of the exam, students write essays in response to two of four given prompts. Students also define 10-15 terms relevant to the field of music education. On the second day of testing, students respond to a research article and define an additional 10-15 terms. DMA comprehensive exams also include questions on topics related to music history and music theory. Students have the option of taking this portion of the exam in one sitting of in-person testing or completing this portion in take-home format.

For more information regarding music education comprehensive exams, students should consult the Head of the Music Education Area.

7.6.4 DMA Cognate

Selected in one specific field related to music education, the cognate is a 12-credit concentration of study of an area of study chosen by the student in consultation with the Music Education faculty at the beginning of the student's course of study using the DMA Cognate Plan Form, accessible at the [MGSA Graduate Music Resources page](#). Students may choose from topics such as performance, composition, musicology, educational administration, etc. Lessons, if available, may not be taken without participating in a large ensemble. The cognate area must be approved by the Music Education faculty. A maximum of 4 credits of ensemble may count toward this requirement. Upon declaring a cognate area, students must meet any specific entrance requirements and prerequisites for that area.

7.6.5 DMA Dissertation

Developed under faculty direction, the dissertation consisting of original research related to music education is the culminating component of the Doctor of Musical Arts in Music Education. After successful completion of the written comprehensive examination and preparation of a dissertation proposal, a proposal defense can be scheduled. A five-member committee hears the presentation of the proposed dissertation. The committee will include the Graduate Coordinator, two members of the music education faculty (one of whom will serve as chair), one member of the Music Department's musicology or music theory faculty, and one

outside reader. The Graduate Coordinator, in consultation with the student's advisor, appoints the outside reader. This person is expected to be a recognized authority on the subject of the dissertation. Following approval of the proposal, the student proceeds to work on the remainder of the dissertation. Finally, an oral defense of the dissertation is held.

Students may submit their completed and approved dissertations for publication through ProQuest. To do so, students should submit the requested metadata using [this link](#) before the dissertation defense. After the student has successfully defended, the student submits the PDF of the dissertation to the Rutgers [RUetd submission system](#). The school then reviews and approves the PDF submission. Finally, in the month after graduation, the PDF is sent from Rutgers to ProQuest. Once ProQuest has both the student's information and the PDF, the dissertation is processed and entered into their database. Students automatically own copyright without registering it, but may ask ProQuest to register the copyright for a fee. Additionally, students can order bound copies through ProQuest.

7.6.6 Transfer of Credit

Students in the Master of Music degrees in Music Education may petition to transfer toward the MM degree as many as six credits taken in either Music History or Music Theory earned in another accredited graduate program after they have completed twelve credits at Rutgers. These credits would count towards the History and Theory requirements, respectively. No undergraduate credit can be transferred. No graduate transfer credit is accepted for courses in which the student received a grade below a B.

Approval of transfer credit is determined by the Graduate Oversight Committee. In order to petition for transfer of credit, students must submit the following materials to the Graduate Coordinator, who will present the petition to the committee.

- Credit Transfer Form (found at the [MGSA Graduate Music Resources page](#))
- Official final transcript from the institution from which the credit transfer is requested
- Materials from the original courses being transferred including, as possible, syllabi, assignments, course materials, etc.
- A written statement to the committee explaining the request for transfer credit, which articulates the manner in which the transfer request accords with the policy stated above.

Students in the DMA program in Music Education are not permitted to transfer credit earned from a Master's degree to count toward DMA requirements.

7.6.7 Leave of Absence Restrictions for DMA Candidates in Music Education

While other DMA programs allow students to enroll in up to two semesters of Matriculation Continued, Music Education DMA students are allowed only one semester's leave, which may be taken at any time during the course of study. Permission for the leave must be arranged in advance with the Graduate Coordinator, and the student must register for Matriculation Continued for that semester.

Typical Course Offerings by Semester and Year

Listing is for planning purposes only. Course offering plan is subject to change based on student and Music Department needs or faculty availability.

Typical Fall Courses:

- 08:702:513 – Historical and Philosophical Foundations in Music Education
- 08:702:516 – Culturally Responsive Pedagogy in Music Education
- 08:702:532 – Modal Composition and Tonal Analysis for Graduate Music Educators (yearly)
- 08:702:574 – Teaching Music Across the Curriculum (even years)
- 08:702:572 – Seminar in Choral Literature for Music Educators (odd years)
- 08:702:577 – History of the Western Canon for Graduate Education (every year)

Typical Spring Courses:

- 08:702:514 – Graduate Research in Music Education
- 08:702:531 – Wind Band Literature for Graduate Music Educators (even years)
- 08:702:545 – Psychology and Sociology of Music Education – (odd years)
- 08:702:573 – Studies in Form and Analysis for Graduate Music Education (every year)
- 08:702:580 – Masters Capstone in Music Education

Typical Summer Courses:

- 08:702:544 – Advanced Topics in General Music (even years)
- 08:702:571 – Graduate Inclusive Learning in Music Online (odd years)
- 08:702:575 – Integrating Technology in the Music Curriculum (every year)
- 08:702:579 – Musical Practices of the World for Music Education (every year)
- 08:702:578 – American Popular Music (every year)

Irregularly Scheduled Courses:

- 08:702:533 – Advanced Conducting in Music Education (in-person only)
- 08:702:538 – Proseminar in Music Education (topics vary)
- 16:700:515 – Computer Composition (in-person only)
- 16:700:____ or 08:702:____ - Graduate Theory or Graduate History (in-person only)

MM in Music Education Degree Requirements Checklist

(30 graduate credits)

Diagnostic Evaluations

Music Theory Diagnostic Exam or Music Theory Review Course 16:700:511*

Required Music Education Courses (9 credits)

- _____ 08:702:513 Historical and Philosophical Foundations of Music Education (3 credits)
_____ 08:702:514 Graduate Research in Music Education (3 credits)
_____ 08:702:516 Culturally Responsive Pedagogy in Music Education (3 credits)

Music Education Electives (3 courses; 9 credits required)

Three courses chosen from the following courses

- 08:702:531 Wind Band Literature for Graduate Music Educators online (3 credits)
08:702:533 Advanced Conducting in Music Education (in-person) (3 credits)
08:702:544 Advanced Topics in General Music (3 credits)
08:702:545 Psychology & Sociology of Music Education (3 credits)
08:702:538 ProSeminar in Music Education (3 credits) (may be repeated)
08:702:571 Graduate Inclusive Learning in Music online (3 credits)
08:702:572 Seminar in Choral Literature for Music Educators online (3 credits)
08:702:574 Teaching Music Across the Curriculum (3 credits)
08:702:575 Integrating Technology in the Music Curriculum online (3 credits)

Graduate-Level Music Content Knowledge Beyond Music Education (3 courses; 9 credits)

Select 3 courses from those listed below

Three courses chosen from any of the following:

- 16:700:_____ or 08:702:_____ Graduate Theory Course (in-person) (3 credits)*
16:700:_____ or 08:702:_____ Graduate History Course (in-person) (3 credits)+
08:702:573 Studies in Form and Analysis for Graduate Music Ed. Online (3 credits)
08:702:578 American Popular Music Online (3 credits)
08:702:577 History of the Western Canon for Graduate Education Online (3 credits)
08:702:579 Musical Practices of the World for Music Education Online (3 credits)
16:700:515 Computer Composition (in-person) (3 credits)

Capstone (1 course; 3 credits)

_____ 08:702:580 Master's Capstone in
Music Education (3 credits)
_____ Presentation

_____ Project Approval Form

Graduation

_____ Candidacy Form
_____ Online Diploma Application

*See info about MM Diagnostic Requirements in section [7.6.1.1 Diagnostic Requirements for MM Music Education Students](#)

MM in Music Education – Degree Planning

Note: At least one Music Education Elective and one Graduate-Level Music Content Knowledge course will be offered fall, spring, and summer every year. Be sure to select courses appropriately to ensure on-time graduation.

Option 1 (always 6 credits; 2 years and 1 summer)

Year 1		
Fall 513 Elective or Music Content Course <i>Theory/Musicology Prerequisites</i>	Spring 514 Elective or Music Content Course	Summer Music Education Elective Music Content Course
Year 2		
Fall 516 Elective or Music Content Course	Spring 580 Elective or Music Content Course <i>Capstone Presentation</i>	

Option 2 (light fall semesters; 2 years and 2 summers)

Year 1		
Fall 513 <i>Theory/Musicology Prerequisites</i>	Spring 514 Elective	Summer Music Education Elective Music Content Course
Year 2		
Fall 516	Spring 580 Music Content Course <i>Capstone Presentation</i>	Summer Music Education Elective Music Content Course

*Note: At least one Music Education Elective and one Graduate-Level Music Content Knowledge course will be offered fall, spring, and summer every year. Be sure to select courses appropriately to ensure on-time graduation.

Option 3 (light spring semesters; 2 years and 2 summers)

Year 1		
Fall 513 Elective <i>Theory/Musicology Prerequisites</i>	Spring 514	Summer Music Education Elective Music Content Course
Year 2		
Fall 516 Music Content Course	Spring 580 <i>Capstone Presentation</i>	Summer Music Education Elective Music Content Course

DMA in Music Education Degree Requirements Checklist

For students starting Fall 2023 or later

(57 graduate credits)

Diagnostic Evaluations

Music History Diagnostic Exam or Music History Review Course 16:700:509

Music Theory Diagnostic Exam or Music Theory Review Course 16:700:511

Required Research and Music Education Courses (4 courses; 12 credits)

_____ 08:702:614 Graduate Research in Music Education (3 credits)

_____ 08:702:640 Doctoral Seminar in Music Education Curriculum (3 credits)

_____ Quantitative Research Methods (choose 1):

_____ 15:291:531 Statistical Methods in Education I (3 credits)

_____ 16:300:511 Quantitative Research Methods in Education I (3 credits)

_____ Qualitative Research Methods (choose 1):

_____ 16:300:509 Qualitative Research Methods in Education I (3 credits)

Electives in Music Education (3 courses; 9 credits)

Music Education Electives (above) chosen from the following:

08:702:513 Historical and Philosophical Foundations of Music Education (3 credits)

08:702:516 Culturally Responsive Pedagogy in Music Education (3 credits)

08:702:531 Wind Band Literature for Graduate Music Educators (3 credits)

08:702:533 Advanced Conducting in Music Education (3 credits)

08:702:544 Advanced Topics in General Music (3 credits)

08:702:545 Psychology and Sociology of Music Education (3 credits)

08:702:538 Proseminar in Music Ed. (3 credits) (may be repeated)

08:702:572 Seminar in Choral Literature for Music Educators (3 credits)

15:291:xxx Any education research course for which the student is eligible (3 credits)

16:300:xxx Any education research course for which the student is eligible (3 credits)

Graduate-Level Music Theory (2 courses; 6 credits)

_____ 16:700:_____

_____ 16:700:_____

Graduate-Level Musicology (2 courses; total 6 credits)

_____ 16:700:_____ or 08:702:_____

_____ 16:700:_____ or 08:702:_____

Cognate (12 credits; a completed and approved "Cognate Form" is required prior to beginning)

Comprehensive Examination

_____ Written Comprehensive Exam

Dissertation Research in Music Education

(12 credits)

_____ 12 credits of 08:702:702

Dissertation

_____ Dissertation Proposal Defense

_____ Dissertation Defense

Graduation

_____ Candidacy Form

_____ Online Diploma Application

7.7 Artist Diploma – General Information for Students

The Artist Diploma (AD) program addresses the needs of those who wish to concentrate more narrowly on performance-related study than the Doctor of Musical Arts (DMA) student does. Unlike the DMA, the AD program does not require formal coursework in music history or theory. Instead, students must perform five recitals, four of them solo and one a chamber recital. With the exception of the AD in Opera, students must have a Master of Music (MM) degree or its equivalent to gain admission to the program.

