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Revised 7/23/13
About the School of Music

Introduction
The University of Minnesota School of Music Graduate Student and Faculty Handbook is designed to provide students and faculty with relevant information regarding graduate studies at the University of Minnesota School of Music, but is not a comprehensive document. Students are responsible for all University of Minnesota policies governing Graduate studies including, but not limited to policies outlined in the Board of Regents Student Conduct Code.

The Mission of the School of Music
The mission of the School of Music is to create and perform music and to apply and impart musical knowledge in all its diverse forms. We are committed to excellence in all scholarly, creative and pedagogical endeavors. We seek to provide the highest quality of professional training in music to students pursuing a broad variety of careers and offer artistic, cultural and intellectual enrichment to the community within and beyond the University of Minnesota.

Location
The School of Music is housed in Ferguson Hall, a state of the art building opened in 1985. Ferguson Hall boasts over 70 security-monitored practice rooms, numerous classrooms, two piano labs, an organ studio, an electronic music lab, a music therapy lab, two music technology labs, four chamber music rehearsal rooms, and large ensemble rehearsal rooms for bands, orchestras, opera productions and choruses.

Lloyd Ultan Recital Hall, also located in Ferguson Hall, is primarily used for School of Music recitals and master classes. Seating approximately 160, the Lloyd Ultan Recital Hall is an ideal venue for solo recitals, chamber music performances, and master classes.

The Music Library, located on the lower level of Ferguson Hall, is the repository for 70,000 scores and books, 400 periodical titles, 30,000 CDs, LPs, 78s, videotapes, and audio cassettes, 12 CD listening stations, 13 audio tape listening stations, 3 VCRs, and 12 turntables, all available to School of Music students. The library also includes a collection of rare books, manuscripts and sheet music from the 14th century to the present. The music library is also the home of the Roy Schuessler Vocal Arts Center, a rare collection of materials on vocal pedagogy, performance and voice care that brings scholars from throughout the world.

Street Address
Ferguson Hall
2106 Fourth Street South
Minneapolis, MN 55455

Mailing Address
School of Music
University of Minnesota
100 Ferguson Hall
2106 Fourth Street South
Minneapolis, MN 55455

Important Phone Numbers
Main Reception Line/Academic Offices 612/624-5740
Administrative Offices 612/626-1882
Admissions Office 612-624-2847
Ensemble Library 612-624-6559
Ensemble Office 612-624-6873
Fax 612-624-8001
Music Events Hotline 612-624-8742
Music Library 612-624-5890
Practice Room Monitor Station 612-624-4840
Ted Mann Concert Hall 612-624-1892
University Arts Ticket Office 612/624-2345

Find Us Online
http://www.music.umn.edu
Getting Started

Student Identification Card
It is crucial to obtain your student identification card (ID). Your student ID number will be printed on your card, which serves many purposes across campus.

To acquire your student identification card, please bring a driver’s license, state ID, military ID, tribal ID or passport to either of the following locations. Be prepared to have your picture taken when you arrive! (There is one additional location on the St. Paul Campus, with limited hours.) For more information, please go to: http://www1.umn.edu/ucard/umtc/home.html

U-Card Main Office
Coffman Memorial Union
300 Washington Avenue SE
Phone 612-626-9900
Weekdays: 8:00 – 4:30
Hours subject to change

University Recreation Center
1906 University Avenue SE
Phone 612-625-6800
Monday-Thursday: 5:45am-11:00pm
Friday: 5:45am-10:00pm
Saturday: 8:00am-7:00pm
Sunday: 11:00am-10:00pm
Hours subject to change

Important Contacts
University-wide
As a Graduate student at the University of Minnesota, there is a lot of information, coming from many different sources within the University system, of which you must be aware. Please familiarize yourself with the OneStop website, at http://www.onestop.umn.edu, where you will find much of the information you need.

Within OneStop, you will find the MyU website. Please visit http://www.myu.umn.edu to access your personal web page. This page will contain important information that the Graduate School has compiled for you

School of Music
100 Ferguson Hall is the Student Services Office, where staff members are available weekdays to assist you with general student needs and to answer questions you may have. Please do not hesitate to come to the office if you need assistance.

As a graduate student, your primary point of contact in the School of Music will be the Graduate Student Services Assistant (GSSA) whose job it is to assist you with graduate procedures and policies. As such, you are encouraged to contact the GSSA with any questions and/or concerns you may have. For academic advising and curricular questions, please first see your advisor.