There are two concentrations in the Artist Diploma program:

- Performance
- Opera

These concentrations have different requirements as detailed below in the degree checklists.

7.7.1 Foreign Language Requirement for Opera Students

Students in the AD in Opera program must take and pass two exams on foreign language translation and IPA proficiency. The two exams, one covering German and Italian, the other covering English and French, are offered in Spring semesters on alternating years. More information about these exams can be obtained from the Head of the Voice Area.

7.7.2 Oral Comprehensive Examination

All Artist Diploma students must, as their last degree requirement, pass an oral comprehensive exam. The panel for this exam consists of

- the student's Applied Teacher
- the Area Head (or if Area Head is student's teacher, another member of the Area faculty)
- a third faculty member from area, selected by student
- the director of the relevant large ensemble or a performance faculty from another area
- the Graduate Coordinator

This exam lasts roughly one hour, during which the faculty asks questions concerning

- all of the recitals/roles the student performed during time in program.
- other professional endeavors undertaken during the time in the program (teaching, other performances, ensemble playing, networking, etc.)
- the student's future career goals and strategies
- other topics associated with performance

Opera students should also

- be familiar with more recent composers and some of their works.
- demonstrate knowledge of operatic repertoire in your voice category.
- speak about styles, influences, legacies, etc.
- be prepared to address issues of vocal health, movement for singers, drama for singers, business for opera.
- be ready to answer questions about historical performances.

Evaluation of the students is based on demonstrated effort to prepare for a meaningful discussion and active engagement with the faculty.

The oral comprehensive exam may be repeated only twice for a maximum of three administrations. If a student fails three times, they will be administratively withdrawn from the program without a degree.

Artist Diploma in Performance

Requirement Checklist

(minimum 20 credits)

Performance Study (6 courses; minimum 6 credits)

_____ 08:703:701

_____ 08:703:702

_____ 08:703:701

_____ 08:703:702

_____ 08:703:701

_____ 08:703:702

Large Ensemble (6 courses; 6 credits)*

_____ 08:703:_____ (1 credit)

_____ 08:703:_____ (1 credit)

_____ 08:703:_____ (1 credit)

_____ 08:703:_____ (1 credit)

_____ 08:703:_____ (1 credit)

_____ 08:703:_____ (1 credit)

Chamber Ensemble (6 courses; 6 credits)

_____ 08:703:555 (1 credit)

_____ 08:703:556 (1 credit)

_____ 08:703:555 (1 credit)

_____ 08:703:556 (1 credit)

_____ 08:703:555 (1 credit)

_____ 08:703:556 (1 credit)

Literature (1 course; 2-3 credits)

_____ 16:700:5__ or 08:702:_____ – Course in literature in the student's area

Recitals

_____ Solo recital 1

_____ Solo recital 2

_____ Solo recital 3

_____ Solo recital 4

_____ Chamber recital

Comprehensive Examinations

_____ Oral Exam

Graduation

_____ Candidacy Form

_____ Online Diploma Application

*AD Piano students take 6 semesters of Studio Accompaniment in lieu of 6 semesters of Large Ensemble

Artist Diploma in Opera
Requirement Checklist
(32 credits)

Applied Major Lessons (4 courses; 12 credits)

- _____ 08:703:575 (3 credits)
- _____ 08:703:576 (3 credits)
- _____ 08:703:675 (3 credits)
- _____ 08:703:676 (3 credits)

Opera Workshop (4 courses; 4 credits)

- _____ 08:703:553 (1 credit)
- _____ 08:703:554 (1 credit)
- _____ 08:703:553 (1 credit)
- _____ 08:703:554 (1 credit)

Diction (4 courses; 4 credits)

- _____ 08:703:535 – Graduate Diction: English (1 credit)
- _____ 08:703:536 – Graduate Diction: French (1 credit)
- _____ 08:703:537 – Graduate Diction: German (1 credit)
- _____ 08:703:538 – Graduate Diction: Italian (1 credit)

Opera-Related Courses (6 courses; 10 credits)

- _____ 08:702:517 – Vocal Health (1 credit)
- _____ 08:703:557 – Acting for Singers (2 credits)
- _____ 08:703:557 – Acting for Singers (2 credits)
- _____ 08:703:558 – Stage Movement for Singers (2 credits)
- _____ 08:703:558 – Stage Movement for Singers (2 credits)
- _____ 08:702:555 – Business of Opera (1 credit)

Role Study – Study of two (2) major roles with the co-requisite of weekly coaching

- _____ 08:703:601 (Section 2) Performance Project: Opera Role (1 credit)
- _____ 08:703:601 (Section 2) Performance Project: Opera Role (1 credit)

Foreign Language Proficiency

- _____ English/French Language Proficiency Exam
- _____ German/Italian Language Proficiency Exam

Comprehensive Examination

- _____ Oral Exam

Graduation

- _____ Candidacy Form
- _____ Online Diploma Application

7.8 Programs in Musicology

The purpose of the MA and PhD programs in Musicology is to build students' mastery of music research and to prepare them for careers that require such mastery. The learning goals of the MA in musicology are:

1. To attain mastery in the field of musicology;
2. To engage in and conduct original research;
3. To prepare to be professionals in the discipline.

Coursework, independent research, and examinations are oriented directed toward these goals. Students are exposed to current methodologies in research. They work closely with faculty in seminars centered on the faculty's area of expertise, and they develop the skills to develop and answer original questions of their own. For PhD students, the dissertation proposal, dissertation, and dissertation defense represent a complete synthesis of these goals and demonstrate the candidate's ability to contribute new knowledge to the discipline.

A full explanation of the vision, learning goals, and assessment procedures for the MA/PhD programs can be found online at the [program's website](#).

The MA and PhD programs in musicology enable students to take advantage of both the professional conservatory setting within the Mason Gross School of the Arts and the broad, humanistic environment of a major research university. Graduate students may also take courses in other departments throughout the university as appropriate to their research interests; PhD students may enroll in classes at Princeton, Columbia, CUNY, NYU, the New School, Stony Brook, and Fordham through the [Inter-University Doctoral Consortium](#). MA students can take seminars at Princeton through the [Rutgers-Princeton Exchange Program](#).

With the support of the faculty and the Graduate Student Assembly, the Rutgers University Musicological Society (RUMS), a graduate-student organization, regularly organizes colloquia and guest speakers, as well as an annual graduate-student conference in academic music.

The following information pertains to particular components of the MA in Musicology degree. See the Master of Arts in Musicology Degree Checklist below.

7.8.1 Master of Arts in Musicology

Students may enroll in the Master of Arts in Musicology as terminal MA students (who finish with an MA degree) or with the intention of continuing on to the PhD. Information about the PhD is available below in section [7.8.2 PhD in Musicology](#).

In addition to coursework, requirements for the Master of Arts degree include two foreign language proficiencies, a Master's project, and comprehensive examinations. Students intending to continue on to the PhD program take the qualifying exam instead of the comprehensive examination.

7.8.1.1 Transfer of Credit to MA Program from Prior Graduate Studies

On the recommendation of the Musicology faculty, and with the approval of the Graduate School-New Brunswick, students in the MA in Musicology program may transfer as many as 12 graduate credits earned at another graduate program toward the 30-credit degree requirement. Students should discuss any requests for credit transfer with the Graduate Coordinator and the SGS Program Coordinator.

7.8.1.2 Examining Committee for Master's Project, Take-Home Essay and Oral Exam

The student's advisor (a member of the musicology faculty or another faculty member with the approval of the area head of musicology) will act as chair of the Master's examining committee. The chair convenes an examining committee with two additional members or associate members of the School of Graduate Studies Music Faculty. At least two members of the examining committee must be faculty in the musicology area.

7.8.1.3 Master's Project

Students may select one of two plans to complete the Master's project:

Plan A.

Master's students must write an extended paper (normally 40–50 pages long, 10,000–12,500 words) under the supervision of an advisor, who will later become the chair of the examining committee. Students should register for 16:700:603 (Master's project), normally in their second or third semester of full-time coursework. The extended paper should involve original research, engage with pertinent literature, and include a detailed discussion of the relevant repertoire. The student must give the advisor at least two weeks to evaluate the paper. The extended paper must be approved by the advisor as faculty evaluator (Section B of the Master's Degree Application Form).

Once the extended paper has been approved the student may proceed to schedule the take-home essay examination and the oral examination.

Students must submit the Master's project no later than six weeks before the deadline for the completion of all graduation requirements. The steps include:

- two weeks for the advisor to read and approve the final draft of the project,
- one week to convene a committee and for that committee to formulate the take-home exam question
- one week for the student to answer the take-home essay question
- two weeks to schedule the oral defense.

Plan B.

Students also have the option of submitting their essay to the School of Graduate Studies as a formal Master's thesis. In this case, students should register for 16:700:603 for two semesters (6 credits) and inform the musicology faculty of their intention to formalize the paper and deposit it with the School of Graduate Studies. The student must give the advisor at least two weeks to evaluate the thesis and approve of its distribution to the rest of the committee, who will in turn take two weeks to evaluate the thesis. The faculty may request revisions, subject to the advisor's approval.

Once all committee members agree, the student may proceed to schedule the take-home essay exam and the oral examination. The thesis must receive approval by all three members of the examining committee after a successful defense during the oral examination (Section A of the Master's Degree Application Form).

Students who submit a formal Master's thesis must submit it to their advisor no later than eight weeks before the deadline for all graduation requirements. The steps include:

- two weeks for the advisor to read and approve of the distribution of the thesis to the committee.
- two weeks for the committee to read and approve the final draft of the thesis,
- one week to convene a committee and for that committee to formulate the take-home exam question
- one week for the student to answer the take-home essay question
- two weeks to schedule the oral defense.

Students seeking to earn the MA who have been approved to continue on to the PhD (see section 7.8.1.7) must have their written project approved by their committee but do not need a separate oral defense of their master's project. Rather, the committee may ask about the master's project in the oral exam following the PhD qualifying exam (see section [7.8.2.3 Qualifying Examination](#)).

7.8.1.4 Take-Home Essay Exam (for Terminal MA candidates only)

(Candidates proceeding to the PhD will instead take the Qualifying Exam described below in section [7.8.2.3 Qualifying Examination](#))

The student's advisor, in consultation with the other members of the committee, will determine a topic for a take-home research essay. The topic will be related to, but not directly overlapping with, the Master's project or thesis. The take-home essay should be approximately 15 pages long (3,750–4,000 words, double-spaced, including notes but excluding bibliography). The take-home essay is to be completed in one week at a time agreed upon by the faculty and the student.

7.8.1.5 Oral Examination (for Terminal MA candidates only)

(Candidates proceeding to the PhD will instead take the Qualifying Exam described below in section [7.8.2.3 Qualifying Examination](#))

The oral examination will be scheduled approximately two weeks after the take-home essay is completed, as allowed by the schedules of the student and the faculty. The oral examination will consist of two parts:

1. **Defense of Master's Project:** In response to questions from the examination committee, the student will be expected to demonstrate knowledge of topics connected to the student's main research interests (as reflected in the Master's project), as well as the ability to connect those topics to broader issues within the field of musicology, including the citation of relevant scholarly literature and discussion of relevant repertoire. The project or thesis is not considered finally approved until it has been defended in the oral exam.
2. **Defense of Take-Home Essay Exam:** In this portion of the oral examination, the student will be asked to defend and elaborate on the take-home essay examination.

The vote on the results of the take-home essay examination and the oral examination must be unanimous. Students will be informed of the outcome of the entire exam immediately following the oral exam.