There is a full staff directory on the School of Music website: https://music.umn.edu/people/staff. Please see the table on the next page for some of the important contacts.
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Responsibilities</th>
<th>Phone/Office</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peter Mercer-Taylor</td>
<td>Director of Graduate Studies (DGS)</td>
<td>Academic Advising, TA Information, Degree Progress</td>
<td>612-624-0385 Room 158</td>
<td><a href="mailto:merce011@umn.edu">merce011@umn.edu</a></td>
</tr>
<tr>
<td>TBA</td>
<td>Graduate Student Services Assistant (GSSA)</td>
<td>Degree progress, TA Information, Scholarships, Student Accounts, General Graduate Student Questions</td>
<td>612-624-0071 Room 100C</td>
<td>TBA</td>
</tr>
<tr>
<td>Anne Barnes</td>
<td>Assistant Director</td>
<td>General School of Music Information</td>
<td>612-624-4028 Room 100B</td>
<td><a href="mailto:barne062@umn.edu">barne062@umn.edu</a></td>
</tr>
<tr>
<td>Tim Brock</td>
<td>Student Services Office Supervisor</td>
<td>Room/Scheduling, Course Evaluations, Mailboxes, General SOM Information</td>
<td>612-626-7944 Room 100</td>
<td><a href="mailto:broc0090@umn.edu">broc0090@umn.edu</a></td>
</tr>
<tr>
<td>Adam Rappel</td>
<td>Student Services Specialist</td>
<td>Recitals, Grades, Student/Faculty Contract Resolutions, General SOM Information</td>
<td>612-626-0396 Room 100</td>
<td><a href="mailto:rapp0056@umn.edu">rapp0056@umn.edu</a></td>
</tr>
<tr>
<td>Ni Li</td>
<td>Accountant</td>
<td>TA and Scholarship Contracts, payroll</td>
<td>612-625-2790 Room 100</td>
<td><a href="mailto:nili@umn.edu">nili@umn.edu</a></td>
</tr>
<tr>
<td>Becca Menken</td>
<td>Assistant to the Director</td>
<td>Building Issues</td>
<td>612-625-4870 Room 200D</td>
<td><a href="mailto:menken@umn.edu">menken@umn.edu</a></td>
</tr>
<tr>
<td>Kitty Casey</td>
<td>Executive Accounts Specialist</td>
<td>Keys, Expense Reimbursement</td>
<td>612-624-2573 Room 200</td>
<td><a href="mailto:casey037@umn.edu">casey037@umn.edu</a></td>
</tr>
<tr>
<td>Brad Momsen</td>
<td>Operations and Property Manager</td>
<td>Instrument Check-out/Repair, General Building Concerns</td>
<td>612-624-5098 612-626-2030 Room 4</td>
<td><a href="mailto:musicsup@umn.edu">musicsup@umn.edu</a> or <a href="mailto:bmomsen@umn.edu">bmomsen@umn.edu</a></td>
</tr>
<tr>
<td>Phillip O’Toole</td>
<td>Lloyd Ulan Recital Hall Audio/Visual Technician</td>
<td>Recital Recording, General Recital Hall Concerns</td>
<td>612-626-1842 Room 183</td>
<td><a href="mailto:otoole@umn.edu">otoole@umn.edu</a></td>
</tr>
<tr>
<td>Jennifer Schmitt</td>
<td>Informational Representative</td>
<td>Recital Programs and Recital Public Relations</td>
<td>612-626-1842 200A</td>
<td><a href="mailto:kell0760@umn.edu">kell0760@umn.edu</a></td>
</tr>
<tr>
<td>Nicole Radotich</td>
<td>Ensemble Librarian</td>
<td>Scores, folders, gowns/dresses, tuxedos, etc.</td>
<td>612-624-5056 Room 10</td>
<td><a href="mailto:ensemble@umn.edu">ensemble@umn.edu</a></td>
</tr>
</tbody>
</table>

**Diagnostic/Placement Exams**

The School of Music requires that all entering graduate students take the diagnostic/placement exams in music theory and music history during Welcome Week—the week prior to the beginning of classes each fall—or at the first available opportunity for those entering their degree programs during a term other than fall. New musicology, theory, and piano, graduate students must take an additional field-specific diagnostic exam. No make-up exams will be given so clear your schedules for the Welcome Week exams! A detailed schedule is available from the GSSA in Room 100 Ferguson Hall. Individual divisions may require additional entrance exams which are noted on the Welcome Week schedule. Please visit [https://music.umn.edu/current-students/placement](https://music.umn.edu/current-students/placement) for complete exam information.

**Remedial Courses**

Based on the results of your diagnostic/placement exams, you may be required to take remedial courses. These remedial courses may or may not count toward your degree. Below is a table that shows when courses are acceptable/unacceptable for use as both degree credit and remediation.

<table>
<thead>
<tr>
<th>Level</th>
<th>Acceptability</th>
</tr>
</thead>
<tbody>
<tr>
<td>3xxx</td>
<td>Any remediation at this level will not count toward your degree.</td>
</tr>
<tr>
<td>4xxx</td>
<td>Only one theory course at this level may count toward your degree, and only if you take at least one other theory or composition course at the 5xxx or 8xxx level. Half-semester 4xxx-level courses will not count toward your degree.</td>
</tr>
<tr>
<td>5xxx</td>
<td>Any remediation at these levels will count toward your degree.</td>
</tr>
</tbody>
</table>

Those needing remediation are required to complete all remedial coursework during their first year of classes if the scheduling of remedial courses permits. Failure to complete all required remedial coursework will impede progress toward degree completion and may result in ineligibility for School of Music assistantships, scholarships, and/or fellowships.
Registration

To avoid a late fee, you must register for at least one course before the first day of classes. Provided you have registered for at least one course by the start of the term, you are able to make changes to your registration through midnight on the second Monday after classes have begun. Any registration changes after this day will require Graduate School approval. New students may wish to delay registering for music theory and/or music history courses until the diagnostic/placement exams have been completed.

1. **Meet with your advisor.** You must meet with your advisor every semester before registering for classes. Before making an appointment with your advisor, you should first have an idea of the courses that you would like to take. The course offerings for all departments on campus are located at the OneStop website: [www.onestop.umn.edu](http://www.onestop.umn.edu).

2. **With your advisor, complete the Registration Cancel/Add form** available from Room 100 or at [https://music.umn.edu/sites/www.music.umn.edu/files/Advising-Permission%20Form%20(1).doc](https://music.umn.edu/sites/www.music.umn.edu/files/Advising-Permission%20Form%20(1).doc). When completing the Registration Cancel/Add form be certain to include ALL of the following information:
   - University ID Number
   - Name
   - Call Number/Class Number. This is the five digit number which uniquely identifies the term, course, and section and can be found to the left of the section description on the class schedule. See the following example:

   ![Course Schedule Example](image)

   - Grade Basis. The Graduate School uses two grading systems: A-F and S-N. Students choose their grading system at the time of initial registration. 5xxx and 8xxx courses with grades of A, B, C (including C-) may be applied to a Graduate School degree program; S may be applied only to courses outside of music. Changes in grading option are not allowed after the second week of the term. Under some circumstances and with approval of the student’s major field, 4xxx, 6xxx, and 7xxx courses may also be applied to a Graduate School degree. According to Graduate School policy “A maximum of one-third of the course credits included on a degree plan may be taken S-N.” All A-F registration in the Graduate School, regardless of course level, will be calculated in the cumulative GPA. **School of Music policy; however, requires that all music courses taken to fulfill degree requirements MUST be taken A-F.**
     - Units/Credits
     - Subject. MUS—Music, MUSA—Music Applied, or MUED—Music Education.
     - Catalog number. The four digit course number that follows the subject.
     - Section. The section is the three digit number found after the subject and catalog that specifies the precise section of each course: 002, 004, 001

3. **Obtain your advisor’s signature on the form.** There is no signature line on the Registration Cancel/Add form, however, your advisor must sign it—wherever there is space—before you can obtain permission numbers.

4. **Bring the signed form to Room 100 for electronic permission.** The School of Music restricts enrollment to enable music majors access to the courses they need for graduation. If you attempt to register without getting permission, the registration system will not allow you to complete the registration. Room 100 staff will not enter permission without the valid signature of your advisor or the Director of Graduate Studies on the registration form. You may also have your advisor approve courses over email, which can then be forwarded to the GSSA for entry. Once your permission numbers have been entered, you must then go to a computer to physically register for the courses on your form.

5. **If you have not done so already, initialize your student internet account.** You will need your social security number, your University of Minnesota student ID number, and your date of birth. Go to [https://www.umn.edu/initiate](https://www.umn.edu/initiate) and follow the instructions to initialize your account and determine your password.

6. **Register for courses through the OneStop website at www.onestop.umn.edu.**
Print a paper copy of your course schedule. Once printed, your class schedule is complete and you can use the printout as verification of registration. You can also pull up your schedule via smartphone for verification.