Possible results of the Master's Examination are as follows:

- Successful
- Unsuccessful
- Decision Deferred. The committee is in temporary adjournment until the student revises or retakes all or part of the examination as indicated by the committee. When this has been completed, a final decision will be imparted.

7.8.1.6 Language Proficiency

Two languages relevant to the student's research interests, as approved by the musicology faculty. Information about satisfying this requirement is in section [7.2.8 Foreign Language Proficiency Requirements](#).

7.8.1.7 Progression from MA to PhD

Students who complete the MA and wish to proceed to the PhD must discuss these intentions with the Graduate Coordinator and Musicology faculty in advance. In order to proceed onto the PhD, students must gain approval by the Admissions Committee and must subsequently complete the SGS Change of Degree Status Application. Students progressing from the MA in Musicology program to the PhD in Musicology program should consult the Suggested 9-Semester Registration Schedule for Combined MA/PhD in Musicology below.

7.8.2 PhD in Musicology

The following information relates to the PhD in Musicology degree requirements, both as they pertain to students continuing from the Rutgers MA program and to students entering with an MA degree from another institution. Distinctions are noted, where necessary.

7.8.2.1 Transfer of Credit for Students with MA Degrees from Other Institutions

Students entering the PhD in Musicology program with a graduate degree from another institution should transfer 24 credits from their Master's degree after completion of nine credits of graduate level coursework with grades of B or better. The transfer is done by means of the [SGS Transfer of Credit Application](#), which should, along with an official final transcript from the previous institution, be submitted to the SGS Academic Program Coordinator. If the faculty determines that fewer than 24 credits can be transferred from the student's MA, the student will be required to take additional credits (more than 6) at the Master's level before formal admission to the PhD.

7.8.2.2 Initial Coursework

Students entering the PhD in Musicology program with an MA from another institution must take the following courses at the Master's level before formal admission to the PhD, however with the approval of the faculty, students may substitute electives in any category (see the PhD in Musicology degree checklists below) for either or both of the required courses.

- 16:700:501 Introduction to Music Research (3 credits)
- 16:700:502 Current Issues in Musicology (3 credits)

Students who are continuing from the MA in Musicology program at Rutgers to the PhD program are advised to take two of the courses required for the PhD (6 credits) during the second year of enrollment in the MA program.

7.8.2.3 Qualifying Examination

Students entering the PhD in Musicology program with an MA from another institution take the Qualifying Exam at the end of the summer immediately after the first year of enrollment. Students who enter with some Master's-level credit (but not a full MA degree) in musicology should consult with the area head to determine the appropriate time to take this exam.

Students continuing from the MA in Musicology program at Rutgers to the PhD program take the Qualifying Exam at the end of the summer immediately after the completion of the MA coursework (i.e. after Year 2 and before Year 3 of enrollment in the combined MA/PhD program).

The student's advisor (a member of the musicology faculty or another faculty member with the approval of the area head of musicology) will act as chair of the Master's examining committee. The chair convenes an examining committee with three additional members or associate members of the School of Graduate Studies Music Faculty. At least three members of the examining committee must be faculty in the musicology area.

The examination is described separately in the document titled "Guidelines for Graduate Exams in Musicology," posted on the Sakai site for the musicology area. The exam is in three parts:

1. A proctored written examination
2. A take-home examination
3. An oral examination

Proctored Examination

The proctored examination is taken over two days, in two three-hour periods per day. The portions of the proctored examination are as follows:

1. Musical Object Identification (scores, manuscripts, recordings, sketches, engravings, paintings, others) (one 3-hour period): The chair of the examination committee will determine, in advance, three major repertoires/traditions that will be covered in this section of the examination. During the examination, five musical objects related to these repertoires/traditions will be provided. For each object, the student must discuss its historical, analytical, or socio-cultural significance. This discussion should include, as relevant:

- assigning the object to a specific historical period, with an approximate date
- explaining other information that can be inferred from the object (e.g., genre, composer, relation to a specific individual or collective output, geographical origin, social group, etc.)
- contextualizing its relation to broader musical and socio-cultural practice

2. Essays (three 3-hour periods): Under the guidance of the chair of the examining committee, the committee will determine three general areas for essay questions. The topics will cover a range of historical periods, geographical areas, and/or methodological approaches. The student will develop a bibliography within each area and submit it for approval of the committee. Under the guidance of the chair of the examining committee, the committee will formulate one specific essay question within each of the general topics; the student will answer each of these questions in one of the three-hour

examination periods. The chair of the examining committee assembles the questions and takes responsibility for administering the exam.

Take-Home Essay

The take-home essay examination is to be completed in one week at a time agreed upon by the examining committee and the student. The essay should be 15–20 pages long (3,750–5,000 words, double-spaced, including notes but excluding bibliography). Although the instructions will vary with the question, the main goal of these papers is to synthesize the existing scholarship on a given topic broadly related to the student's research interests.

Oral Examination

The oral examination will be scheduled approximately two weeks after all portions of the exam are completed, as allowed by the schedules of the student and the committee. The oral examination will consist of two parts:

- **Analysis:** A score of one complete movement will be provided 90 minutes before the examination. At the start of the oral defense, students will present the analysis orally, considering the various aspects of the music that contribute to its overall structure and effect and avoiding a blow-by-blow treatment. Students may write on the score and distribute copies of it to the faculty.
- **Oral Defense (including a defense of the analysis, proctored examination, and take-home essay examination):** Following the presentation of the analysis, the committee will ask students to defend and elaborate on all portions of qualifying examination. In addition, the committee may ask new questions that cover additional topics not covered in the examination so far.

Students will be informed of the outcome of the entire exam immediately following the oral exam.

Possible results of the Qualifying Examination are as follows:

- Successful: acceptance to candidacy
- Unsuccessful
- Decision Deferred: The committee is in temporary adjournment until the student revises or retakes all or part of the examination as indicated by the committee. When this has been completed, a final decision will be imparted

A student who fails any part of the examination will be allowed to re-take it once. If they fail the second time, they will not be allowed to continue in the PhD program. The student's advisor (a member of the musicology faculty or another faculty member with the approval of the area head of musicology) will act as chair of the examining committee. The chair convenes an examining committee with three additional members or associate members of the School of Graduate Studies Music Faculty. At least three members of the examining committee must be faculty in the musicology area.

Upon passing the Qualifying Exam, student should submit the first portions of the PhD Candidacy Form (found at the [MGSA Graduate Music Resources page](#)) to the SGS Dean's office as soon as possible.

7.8.2.4 PhD Coursework

After completion of all Master's level coursework and the qualifying examination, students take a series of required and elective courses at the Doctoral level, as stipulated by the degree requirement checklists below.

7.8.2.5 Language Proficiency

Students are required to demonstrate proficiency in three languages relevant to the student's research interests, as approved by the faculty. Students having completed the MA in Musicology program at Rutgers must demonstrate proficiency in one language in addition to the two languages from the Master's degree. Note that satisfaction of the PhD foreign language requirements are prerequisites to formal admission to candidacy, which is required for eligibility to be hired as a Part-Time Lecturer, according to AAUP-AFT rules.

7.8.2.6 Registration for Independent Study in Final Semester of Coursework

During the final semester of coursework, students should register for 16:700:601/602 Independent Study with the student's intended dissertation advisor, intended to assist in the preparation of the Dissertation Proposal.

7.8.2.7 Dissertation Committee

Students who pass the Qualifying Examinations and required coursework are accepted to candidacy and proceed to the dissertation. Dissertation committees must be appointed immediately before or shortly after the student has been accepted to candidacy. After consultation with the student, with the student's proposed chairperson, and the SGS Academic Program Coordinator, the latter will appoint the committee. The PhD dissertation committee must consist of a minimum of four members, chaired by a full member of the School of Graduate Studies. One of the committee members must be from outside the program and should be chosen in consultation with the SGS Academic Program Coordinator. If the outside committee member is not a member of the Graduate Faculty, the Academic Program Coordinator must immediately inform the Office of the Dean of the School of Graduate Studies of the name and address of the person appointed. If the outside member does not hold a Doctoral degree, then a copy of her/his CV must be submitted for the Dean's approval.

Substitutions in committee membership, once it has been formed, are the responsibility of the SGS Academic Program Coordinator and will be allowed only if a member is unable to serve or if a student's dissertation topic changes, requiring a new dissertation director and/or modification of the committee. In cases other than these, approval for a change in committee membership rests with the Dean of the School of Graduate Studies. If a member of a student's committee leaves the University, they may continue to serve on the committee with the approval of the SGS Academic Program Coordinator.

7.8.2.8 Dissertation Proposal and Public Colloquium

Within no more than a year of completing the required courses (apart from research credits), candidates must submit a fully articulated dissertation proposal developed with the advice of the dissertation advisor. The dissertation proposal should be roughly 25–30 pages (6,250–7,500

words, double-spaced, including notes but excluding bibliography). The document should define the topic, explain its importance, and cite the specific repertoire and methods to be engaged. In addition, the proposal will explain the current state of research in the chosen field, identify important primary and secondary documents, and justify the candidate's proposed contribution. The document should include a thesis statement, justification, a literature review, a proposed methodology, a tentative chapter outline, and a bibliography.

Students should expect that the advisor will require two weeks to read and evaluate the proposal, either approving it for distribution to the committee or returning it to the student with instructions for revision. Once a draft of the proposal has been completed and approved by the advisor, the proposal will be forwarded to the rest of the committee (including the outside member, whenever possible) for their evaluation, which should take no longer than two weeks. The candidate will then make any revisions that are requested by members of the committee, subject to the approval of the advisor.

As soon as possible after evaluating members of the committee have approved the proposal, the candidate will present the core of the dissertation proposal in a public colloquium, consisting of approximately 20 minutes of speaking followed by a question-and-answer session. This colloquium may take place in the context of one of the meetings of the Rutgers University Musicological Society, or it may be scheduled separately.

There is no formal approval required after the colloquium, but students should expect to receive informal feedback from faculty about their presentation style and aspects of their research that should be taken into account as the dissertation gets underway.

The committee must be kept informed of the student's progress and must agree to follow his or her work and assist in its development. The committee shall also agree to give ample and early warning of any reservations concerning the student's progress and must specify in writing the changes required for dissertation acceptance. If the outside member participates only during the last stages of the dissertation, it shall be the responsibility of the SGS Academic Program Coordinator to furnish him or her with a copy of the dissertation proposal and of all subsequent changes.

While working on the dissertation, the student registers for 24 credits of 16:700:701/2 Research in Music.

7.8.2.9 Dissertation and Defense

Students should expect that the advisor will require at least one month to read and evaluate a full draft of a dissertation. After the advisor has approved it, the rest of the committee will likewise need one month to read and evaluate it. This time must be taken into account as students work toward a graduation deadline.

The chairperson and all but one member of the committee must approve the dissertation regardless of the total number of members on the committee. In the case of two or more dissenting members, attempts should be made to reconcile differences at the program level. If a resolution of the differences is not possible, the dissertation must be judged unsatisfactory. Appeals may be referred to the Dean of the School of Graduate Studies.

The student must bring the PhD Candidacy form, retrieved from the SGS Dean's office, to the dissertation defense. All members of the committee should sign the PhD candidacy form. In the event that the outside member is unable to attend the defense, the advisor's written approval or disapproval of the dissertation, prior to the defense, will be an acceptable substitute for a signature on the form. If approval is not unanimous, a letter from the dissenting member(s), in which the reasons for disapproval are briefly indicated, must accompany the dissertation. This letter shall be addressed to the Dean of the School of Graduate Studies, and a copy sent to the SGS Academic Program Coordinator, all members of the committee, and to the student. It is strongly advised that approval of the completed dissertation and of the final examination be completed at the same time. In other words, the dissertation should be in essentially final form at the time of the public oral defense.

The defense consists of an oral discussion by the candidate and the dissertation committee following the provisional completion of the dissertation. The committee chair and the defending student must be physically present at the defense (e.g., presence by teleconference is not acceptable). Ideally, all voting members of the committee must be present at and participate in the defense. In special circumstances, the School of Graduate Studies will allow up to two voting members to participate via electronic communication media such as speaker-phone or video-conference link. Students wishing to take advantage of this option should seek approval from the SGS Academic Program Coordinator.

Dissertation defenses are oral and open to the public. Students will be informed of the outcome immediately following the defense. Possible results of the defense are as follows:

- Successful: The candidate passed the defense. All members sign the candidacy form.
- Successful, Pending Revisions: The committee requires the incorporation of specified revisions in the text. When this has been done to the satisfaction of the advisor (or, if the committee so specifies, to the satisfaction of each member of the committee), the chairperson and members who have not signed the form will sign the form.
- Unsuccessful: The candidate did NOT pass the defense. The chairperson will summarize the committee recommendations in a letter to the candidate and will forward a copy to the School of Graduate Studies within three days of the examination.

7.8.2.10 Final requirements for Graduation

Upon a successful defense of the dissertation, the student must take steps, as outlined in the [SGS Checklist for the PhD Degree](#) in order to submit all necessary documents, including the dissertation itself.

Master of Arts in Musicology
Degree Checklist
(30 credits)

Introduction to Music Research (3 credits)

_____ 16:700:501 *Must be taken in the first semester of enrollment. MA students in musicology will be allowed to take other proseminars simultaneously.*

Current Issues in Musicology (3 credits)

_____ 16:700:502

Current Issues in Ethnomusicology (3 credits)

_____ 16:700:503

4 Proseminars in Musicology (4 courses; 12 credits) *Must all be on different topics.*

_____ 16:700:519

_____ 16:700:519

_____ 16:700:520

_____ 16:700:520

Studies in Analysis (3 credits)

_____ 16:700:525/526

Elective (3 credits)

_____ (selected from list below)

- Additional course in musicology. Options include, but are not limited to, the following:
 - Additional Proseminar in Musicology (16:700:519/520), on topic not covered by the other Proseminars taken by the student
 - Proseminar in Performance Practice (16:700:567/568)
- Additional course in music theory:
 - Student may elect Studies in Analysis (16:700:525/526) for a second time, if the course is given on a different topic
- Seminar in another academic department at Rutgers, subject to the approval of the faculty
- (In the second year of enrollment only) Seminar at another institution in the Inter-University Doctoral Consortium, subject to the approval of the faculty

Master's Project (3 credits)

_____ 16:700:603

Foreign Language Proficiency Two relevant to student's research, as approved by faculty

_____ Language 1

_____ Language 2

Terminal MA Students

Comprehensive Examinations

_____ Take-Home Essay

_____ Oral Exam

Students continuing on to PhD

Qualifying Examination

_____ Proctored Musical Object ID Exam

_____ Three Proctored Essay Exams

_____ Take-Home Essay Exam

_____ Oral Exam

PhD in Musicology (for students who completed their MA at Rutgers)

Degree Checklist

(24 graduate credits + 24 research credits, in addition to 30 credits from the MA)

Initial Coursework

It is recommended that two of the courses required for the PhD (6 credits) be taken during the second year of enrollment in the MA program.

Qualifying Examination

_____ Written Exam
_____ Take-home Exam
_____ Oral Exam

Seminars in Musicology (2 courses; 6 credits) *Must be on two different topics, different from the Proseminars taken for the MA*

_____ 16:700:619/620
_____ 16:700:619/620

Electives from the following “Category A” courses (2 courses; 6 credits)

-
- Additional (16:700:619/620) on topics not covered by the other Seminars yet taken
 - Proseminars in Performance Practice (16:700:567/568)
 - Courses in musicology not listed above
 - Seminars in another academic department at Rutgers, or at another institution in the Inter-University Doctoral Consortium, subject to the approval of the faculty

Electives from the following “Category B” courses (2 courses; 6 credits)

-
- Studies in Analysis (16:700:525/526) – Students may take this course twice, if the courses are given on a different topic from the previous time the student took it.
 - Other courses in music theory

Elective in Category C (1 course; 3 credits)

-
- Seminar in another academic department at Rutgers, or at another institution in the Inter-University Doctoral Consortium, subject to the approval of the faculty. (must be a different course from those used to fulfill the elective “Category A” requirement above.)
 - Course in music performance worth 3 credits, or multiple courses in music performance worth a combined total of 3 credits

Independent Study (1 course; 3 credits)

_____ 16:700:601/602

Foreign Language Proficiency

_____ One other language relevant to the student’s research interests, as approved by the faculty, in addition to the two required for the MA

Dissertation

_____ Proposal Defense
_____ 16:700:701/2 Research in Music (24 credits)
_____ Dissertation Defense

Sample 9-Semester Registration Schedule for Combined MA/PhD in Musicology

(The actual distribution of courses in each semester depends on course offerings.)

MA

<p>YEAR 1 Fall (9 credits) Introduction to Music Research (3 credits) Studies in Analysis (3 credits) Proseminar in Musicology (3 credits)</p>	<p>YEAR 1 Spring (9 credits) Current Issues in Musicology (3 credits) Proseminar in Musicology (3 credits) Elective (3 credits)</p>
<p>YEAR 2 Fall (9 credits) Introduction to Ethnomusicology (3 credits) Proseminar in Musicology (3 credits) Master's Project (3 credits)</p>	<p>YEAR 2 Spring (9 credits) Proseminar in Musicology (3 credits) Elective—Category B (3 credits)* Elective—Category A (3 credits)*</p>

*Course not required for terminal MA. Credits count toward the coursework requirements for the PhD.

End of summer after Year 2: Qualifying Examination

PhD

<p>YEAR 3 Fall (9 credits) Seminar in Musicology (3 credits) Elective—Category A (3 credits) Elective—Category B (3 credits)</p>	<p>YEAR 3 Spring (9 credits) Seminar in Musicology (3 credits) Elective—Category C (3 credits) Independent Study (with intended dissertation advisor) (3 credits)</p>
<p>YEAR 4 Fall (9 credits) 9 Research Credits</p>	<p>YEAR 4 Spring (9 credits) 9 Research Credits</p>
<p>YEAR 5 Fall (6 credits) 6 Research Credits</p>	

PhD in Musicology (for students who hold an MA from another institution)

Degree Checklist

(24 + 6 Master's-level credits + 18 graduate credits + 24 research credits)

Transfer Credits

_____ 24 credits transferred from MA or equivalent

Initial Coursework (2 courses; 6 credits)

_____ 16:700:501 Introduction to Music Research (*Must be taken in the first semester. PhD students in musicology will be allowed to take other seminars simultaneously.*)*

_____ 16:700:502 Current Issues in Musicology

Qualifying Examination

_____ Written Exam

_____ Take-home Exam

_____ Oral Exam

Seminar in Musicology (2 courses; 6 credits) *Must be on two different topics.*

_____ 16:700:619/620

_____ 16:700:619/620

Current Issues in Ethnomusicology (1 course; 3 credits)

_____ 16:700:503 *With faculty approval, student may substitute an elective for this course.*

Elective from the following "Category A" courses (1 course; 3 credits)

- Additional (16:700:619/620) on topics not covered by the other seminar yet taken
- Proseminars in Performance Practice (16:700:567/568)
- Courses in musicology not listed above
- Seminars in another academic department at Rutgers, or at another institution in the Inter-University Doctoral Consortium, subject to the approval of the faculty

Electives from the following "Category B" courses (1 course; 3 credits)

- Studies in Analysis (16:700:525/526)
- Other course in music theory

Independent Study (1 course; 3 credits)

_____ 16:700:601/602

Foreign Language Proficiency

_____ One other language relevant to the student's research interests, as approved by the faculty, in addition to the two required for the MA

Dissertation

_____ Proposal Defense

_____ 16:700:701/2 Research in Music (24 credits)

_____ Dissertation Defense

* If Introduction to Music Research was taken previously at the graduate level, an elective may substitute for this requirement.

Sample 6-Semester Registration Schedule - Musicology PhD with non-Rutgers MA
 (The actual distribution of courses in each semester depends on course offerings.)

<p>YEAR 1 Fall (9 credits) Introduction to Music Research, or elective by permission (3 credits) Seminar in Musicology (3 credits) Elective—Category A (3 credits)</p>	<p>YEAR 1 Spring (9 credits) Current Issues in Musicology, or elective by permission (3 credits) Seminar in Musicology (3 credits) Elective—Category B (3 credits)</p>
<p>End of summer after Year 1: Qualifying Examination</p>	
<p>YEAR 2 Fall (9 credits) Introduction to Ethnomusicology, or elective by permission (3 credits) Independent Study (with intended dissertation advisor) (3 credits) 3 Research Credits</p>	<p>YEAR 2 Spring (9 credits) 9 Research Credits</p>
<p>YEAR 3 Fall (9 credits) 9 Research Credits</p>	<p>YEAR 3 Spring (3 credits) 3 Research Credits</p>

7.9 Programs in Music Theory

The Department of Music at Rutgers offers MA and PhD degrees in music theory. Students may enroll in the Master of Arts in Music Theory as terminal students (who finish with an MA degree) or with the intention of continuing onto the PhD.

These academic programs enable students to take advantage of both the professional conservatory setting within the Mason Gross School of the Arts and the broad, humanistic environment of a major research university. Classes in research methods and current issues in music theory are supplemented by seminars open to musicologists, music theorists, composers and performers. The program fosters the development of interdisciplinary perspectives and critical thinking on music of diverse traditions, and the exploration of various analytical methods germane to the repertoire. Music theory students are encouraged to take courses in musicology, performance practice, and in other departments throughout the university as appropriate to their research interests.

Additionally, through the [Inter-University Doctoral Consortium](#), PhD students may take courses at Princeton, Columbia, CUNY, NYU, the New School, Stony Brook, and Fordham. MA students can take seminars at Princeton through the [Rutgers-Princeton Exchange Program](#). The Rutgers music theory program prepares students to become active members of the professional academic community as well as independent thinkers who will challenge the field's intellectual conventions.

A full explanation of the vision, learning goals, and assessment procedures for the MA/PhD programs can be found online at the [program's website](#).

The following information relates to the Master of Arts and PhD degrees in Music Theory. Further information about these degree requirements should be obtained from the Music Theory faculty.

7.9.1 Coursework

Required seminars on research methods are offered regularly. Theory seminars cover all major areas of the profession, including Schenkerian analysis, neo-Riemannian theory, post-tonal theory, perception and cognition, and rhythm studies, in addition to current topics in music theory. These seminars are designed both to expose students to current research in the particular area of the seminar and to impart skills in analysis, critical thinking, research, writing, and oral presentation. Students will benefit from a particularly rich array of post-1900 topics, as the faculty's research interests encompass atonal music, popular music, Chinese opera, cultural synthesis in contemporary music, American ultra-modern music, and women and gender studies.

Beyond required seminars, both the MA and PhD in Music Theory allow for several credits to be satisfied by elective courses. Selection of appropriate elective courses should be made in consultation with the Head of Music Theory, the Graduate Coordinator, and the SGS Program Coordinator.