Understanding the Class Schedule

Mus 5340 Jazz Ensemble

<table>
<thead>
<tr>
<th>Subject Catalog Number</th>
<th>Description</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Call Number or Class Number</th>
<th>Section</th>
<th>Course Type</th>
<th>Meeting Times</th>
<th>Meeting Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>11805</td>
<td>001</td>
<td>REH, 03:35pm-5:00pm</td>
<td>TTh</td>
<td></td>
</tr>
<tr>
<td>11806</td>
<td>002</td>
<td>REH, 11:15am-12:05pm</td>
<td>MWF</td>
<td></td>
</tr>
<tr>
<td>19810</td>
<td>003</td>
<td>REH, 06:30pm-08:00pm</td>
<td>TTh</td>
<td></td>
</tr>
</tbody>
</table>

When class numbers (call numbers) and section numbers precede the hours and days listed, you may choose the section for which you wish to register (see the first example below). Many courses have a choice of laboratory or discussion sections, but only a single lecture section in which all students taking the course are automatically registered (example 2). This lecture section will have no class number (call number) before it, signifying an automatic registration (see example 2, below). In this instance, you may choose the laboratory or discussion section. Once you have chosen the laboratory section, you will automatically be registered for the lecture section.

Example 1: 001 LEC, 10:15am-11:20am MWF

81533 002 LAB, 12:00pm-01:40pm M

61533 003 LAB, 12:00pm-01:40pm W

Changing your Registration

If you need to make a change to your registration before the petition deadline, you must get new electronic registration permission for ALL courses being added. The course information (Class Number, Subject, Course Number, and Section) must be written down on a signed Registration Cancel/Add form. Once the adviser’s and instructor’s signatures are obtained and the form is submitted to Room 100, new permission numbers may be entered for the new courses.

Registration Holds

If a hold is placed on your record, you may not register until the hold is cleared. Holds may be placed on students’ records for financial indebtedness to the University or for disciplinary or scholastic reasons. In most instances, you will be notified by the department or office authorizing the hold when it is placed on your record. Notice of any holds, including the name of the department or office where it may be cleared, is available online at the OneStop website: www.onestop.umn.edu or from your MyU Web-Portal.

Incomplete Policy

The School of Music will not allow students to accrue an excessive number of incomplete credits. Each degree program allows a specified maximum number of incomplete credits. If this maximum is exceeded, a hold will be placed on your record until the issue is remedied.

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Maximum Number of Incomplete credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA</td>
<td>9</td>
</tr>
<tr>
<td>MM</td>
<td>12</td>
</tr>
<tr>
<td>DMA</td>
<td>12</td>
</tr>
<tr>
<td>PhD</td>
<td>15</td>
</tr>
</tbody>
</table>
GPA Minimum Requirement

Based on the guidelines established by the Graduate School and the University of Minnesota, the School of Music has established a minimum GPA requirement for each of the graduate degree programs offered. If adequate progress is not made toward your degree and your cumulative GPA falls below the established minimum, a hold will be placed on your record until the issue is remedied.

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>GPA Minimum Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA</td>
<td>2.90</td>
</tr>
<tr>
<td>MM</td>
<td>2.80</td>
</tr>
<tr>
<td>DMA</td>
<td>3.00</td>
</tr>
<tr>
<td>PhD</td>
<td>3.00</td>
</tr>
</tbody>
</table>

Time Limits for Filing Milestone Forms

As a student progresses through his/her degree, it is expected that he/she will file milestone documents in a timely manner with the Graduate School. If these forms are not submitted by the specified Graduate School deadlines, a hold will be placed on the student’s record until the documents are received.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Required by</th>
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<td>Masters Degree Plan</td>
<td>After 15 credits</td>
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<td>Doctoral Degree Plan</td>
<td>After 3 semesters</td>
</tr>
<tr>
<td>Doctoral Thesis/Project Proposal Form</td>
<td>After passing preliminary exams</td>
</tr>
</tbody>
</table>

Applied Lesson Registration Policy

To ensure that faculty provide appropriate guidance and motivation during the preparation of degree recitals, ALL students must be registered for applied lessons in the term in which they perform a degree recital, regardless (in the case of DMA students) of when they may have registered for recital credits.

Request for a change of applied teacher will be handled by the Assistant Director. When a change is desired, either the teacher or the student can initiate the request by sending a written request to the Assistant Director. After consultation with the faculty and the Director of Graduate Studies, the Assistant Director will render a decision to all concerned. Except for unusual situations, no change will be allowed until the completion of the semester.