7.9.2 Professional Opportunities

Graduate students are encouraged to pursue professional opportunities during their tenure at Rutgers. They may present their work-in-progress at meetings of the [Rutgers University Musicological Society \(RUMS\)](#), which also provides opportunities for leadership. Teaching and

assistant teaching positions offer valuable classroom experience under the guidance of experienced faculty. The faculty guide students through the process of submitting appropriate work to professional conferences and journals, and students may apply for funds for conference travel. Rutgers students enjoy access to a number of consortium libraries and research facilities. The [Performing Arts Library](#) is an outstanding research facility and supports many online music and scholarly resources.

7.9.3 Transfer of Credit to MA Program from Prior Graduate Studies

On the recommendation of the Composition faculty, and with the approval of the Graduate School-New Brunswick, students in the MA in Music Theory program may transfer as many as 12 graduate credits earned at another graduate program toward the 30-credit degree requirement. Students should discuss any requests for credit transfer with the Graduate Coordinator and the SGS Program Coordinator.

7.9.4 Master of Arts in Music Theory Requirements

MA and MA/PhD students must pass the comprehensive exam and complete a Master's Project.

7.9.4.1 MA in Music Theory Comprehensive Exam

The comprehensive exam is to be taken in its entirety at the end of the student's third semester of MA study. Only one retake of a given section is permitted, which must be taken the following semester. Failure to pass any section of the exam on the retake is grounds for dismissal from the program. The theory comprehensive exam consists of a proctored exam and a take-home analysis.

Proctored Exam

This proctored of the comprehensive exam is taken over two days. It consists of four sections, each of which takes three hours:

- **Score excerpts:** Five scores are provided. Instructions: "Discuss in detail the most important characteristics of each excerpt. Assign each work to a specific historical period (with an approximate date), indicate the likely genre, and suggest a likely composer." This test is administered on the morning of the first day of comprehensive exam testing.
- **Analysis (tonal):** The student will be asked to give detailed answers to questions about a given tonal piece. A score and recording will be provided, as well as staff paper. Students may write on the score, which must be returned with the exam. It is encouraged that students use the staff paper to illustrate analytical points. This test is administered on the afternoon of the first day of comprehensive exam testing
- **Essays (2 sections):** Students are given two envelopes, each containing two essay questions. Students must answer one essay question from each envelope. This test is administered on the second day of comprehensive exam testing.

Take-Home Analysis

The take-home analysis is done over a three-day period, should be about 10 **pages** in length (excluding examples), and requires analytical and historical discussion of a post-tonal work.

7.9.4.2 Master's Project

In addition to the comprehensive exam, Master's students must write a substantial essay (normally 40-50 pages long), done over the course of the student's third and fourth semester under the supervision of an advisor in the theory department. Students should register for 16:700:603 (Master's Project), normally in their third semester of coursework. The essay should involve some original research, engage with pertinent literature, and include detailed discussion of the relevant repertory.

Students also have the option of submitting their essay to the Graduate School as a formal Master's thesis. In this case, the essay must be approved by the full theory faculty. Students should register for 16:700:603 and inform the theory faculty of their intention to formalize the paper and deposit it with the Graduate School.

7.9.4.3 Foreign Language Requirement for the MA in Music Theory

The MA Degree in Music Theory requires a reading knowledge and proficiency of German. Information about satisfying the Foreign Language Requirement is in section [7.2.8 Foreign Language Proficiency Requirements](#).

7.9.4.4 Necessary Forms for MA Students

After completion of the Comprehensive Exams MA students must complete the Diploma Application Form as well as the Master of Arts Candidacy Form. These forms can be obtained through the School of Graduate Studies or from the [MGSA Graduate Music Resources page](#).

7.9.5 PhD in Music Theory Requirements

PhD students (entering with a Master's degree) must pass the comprehensive exam; pass the qualifying exam; prepare and defend a dissertation proposal; and prepare and defend a dissertation.

MA/PhD students, having passed the comprehensive exam and completed a Master's Project, must pass the qualifying exam; prepare and defend a dissertation proposal; and prepare and defend a dissertation.

7.9.5.1 Transfer of Credit for Students with MA Degrees from Other Institutions

Students entering the PhD in Music Theory program with a graduate degree from another institution should transfer 24 credits from their Master's degree after completion of nine credits of graduate level coursework with grades of B or better. The transfer is done by means of the [SGS Transfer of Credit Application](#), which should, along with an official final transcript from the previous institution, be submitted to the SGS Academic Program Coordinator. If the faculty determines that fewer than 24 credits can be transferred from the student's MA, the student will be required to take additional credits (more than 6) at the Master's level before formal admission to the PhD.

7.9.5.2 PhD in Music Theory Comprehensive Exam

PhD students entering with an MA from another institution must take the comprehensive exam in its entirety at the end of their first semester of PhD study. Only one retake is permitted, which must be taken in the following semester. Failure to pass any section of the exam on the retake is grounds for dismissal from the program.

The theory comprehensive exam consists of a proctored exam and a take-home analysis:

Proctored exam

This portion of the comprehensive exam is taken over two days. It consists of four sections, each of which takes three hours:

- **Score excerpts:** Five scores are provided. Instructions: “Discuss in detail the most important characteristics of each excerpt. Assign each work to a specific historical period (with an approximate date), indicate the likely genre, and suggest a likely composer.” This test is identify administered on the morning of the first day of comprehensive exam testing.
- **Analysis (tonal):** The student will be asked to give detailed answers to questions about a given tonal piece. A score and recording will be provided, as well as staff paper. Students may write on the score, which must be returned with the exam. It is encouraged that students use the staff paper to illustrate analytical points. This test is administered on the afternoon of the first day of comprehensive exam testing
- **Essays (2 sections):** Students are given two envelopes, each containing two essay questions. Students must answer one essay question from each envelope. This test is administered on the second day of comprehensive exam testing.

Take-home analysis

The take-home analysis is done over a three-day period, should be about 10 pages in length (excluding examples), and requires analytical and historical discussion of a post-tonal work.

7.9.5.3 PhD Qualifying Examination

The qualifying exam should be taken within one semester of completing the PhD coursework (normally the fifth semester of PhD study). Only one retake is permitted, which must be taken in the following semester. Failure to pass any section of the exam on the retake is grounds for dismissal from the program.

Students should begin registering for research credits in the same semester as the initial qualifying exam is taken.

The theory qualifying exam consists of three components:

1. **Oral Analysis:** This exam will be one hour long and is usually administered during reading days. One week before the oral analysis, students are sent a piece (tonal or post-tonal) to analyze. In addition to doing original analysis, students may prepare by reading published scholarship about the piece, but students may not consult with other students taking the same exam. Students may bring notes and marked scores to the exam. At the start of the exam, students will be asked to give a summary presentation of the piece.
2. **History of Theory:** This exam is three hours long and is administered occur during reading days. Students answer one question from a choice of two. The questions focus on theorizations of tonal-music structures or on connections/comparisons between different tonal-music theoretical traditions, with an emphasis on pre-20th-century theory (but not necessarily excluding theory written since 1900).

3. Field Exam: This exam has several stages:

- a. First, students select two of the following topics: 1) Schenker; 2) set/serial theory; 3) transformation theory; 4) semiotics/hermeneutics; and 5) *Formenlehre*. Alternatively, students may design one or two other topics in consultation with and upon approval of the theory faculty.
- b. Next, students develop bibliographies for each of your two topics. Each bibliography should contain around 30 works which the student believes to be the most significant to the field, including at least 5 book-length works (monographs, essay collections, translations, etc.). Book chapters should not be given as individual entries unless the larger work as a whole is not appropriate to list. Alternative designs of the bibliographies may be possible.
- c. Bibliographies should be submitted to the faculty at the end of the semester preceding the semester in which the student is intending to take the qualifying exam (normally at the end of the fourth semester of PhD study). It is recommended that students submit drafts to faculty for feedback before this. Students will receive faculty approval of your bibliographies by the start of the following semester.
- d. Finally, at the end of the semester in which the student will take the qualifying exam (exact date to be determined), students are to be given a question related to one of your two topics and bibliographies. Students have one week to write a 20-page paper that answers the question as originally as possible in as or (i.e. not simply retransmitting ideas from existing scholarship).

Possible results of the Qualifying Examination are as follows:

- Successful: acceptance to candidacy
- Unsuccessful
- Decision Deferred: The committee is in temporary adjournment until the student revises or retakes all or part of the examination as indicated by the committee. When this has been done to the satisfaction of the committee, a final decision will be imparted

Upon passing the Qualifying Exam, student should submit the first portions of the PhD Candidacy Form (found at the [MGSA Graduate Music Resources page](#)) to the SGS Dean's office as soon as possible.

7.9.5.4 Dissertation Proposal

After passing the qualifying exam (or sooner), candidates should seek out a faculty advisor with whom they wish to work on the dissertation. Students working on the dissertation enroll in 16:700:701/2 Research in Music. Within one year of passing the qualifying exam, candidates should submit a dissertation proposal. The dissertation proposal should be roughly 20 double-spaced pages, excluding the bibliography. The proposal should generally include:

1. Working title of the dissertation
2. General statement
 - A description of the topic, including a brief explanation of its historical and/or biographical context
 - An explanation of the purpose of the project and its value to scholarly research

3. State of research
 - A discussion of the current state of research in the chosen field
 - A bibliography of relevant literature
4. Approach
 - An explanation of the research plan and methodology for the project
 - A provisional table of contents, with a brief explanation of the substance and purpose of each chapter
5. Writing sample
 - A brief sample (2-5 pages) of the kind of work to be undertaken in the main body of the dissertation. The exact contents will vary according to the topic and methodology. Some examples include but are not limited to: musical analyses; graphs or charts with interpretive commentary; and mathematical or other computations with explanatory commentary.

7.9.5.5 Dissertation Proposal Defense

The candidate and the advisor should identify two other faculty members who agree to join the dissertation proposal committee. Once the dissertation proposal is completed and has been approved by the advisor, the candidate should provide a copy of the proposal to the other two committee members. This should occur at least four weeks before the dissertation proposal defense.

The candidate is responsible for scheduling the dissertation proposal defense at a time convenient for all three committee members. The defense will last approximately one hour, consisting of discussion between the candidate and the committee members.

The candidate will be notified of the results immediately after the defense. The possible outcomes are: accepted; accepted with revisions; and not accepted.

7.9.5.6 Dissertation

The dissertation is an extensive paper (normally 250 or more double-spaced pages, excluding front matter and bibliography) in which the candidate presents original scholarly research in the area identified in the dissertation proposal. The dissertation is written under the direction of the dissertation advisor.

7.9.5.7 Dissertation Committee

The candidate and the advisor should identify at least three persons who agree to serve as readers. At least two of the readers should be faculty members, and at least one reader should be outside the Graduate School and should be chosen in consultation with the SGS Academic Program Coordinator. If the outside committee member is not a member of the Graduate Faculty, the Academic Program Coordinator must immediately inform the Office of the Dean of the School of Graduate Studies of the name and address of the person appointed. If the outside member does not hold a Doctoral degree, then a copy of her/his CV must be submitted for the Dean's approval. The dissertation committee consists of the advisor and the readers.

7.9.5.8 Dissertation Defense

Once the dissertation is completed and has been approved by the advisor, the candidate should provide a copy of the dissertation to the other members of the committee. This should occur at least four weeks before the dissertation defense.

The candidate is responsible for scheduling the dissertation defense at a time convenient for all committee members. The dissertation defense will last one to two hours, consisting of discussion between the candidate and the members of the committee.

The student must bring the PhD Candidacy form, retrieved from the SGS Dean's office, to the dissertation defense.

The candidate will be notified of the results immediately after the defense. The possible outcomes are: accepted; accepted with revisions; and not accepted.

7.9.6 Foreign Language Proficiency for PhD Music Theory Students

MA Students must demonstrate proficiency in German. PhD students must, in addition to German, demonstrate proficiency in either French, Italian, or Latin. Information about satisfying these language proficiency requirements is in section [7.2.8 Foreign Language Proficiency Requirements](#). Note that satisfaction of the PhD foreign language requirements are prerequisites to formal admission to candidacy, which is required for eligibility to be hired as a Part-Time Lecturer, according to AAUP-AFT rules.

Master of Arts in Music Theory
Degree Requirements Checklist
(30 credits)

Required Theory Courses (5 courses; 15 Credits)

- _____ 16:700:501 Introduction to Music Research
- _____ 16:700:504 Current Issues in Music Theory
- _____ 16:700:571/2 Schenkerian Analysis
- _____ 16:700:573/4 Twentieth-Century Theory
- _____ 16:700:525/6 Studies in Analysis

History Courses (6 credits)

- _____ 16:700:519/520 Proseminar in Musicology
- _____ 16:700:_____ or 08:702:_____ Any musicology elective

Other Electives (2 courses; 6 credits)

- _____ 16:700:_____ or 08:702:_____
- _____ 16:700:_____ or 08:702:_____

Master's Project (3 credits)

- _____ 16:700:603 Master's Project

Foreign Language Proficiency – German

- _____ Foreign Language Exam

Comprehensive Examination

- _____ Excerpt Exam
- _____ Analysis Exam
- _____ Essays Exam (2)
- _____ Take-home Analysis

PhD in Music Theory
Degree Requirements Checklist
(24 + 6 Master's-level credits + 18 graduate credits + 24 research credits)

Transfer Credits

_____ 24 credits transferred from MA or equivalent**

Coursework (8 courses; 24 credits)

_____ 16:700:541 Special Topics in Theory/Analysis
_____ 16:700:542 Special Topics in Theory/Analysis
_____ 16:700:652 Topics in the History of Music Theory
_____ 16:700:_____ Music Elective
_____ 16:700:_____ Music Elective
_____ Free Elective*
_____ Free Elective*
_____ Free Elective*

Comprehensive Examination

_____ Excerpt Exam
_____ Analysis Exam
_____ Essays Exam (2)
_____ Take-home Analysis

PhD Interview

_____ Interview with Music Theory faculty

Foreign Language Proficiency (Two languages, German to be completed at MA level):

_____ German
_____ Italian, French or Latin

Qualifying Examination

_____ Oral Analysis
_____ History of Theory
_____ Field Exam

Oral Follow-up Exam

_____ Oral Follow-up Exam

Dissertation

_____ Dissertation Proposal Defense
_____ 16:700:701/2 Research in Music (24 credits)
_____ Dissertation Defense

*Any course outside of the School 08 or 16:700 must be approved by the Music Theory faculty in advance

** Students who earned an MA in Music Theory at Rutgers are required to take only 18 credits in addition to the 30 earned during master's study.

7.10 Programs in Composition

The MA and PhD programs in composition enable students to take advantage of both the professional conservatory setting within the Mason Gross School of the Arts and the broad, humanistic environment of a major research university, all within the radius of New York City's bustling new-music scene. Performance opportunities abound, as composers are able to recruit undergraduate and graduate students in the school's large performance program, as well as receive readings from the [Rutgers Symphony Orchestra](#). Additionally, student composers regularly receive performances from the resident new-music ensemble HELIX!, The Rutgers Percussion Ensemble, and through other opportunities.

A full explanation of the vision, learning goals, and assessment procedures for the MA/PhD programs can be found online at the [program's website](#).

The following information pertains to the Master of Arts and Doctor of Philosophy degrees in Composition.

7.10.1 Coursework

Private instruction in composition is supplemented by musicology, theory, and performance-practice seminars; graduate students will benefit from a particularly rich array of post-1900 topics, as the theory faculty's research interests encompass atonal music, popular music, ultra-modern music, contemporary Chinese composers, cultural synthesis in music, and women and gender studies. Graduate students may also take courses in other departments throughout the university as appropriate to their research interests; PhD students may enroll in classes at Princeton, Columbia, CUNY, NYU, the New School, Stony Brook, and Fordham through the [Inter-University Doctoral Consortium](#). MA students can take seminars at Princeton through the [Rutgers-Princeton Exchange Program](#). Undergraduate and graduate composers are required to participate in the composer's practicum, in which students share their in-progress pieces, collaborate with members of the art & design, dance, film, and theater programs, and attend lectures by visiting composers. The practicum also covers issues of notation, score preparation, compositional form, parameters and concepts in musical language, pre-compositional models and structures, professional development and affiliations, compositional collegiality, rehearsal techniques, and other practical issues for the contemporary composer.

7.10.2 Transfer of Credit to MA Program from Prior Graduate Studies

On the recommendation of the Composition faculty, and with the approval of the Graduate School-New Brunswick, students in the MA in Composition program may transfer as many as 12 graduate credits earned at another graduate program toward the 30-credit degree requirement. Students should discuss any requests for credit transfer with the Graduate Coordinator and the SGS Program Coordinator.

7.10.3 Master's Project

Students earning the MA degree will prepare a portfolio of pieces composed while in residency. The format of the portfolio is determined by the student and their composition teacher. At least two of the included pieces need to be performed and/or recorded. The portfolio is submitted to the entire faculty for review by March 15 for May graduation or November 1 for January graduation. Three members of the SGS Music Faculty will evaluate the portfolio within two weeks of receipt.

Possible results of the Master's Project are as follows:

- Successful
- Unsuccessful
- **Decision Deferred:** The faculty provides the student additional time to augment their portfolio with additional compositions. When this has been done to the satisfaction of the faculty, a final decision will be imparted.

7.10.4 Written Comprehensive Examination

The comprehensive examination is taken over two days; it consists of three sections, each of which takes three hours: For students enrolled in Terminal MA and MA/PhD programs, the exam is to be taken in its entirety at the end of the student's third semester of study: December (if first enrolled in the Fall) or May (if first enrolled in the Spring). For students enrolled in the PhD program, the exam is to be taken at the end of the first semester of study. For part-time students, the exam should be taken after they have completed an equivalent number of credit hours. The comprehensive exam will be evaluated by three members of the School of Graduate Studies (SGS) Music Faculty within four weeks.

1. **Musical Styles:** For each musical style, students should be able to provide a brief (2–4 sentence) description of the style, including approximate dates. Students should then describe one of the most prominent composers of that style and how their music fits in, citing at least 2 specific pieces. A list of musical styles will be distributed to students. 10 styles from this list will be selected for the exam.
2. **Tonal Analysis:** Students will be asked to give detailed answers to questions about a given tonal piece. A score and recording will be provided. Students may write on the score, which must be returned with the exam.
3. **Essay:** Students are given two essay questions. They must choose one out of the two questions to answer.

Possible results of the Comprehensive Examination are as follows:

- Successful
- Unsuccessful
- **Decision Deferred:** The faculty is in temporary adjournment until the student revises or retakes all or part of the examination as indicated by the faculty. When this has been done to the satisfaction of the faculty, a final decision will be imparted.

7.10.5 Transfer of Credit for PhD Students with MA Degrees from Other Institutions

Students entering the PhD in Composition program with a graduate degree from another institution should transfer 24 credits from their Master's degree after completion of nine credits of graduate level coursework with grades of B or better. The transfer is done by means of the [SGS Transfer of Credit Application](#), which should, along with an official final transcript from the previous institution, be submitted to the SGS Academic Program Coordinator. If the faculty determines that fewer than 24 credits can be transferred from the student's MA, the student will be required to take additional credits (more than 6) at the Master's level before formal admission to the PhD.

7.10.6 PhD Qualifying Examination

The PhD Qualifying Exam consists of two components: **Take-Home Essays (2)** and **Oral Examination**. Students will take this exam in its entirety in their 4th semester of enrollment (or equivalent credit hours): May (if first enrolled in the Fall) or December (if first enrolled in the Spring). One retake will be permitted. A failing grade on the retake will result in dismissal from the program. The examining committee will consist of four members of the SGS Music Faculty.

Take-Home Essays (2)

The student will be required to write two essays during a four-day period. Each essay should be 2,500–3,500 words in length, double-spaced (including notes but excluding bibliography) and should cite appropriate scholarly sources and include a complete bibliography. The four-day period will begin at an agreed-upon time during the first week of the exam period of the student's 24th credit of classes, when the student will receive their two questions via email. Students will need to submit their essays via email to their committee and Graduate Coordinator at the end of the four-day period.

The selection of topics shall proceed as follows:

- The student is asked to devise 6 topics for the exam. Three should address issues pre-1945; three should be related to contemporary musical practice (post-1945). The student should consult with faculty about good potential topics. The student must submit these topics to the examining committee by the last day of classes the semester before the exams are to be taken.
- During the university exam period following the submission of topics, the examining committee selects the final topics from the student's 6, substituting up to 3 of their own (assuming no major problems in the topics proposed by the student). The student will be notified of the final 6 topics by the last date of grade submission for the university exam period.
- The examining committee will devise two take-home essay questions based on the final 6 topics. These questions will be emailed to the student at the beginning of the four-day examination period.

Oral Examination

The oral examination will be scheduled approximately one week after the take-home essay portion of the exam has been completed, as allowed by schedules of the student and the examining committee. Students should print out and bring the PhD Candidacy Form, found at the [MGSA Graduate Music Resources page](#), to the Oral Examination.

The oral examination will consist of two parts:

- **Analysis Presentation:** The student will prepare a formal oral presentation on the analysis of a post-tonal composition. This composition will be selected by the faculty and provided to the student one week before the oral examination. The presentation should be 30 minutes. Slides, musical examples, and/or handouts are encouraged.

- Oral Defense (including a defense of the analysis presentation and take-home essays): Following the Analysis Presentation, the examining committee will ask students to defend and elaborate on the Analysis Presentation as well as the take-home essays. In addition, the committee may ask new questions about any of the six original topics.

Students will be informed of the outcome of the entire examination immediately following the oral exam. Possible results of the Qualifying Examination are as follows:

- Successful: acceptance to candidacy
- Unsuccessful
- Decision Deferred: The committee is in temporary adjournment until the student revises or retakes all or part of the examination as indicated by the committee. When this has been done to the satisfaction of the committee, a final decision will be imparted.

Upon passing the Qualifying Exam, student should submit the first portions of the PhD Candidacy Form (found at the [MGSA Graduate Music Resources page](#)) to the SGS Dean's office as soon as possible.

At the discretion of the committee, the student may be offered the opportunity to earn a terminal MA degree upon completion of the required 30 credits and a Master's project.

7.10.7 PhD Dissertation

The scope of the dissertation is determined in advance by the student and a faculty advisor once the general area of a potential dissertation topic is decided. The dissertation project for students in composition has two components:

1. A large-scale composition
2. A written document. There are two options for the written document portion of the dissertation:
 - a. Writing on the student's own work. Students will provide an analysis of their composition and contextualize it in the broader musical field in a research-based paper.
 - b. Writing a research paper on a separate topic from their composition. If this option is chosen, a short analysis of the student's own work will be required.

7.10.7.1 Dissertation Committee

Dissertation committees must be appointed immediately before or shortly after the student has been accepted to candidacy. After consultation with the student, with the student's proposed chairperson, and the SGS Academic Program Coordinator, the latter will appoint the committee. The PhD dissertation committee must consist of a minimum of four members, chaired by a full member of the School of Graduate Studies. Composition dissertation committees may be co-chaired by a member of a composition faculty and a member of either the musicology or music theory faculty. One of the committee members must be from outside the program and should be chosen in consultation with the SGS Academic Program Coordinator. If the outside committee member is not a member of the Graduate Faculty, the Academic Program Coordinator must

immediately inform the Office of the Dean of the School of Graduate Studies of the name and address of the person appointed. If the outside member does not hold a Doctoral degree, then a copy of her/his CV must be submitted for the Dean's approval. Substitutions in committee membership, once it has been formed, are the responsibility of the SGS Academic Program Coordinator and will be allowed only if a member is unable to serve or if a student's dissertation topic changes, requiring a new dissertation director and/or modification of the committee. In cases other than these, approval for a change in committee membership rests with the Dean of the School of Graduate Studies. If a member of a student's committee leaves the University, s/he may continue to serve on the committee with the approval of the SGS Academic Program Coordinator.

7.10.7.2 PhD Dissertation Proposal Defense

The dissertation proposal is a written document consisting of the following components:

1. A 1,750-2000-word paper (7-10 pages) including the following sections: Literature Review, Thesis, Methods of Analysis, and Approaches
2. A 250–500-word description of original composition (1-2 pages)
3. Comprehensive bibliography of sources relevant to the student's paper topic and their original composition

The dissertation proposal is written under the direction of the student's advisor and submitted by the beginning of the student's fifth semester of study, at least one month prior to the dissertation proposal defense. It is the student's responsibility to schedule their dissertation proposal defense in consultation with the members of the committee and the Graduate Coordinator.

The completed and approved proposal should be distributed to the members of the committee at least four weeks prior to the defense. Faculty will respond to the student with requests for revisions at least two weeks prior to the defense.

The dissertation proposal defense will consist of a short (10-15 minutes) presentation on the student's paper topic and a short (10-15 minutes) presentation on the student's original composition.

Students will be notified of the outcome of their defense immediately after the defense.

Possible results of the dissertation proposal defense are as follows:

1. **Successful:** The candidate may proceed to working on the dissertation.
2. **Successful, Pending Revisions:** The committee requires the incorporation of specified revisions to the proposal. When this has been done to the satisfaction of the advisor (or, if the committee so specifies, to the satisfaction of each member of the committee), the candidate may proceed to working on the dissertation.
3. **Unsuccessful:** The proposal requires substantial revisions and requires the student to re-present the proposal to their committee.

7.10.7.3 Research in Music

Over the course of a student's period of work on the Dissertation, the student registers for 24 credits of 16:700:701/2 Research in Music.

7.10.7.4 Dissertation Defense

Students should expect that the advisor will require at least one month to read and evaluate a full draft of a dissertation. After the advisor has approved it, the rest of the committee will likewise need one month to read and evaluate it. This time must be taken into account as students work toward a graduation deadline.

The chairperson and all but one member of the committee must approve the dissertation regardless of the total number of members on the committee. In the case of two or more dissenting members, attempts should be made to reconcile differences at the program level. If a resolution of the differences is not possible, the dissertation must be judged unsatisfactory. Appeals may be referred to the Dean of the School of Graduate Studies.

The final examination consists of an oral discussion by the candidate and the dissertation committee following the provisional completion of the dissertation. The committee chair and the defending student must be physically present at the final examination (e.g., presence by teleconference is not acceptable). Ideally, all voting members of the committee must be present at and participate in final examinations. In special circumstances, the School of Graduate Studies will allow up to two voting members to participate via electronic communication media such as speaker-phone or video-conference link. Students wishing to take advantage of this option should seek approval from the SGS Academic Program Coordinator.

Final examinations are oral and open to the public. Students will be informed of the outcome immediately following the defense. Possible results of the defense are as follows:

- **Successful:** The candidate passed the final examination. All committee members sign the candidacy form.
- **Successful, Pending Revisions:** The committee requires the incorporation of specified revisions in the text. When this has been done to the satisfaction of the advisor (or, if the committee so specifies, to the satisfaction of each member of the committee), the chairperson and members who have not signed the form will sign the form.
- **Unsuccessful:** The candidate did NOT pass the final examination. The chairperson will summarize the committee recommendations in a letter to the candidate and will forward a copy to the School of Graduate Studies within three days of the examination.

The student must bring the PhD Candidacy form, retrieved from the SGS Dean's office, to the dissertation defense. All members of the committee should sign the PhD candidacy form. In the event that the outside member is unable to attend the defense, their written approval or disapproval of the dissertation, prior to the defense, will be an acceptable substitute for a signature on the form. If approval is not unanimous, a letter from the dissenting member(s), in which the reasons for disapproval are briefly indicated, must accompany the dissertation. This letter shall be addressed to the Dean of the School of Graduate Studies, and a copy sent to the

SGS Academic Program Coordinator, all members of the committee, and to the student. It is strongly advised that approval of the completed dissertation and of the final examination be completed at the same time. In other words, the dissertation should be in essentially final form at the time of the public oral defense.

7.10.8 Foreign Language Proficiency

MA and PhD students must demonstrate proficiency in either German, Italian, French, or another language with permission from the composition faculty. Information about satisfying the language proficiency requirement is in section [7.2.8 Foreign Language Proficiency Requirements](#). Note that satisfaction of the PhD foreign language requirements are prerequisites to formal admission to candidacy, which is required for eligibility to be hired as a Part-Time Lecturer, according to AAUP-AFT rules.

Master of Arts in Composition
Degree Requirement Checklist
(30 graduate credits)

Introduction to Music Research (1 course; 3 credits)

_____ 16:700:501

Studies in Analysis (1 course; 3 credits)

_____ 16:700:525/526

Proseminar in Composition (4 courses; 12 credits)

_____ 16:700:531

_____ 16:700:531

_____ 16:700:532

_____ 16:700:532

Computer Composition (1 course; 3 credits)

_____ 16:700:515

Musicology Elective (1 course; 3 credits) chosen from the following:

16:700:517 Historical Musical Styles

16:700:519/520 Pro-Seminar in Music History

08:702:550 Special Topics in Music History

Music Electives (2 courses; 6 credits) Chosen from the following:

16:700:505 Current Issues in Contemporary Music

16:700:504 Current Issues in Theory

16:700:522 Canon and Fugue

16:700:541/542 Special Topics in Music Theory and Analysis

16:700:571/572 Schenkerian Analysis

16:700:573/574 Twentieth-Century Theory

07:700:469 Interactive Computer Music

08:702:560 Music Theory Pedagogy

Master's Project (Terminal MA only – no registration required)

_____ Portfolio of pieces composed while in residency.

Foreign Language Proficiency (German, French, Italian, or other with area faculty approval)

_____ Foreign Language proficiency exam or Summer Course

Comprehensive Examination

_____ Musical Styles Exam

_____ Analysis Exam

_____ Essay Exam

PhD in Composition

Degree Requirements Checklist

(24 + 6 Master's-level credits + 18 graduate credits + 24 research credits)

Transfer Credits

_____ 24 credits transferred from MA or equivalent**

Initial Lessons and Practicum (2 courses; 6 credits)

_____ 16:700:531 Pro-seminar in composition

_____ 16:700:532 Pro-seminar in composition

Comprehensive Examination

_____ Musical Styles Exam

_____ Analysis Exam

_____ Essay Exam

Coursework (6 courses; 18 credits)

_____ 16:700:501 Introduction to Music Research*

_____ 16:700:631 Seminar in Composition

_____ 16:700:632 Seminar in Composition

_____ 16:700:573/574 Twentieth-Century Theory

_____ 16:700:515 Computer Composition*

_____ 16:700___ or 08:702___ Any Graduate-level Theory or Musicology course

Foreign Language Proficiency (German, Italian, French, or another with faculty approval)

_____ Foreign Language proficiency exam or Summer Course

Qualifying Examinations

_____ Oral Presentation of Post-tonal Analysis

_____ Take-Home Essay Exam (2 essays)

Dissertation

_____ Dissertation Proposal Defense

_____ 16:700:701/2 Research in Music (24 credits)

_____ Dissertation Defense

* If either Introduction to Music Research or Computer Composition were taken previously at the graduate level, an alternative elective may substitute for each of these requirement with approval of the Composition Faculty.

** Students who earned an MA in Music Theory at Rutgers are required to take only 18 credits in addition to the 30 earned during master's study.

Graduate Course Listings

The following is a listing of all of the graduate-level courses offered by the School of Graduate Studies and the Mason Gross Department of Music. More detailed descriptions of these courses are available in the Graduate Catalog list of graduate courses, accessible online at:

[Mason Gross School of the Arts Graduate Catalog](#)
[School of Graduate Studies Graduate Catalog](#)

Many of these courses are not offered every semester. For a list of courses offered in a given semester, please see the [Online Schedule of Classes](#).

School 16 Courses

- 16:700:501** Introduction to Music Research (3 credits)
- 16:700:502** Current Issues in Musicology (3 credits)
- 16:700:503** Current Issues in Ethnomusicology (3 credits)
- 16:700:504** Current Issues in Music Theory (3 credits)
- 16:700:505** Current Issues in Contemporary Music (3 credits)
- 16:700:509** Music History Review (3 credits)
- 16:700:511** Music Theory Review (3 credits)
- 16:700:515,516** Sound Synthesis and Computer-Assisted Composition (3 credits)
- 16:700:517** The History of Musical Style (3 credits)
- 16:700:519,520** Proseminar in Music History (3 credits)
- 16:700:522** Canon and Fugue (3 credits)
- 16:700:525,526** Studies in Music Analysis (3 credits)
- 16:700:527** Studies in Opera (3 credits)
- 16:700:528** Studies in Choral Literature (3 credits)
- 16:700:529** Studies in Instrumental Ensemble Literature (3 credits)
- 16:700:530** Studies in Keyboard Literature (3 credits)
- 16:700:531,532** Proseminar in Composition (3 credits)
- 16:700:541,542** Special Topics in Music Theory and Analysis (3 credits)
- 16:700:551** Jazz Research and Analysis (3 credits)
- 16:700:567,568** Proseminar in Performance Practice (3 credits)
- 16:700:571,572** Schenkerian Analysis (3 credits)
- 16:700:573,574** Twentieth-Century Theory (3 credits)
- 16:700:601,602** Independent Study (by arrangement)
- 16:700:603** Masters Project (by arrangement)
- 16:700:619,620** Seminar in Musicology (3 credits)
- 16:700:631,632** Seminar in Composition (3 credits)
- 16:700:652** History of Music Theory and Notation (3 credits)
- 16:700:701,702** Research in Music (by arrangement)
- 16:700:800** Matriculation Continued (0 credits)

School 08 Courses: Subject 702

- 08:702:502** Art Song Repertoire (3 credits)
- 08:702:506** Writing About Music (by arrangement)
- 08:702:507,508** Score Reading (1 credit)
- 08:702:509** Special Studies in Piano Repertoire I (2 credits)
- 08:702:510** Special Studies in Piano Repertoire II (2 credits)

08:702:511 Special Studies in Piano Repertoire III (2 credits)
08:702:513 Philosophical Foundations of Music Education (3 credits)
08:702:514 Graduate Research in Music Education (3 credits)
08:702:515 Graduate Piano Pedagogy (2 credits)
08:702:517 Vocal Health (1 credit)
08:702:519,520 Jazz Historiography (3 credits)
08:702:521,522 Introduction to Graduate Studies in Jazz (3 credits)
08:702:523,524 Jazz History and Research (3 credits)
08:702:525,526 Seminar in Jazz Arranging and Composition (3 credits)
08:702:527,528 Advanced Improvisation (3 credits)
08:702:531 Wind Band Literature for Graduate Music Educators Online (3 credits)
08:702:532 Theory I for Graduate Music Educators Online (3 credits)
08:702:536 Cognitive Approaches to Music Learning Online (3 credits)
08:702:537 Behavioral Approaches to Music Learning Online (3 credits)
08:702:538 Proseminar in Music Education (3 credits)
08:702:541,542 Advanced Accompaniment Repertoire (2 credits)
08:702:543 Special Topics in Collaboration (1 credit)
08:702:550 Special Topics in Music History (3 credits)
08:702:551 Instrumental Literature: Winds, Brass, and Percussion (3 credits)
08:702:552 Orchestral Literature (3 credits)
08:702:553 Wind Literature (3 credits)
08:702:555 Business of Opera (1 credit)
08:702:560 Music Theory Pedagogy (3 credits)
08:702:570 Introduction to graduate Studies in Music Education Online (3 credits)
08:702:572 Seminar in Choral Literature for Music Educators (3 credits)
08:702:573 Studies in Form and Analysis for Graduate Music Educators Online (3 credits)
08:702:575 Integrating Technology into the Music Curriculum Online (3 credits)
08:702:576 Historical and Philosophical Foundations of Music Education Online (3 credits)
08:702:577 Graduate Music History for Music Education Online (3 credits)
08:702:579 Musical Practices of the World for Music Education Online (3 credits)
08:702:597 Practical Training - Pedagogical (0 credits)
08:702:598 Practical Training - Performance (0 credits)
08:702:599 Practical Training – Arts Administration and Industry (0 credits)
08:702:600 Research in Music (by arrangement)
08:702:603,604 Lecture Recital Advisement (1 credit)
08:702:614 Graduate Research in Music Education (3 credits)
08:702:640 Doctoral Seminar in Music Education Curriculum (by arrangement)
08:702:643 Special Topics in Collaboration (by arrangement)
08:702:645,646 Special Studies in Advanced Solo Instrumental Repertoire (by arrangement)
08:702:647,648 Special Studies in Vocal Repertoire for Collaborative Piano (by arrangement)
08:702:701 Doctoral Research in Music Education (3 credits)
08:702:702 Dissertation Research in Music Education (by arrangement)
08:702:800 Matriculation Continued (0 credits)

School 08 Courses: Subject 703

08:703:501 Helix: New Music Ensemble (1 credit)
08:703:502 Beginning Organ Skills I (1 credit)
08:703:503 RU Baroque Players (1 credit)

08:703:504 Rutgers Interactive Music Ensemble (1 credit)
08:703:505 Studio Accompaniment (1 credit)
08:703:506 Graduate Performance Lesson (by arrangement)
08:703:511,512 Kirkpatrick Choir (1 credit)
08:703:519,520 Chamber Jazz Ensemble (1 credit)
08:703:521,522 Jazz Ensemble (1 credit)
08:703:523,524 Orchestra (1 credit)
08:703:525,526 Percussion Ensemble (1 credit)
08:703:527,528 Brass Ensemble (1 credit)
08:703:530 Vocal Coaching (by arrangement)
08:703:531,532 Jazz Ensemble II (1 credit)
08:703:533,534 Voorhees Choir (1 credit)
08:703:535 Graduate Diction: English (1 credit)
08:703:536 Graduate Diction: French (1 credit)
08:703:537 Graduate Diction: German (1 credit)
08:703:538 Graduate Diction: Italian (1 credit)
08:703:539,540 University Choir (1 credit)
08:703:543,544 Symphony Band (1 credit)
08:703:545,546 Orchestra/Wind Ensemble (1 credit)
08:703:547,548 Rutgers Sinfonia (1 credit)
08:703:549,550 Glee Club (1 credit)
08:703:551 Bassoon Reed Making (1 credit)
08:703:552 Oboe Reed Making (1 credit)
08:703:553,554 Opera Workshop (1 credit)
08:703:555,556 Chamber Ensemble (1 credit)
08:703:557 Acting for Singers (2 credits)
08:703:558 Stage Movement for Singers (2 credits)
08:703:563,564 Conducting (3 credits) (First year M.M.)
08:703:575,576 Applied Major Lesson (3 credits) (First year M.M.)
08:703:579 Beginning Organ Skills II (1 credit)
08:703:599 Independent Study (by arrangement)
08:703:600 Advanced Performance Study (3 credits)
08:703:601 Performance Project (1 credit)
08:703:619,620 Jazz Chamber Ensemble (1 credit)
08:703:655,656 Chamber Ensemble (1 credit)
08:703:663,664 Conducting (3 credits) (Second year M.M.)
08:703:675,676 Applied Major Lesson (3 credits) (Second year M.M.)
08:703:699 Independent Study D.M.A. and AD (by arrangement)
08:703:701,702 Performance Study D.M.A. and AD (by arrangement)
08:703:703,704 Conducting Study D.M.A. and AD (by arrangement)
08:703:800 Matriculation Continued (0 credits)

Appendix

9.1 Graduation

There are several procedures related to graduation. Students who are graduating must complete and submit the [Online Diploma Application](#) as well as the applicable Candidacy Form (there are distinct candidacy forms for each degree program which can be found below in the appendix). It is important that students adhere to announced deadlines related to completing degree requirements and submitting forms.

9.1.1 Graduation Dates and Deadlines

There are four points throughout the year when students can officially graduate: August (MGSA only), October (SGS only), January, and May. Each of these graduation periods has its own set of deadlines. The deadlines from the 2023-2024 academic year are listed below.

August Graduation (MGSA only)

Online Diploma Application– August 1

Completion of Degree Requirements – August 15

Submission of Candidacy Form – August 15

With special permission from the Graduate Coordinator, August DMA graduates may be permitted to complete their oral exams and candidacy forms in early September.

Deadlines for early September completion for August graduates are subject to change each year.

October Graduation (SGS only)

Online Diploma Application– October 1

Completion of Degree Requirements – October 1

Submission of Candidacy Form – October 1

January Graduation

Online Diplomas Application – January 6

Completion of Degree Requirements – January 6 (SGS); Last day of Fall semester classes (MGSA)

Submission of Candidacy Form – January 6 (SGS); December 15 (MGSA)

May Graduation

Online Diploma Application – April 1

Completion of Degree Requirements – April 1 (SGS); April 15 (MGSA)

Submission of Candidacy Form – April 1 (SGS); April 11 (MGSA)

More detailed information regarding May graduation deadlines is below.

9.1.2 Convocation and Commencement Ceremonies

The graduation ceremonies take place only in May. Students who graduate in August, October, or January may participate in the graduation ceremonies the following May.

The Mason Gross School of the Arts Convocation takes place in the State Theater. In this ceremony, all graduates from the Music Department (MM, DMA, AD, MA, and PhD students) is

recognized by name and DMA students are hooded on stage. Commencement awards are also presented to students at this ceremony.

The School of Graduate Studies Convocation takes place at Jersey Mike's Arena (RAC), Livingston Campus and recognizes by name students who graduate with the MA and PhD degrees. PhD students are hooded at this ceremony.

The University Commencement takes place at High Point Stadium, Busch Campus. This ceremony is for all graduates from all schools across the university. Students are not recognized by name in this ceremony.

9.1.3 Detailed Student Procedures for MA/PhD Students Graduating in May

1. By April 1, students should submit an [Online Diploma Application](#). Students should submit this application if there is any chance of graduating in May, even if students are uncertain. If one does not actually graduate at the end of the spring semester, the form should be completed every semester until graduation.
2. All requirements must complete by April 15, including all coursework, papers, course requirements, exams, forms, etc. Students should consult the [MA without Thesis checklist](#), the [MA with Thesis checklist](#), or the [PhD checklist](#), as appropriate.
3. PhD candidates should make sure that the 24 credits from the Master's degree have been transferred. If not, the student should complete the Transfer of Credit Form, accessible at the [MGSA Graduate Music Resources page](#). A final transcript from the Master's degree is required as part of the transfer processes. Students should submit three copies of the completed form and transcript and to the Graduate Coordinator for a signature. The materials can then be sent by campus mail or delivered in person to the Graduate School office at 25 Bishop Place, College Avenue campus.
4. Students then complete the four-page Candidacy Form for the respective degree—MA or PhD available online at the [Graduate Student Forms page](#).
 - a. MA candidates need signatures from the thesis advisor, from the members of the examining committee for the comprehensives, and the Graduate Coordinator.
 - b. PhD candidates must, after passing the qualifying and language exams, complete the form, which must be signed by the Graduate Coordinator and members of the examining committee before being returned to the School of Graduate Studies. Before the scheduled defense of the dissertation, candidates must retrieve the candidacy from the School of Graduate Studies and bring it to the defense. Once passed, the committee (the primary advisor, two Rutgers faculty members in the field of study, one outside reader plus Graduate Coordinator) will sign both the Candidacy Form and the title page of the dissertation.
5. Prior to the dissertation defense, PhD candidates and their advisor must provide the name and address of the outside reader to the Graduate Coordinator. The Graduate Coordinator will forward this information to the graduate school.
6. There are three graduation ceremonies for PhDs and MAs: the University commencement (for all graduating students of the university), the School of Graduate Studies commencement (for MAs and PhDs), and the Mason Gross commencement (for all music degrees). If intending to participate in any of the commencement ceremonies, students should rent or purchase a cap and gown from the University Bookstore. Most PhD students select the blue hood (for philosophy); the pink hood is for applied music degrees.

7. Tickets for the Mason Gross commencement ceremony are allotted by the Dean of Students in the Mason Gross School. Notification is sent through email to all students

9.1.4 Detailed Student Procedures for MM/DMA/AD Students Graduating in May

1. By April 1, students must complete the [Online Diploma Application](#). Students must do this if there is any chance of graduating in May. If one does not actually graduate at the end of the spring semester, the form should be completed every semester until graduation.
2. By April 15, degree candidates need to complete and submit the Candidacy Form found at the [MGSA Graduate Music Resources page](#). The completed form should be submitted to the Graduate Coordinator.
3. MM, DMA, and AD candidates wishing to graduate in May must have completed all coursework, recitals, lecture-recitals, incompletes (for courses necessary for graduation), and all exams by April 15 at the latest, except work for courses in which they are enrolled in the current semester
4. There are two graduation ceremonies for MM, DMA, and AD candidates: The University commencement (for all graduating students) and the Mason Gross commencement (for all music degrees). If planning to participate in any of commencement ceremonies, students should purchase or rent graduation regalia from the university bookstore. The Doctoral hoods for music degrees in Mason Gross are pink.
5. Tickets for the Mason Gross commencement ceremony are allotted by the Dean of Students in the Mason Gross School. Notification is sent through email from the Dean's office to all students.

9.2 Template for Lecture-Recital Document Title Page

[Title]
by
[Author]

Presented to the Faculty of the
Department of Music
in partial fulfillment of the requirements for the Doctor of Musical Arts degree.
Mason Gross School of the Arts
Rutgers, The State University of New Jersey
[Date]

Project Advisor

Signature

Primary Studio Teacher

Signature

Additional Reader

Signature

9.3 Forms

The following forms can be found at the [MGSA Graduate Music Resources page](#).

Enrollment Certification Form (Music Department)
PT Considered FT for Health Insurance Form

MGSA Transfer of Credit Form
SGS Transfer of Credit Form

MGSA Program Extension Form
SGS Program Extension Form

Full-time determination checklists
AD Opera
AD Performance
DMA Music Education
DMA Performance and Conducting
MM in Opera
MM Jazz
MM Music Education
MM Performance and Conducting

Graduation Forms
AD Candidacy Form
DMA Candidacy Form
PhD Candidacy Form
MM Candidacy Form
Application Form for MA Degree

MGSA Reinstatement Form
PhD Post-Qualifying Restoration Form

SGS Change of Degree Form

The following forms are accessible at the [Rutgers Global Portal](#)

Reduced Credit Form
Curricular Practical Training Form
Optional Practical Training Form
Readmission
Transfer of I-20
Extension of Program