Credit Restrictions

Faculty and students should familiarize themselves with the rotation of theory and musicology courses and understand which courses fulfill the requirements for each degree program. Students MUST register for a minimum of six (6) credits to maintain full-time status and to receive any School of Music assistantships. Students receiving fellowship or scholarship awards must be registered for a minimum of nine (9) credits each term. To make satisfactory progress toward any degree, students are encouraged to register for nine (9) to twelve (12) credits each term.

Students may register for a maximum of eighteen (18) credits in a semester, however, they will be charged an additional fee for each credit taken beyond fourteen (14). If you are an out-of-state student receiving in-state rates because of your teaching assistantship, fellowship, or scholarship, benefits DO NOT apply to any credits taken beyond fourteen (14). You will be assessed for additional credits at out-of-state rates.

Registration Exceptions

1. If you want to add a class after the University's registration deadline and feel that your situation warrants review, you first must confer with the instructor of the class and obtain his/her approval to add the course.
   • Your discussion with the instructor should include how the delayed entry into his/her class could affect you academically, how your late registration will affect other students, and any other factors unique to the course and your situation.
   • Complete the "Request a Registration Exception" web-form found at http://www.onestop.umn.edu/special_for/graduate_students.html. The completed form must include the
circumstances that prevented you from registering during the University's official registration period and any other circumstances surrounding your situation that you feel argue for an exception in your case.

- Your advisor, the School of Music’s Student Services Office, and the College of Liberal Arts will review your request and make every effort to inform you of its decision within ten (10) working days. The culminating decision is final.
- If an exception is granted, the GSSP office will enter the appropriate registration approval codes into the University's registration database. It is then your responsibility to register.
- Register. You may register either in person at any of the Student Services Centers or at the OneStop website: http://www.onestop.umn.edu.

1. If you want to drop a class after the University's registration deadline and feel that your situation warrants review you must confer with your adviser and the instructor of the class and obtain their approval to cancel.
   - Your discussion with your adviser should include how canceling the class could affect your degree progress and other factors unique to the course and to your situation.
   - Complete the "Request a Registration Exception" web-form found at http://www.onestop.umn.edu/special_for/graduate_students.html. The completed form must include the circumstances that prevented you from dropping the course during the official registration period and any other circumstances surrounding your situation that you feel argue for an exception.
   - Your advisor, the School of Music’s Student Services Office, and the College of Liberal Arts will review your request and make every effort to inform you of its decision within ten (10) working days. The culminating decision is final.
   - If an exception is granted in your case, the GSSP office will place the appropriate approval codes on the registration system. It is then your responsibility to make the changes to your registration.
   - If you want to simultaneously drop and add classes after the University's registration deadline and feel that your situation warrants review, you should follow the instructions above for adding and canceling a class, however, your requests should be made on one “Request a Registration Exception” web-form.
Degree Completion

Transfer Restriction on Academic Courses

Graduate students transferring credits from other institutions must take a minimum of six (6) graduate-level credits in academic music courses at the University of Minnesota School of Music, with a minimum of one three-credit course from musicology/ethnomusicology and one three-credit course from theory or composition.

Graduate Minor in Music

Students actively pursuing a graduate degree in a non-music field at the University of Minnesota may obtain a Minor in Music.

The Minor in Music for students in the Graduate School will consist of twelve (12) credits as follows: four (4), three-credit-minimum courses in musicology/ethnomusicology or theory at the 8xxx-level, with the possible substitution of one (1) or more of these courses at the 5xxx-level only with the approval of the student’s advisor and the Director of Graduate Studies (DGS) in the School of Music. In the case of 5xxx-level substitutions, we strongly encourage the student to contact the professor(s) of the course(s) in question, the student’s advisor, and the School of Music DGS in advance of course registration, to ensure that the course will in fact count towards the minor.

Graduate students seeking to enroll in a 5xxx- or 8xxx-level School of Music course requiring prior coursework or its equivalent in background knowledge will need to have completed all course prerequisites or secured instructor approval in order to register for that course.

When the Graduate Degree Plan form is filed with your major department, the signature of the co-advisor (if applicable) and the School of Music DGS must be obtained. You must include a faculty member from the School of Music musicology/ethnomusicology or theory division on your examining committee, whether or not they serve as co-advisor. All examining faculty members must hold the appropriate appointment in the Graduate School to form a valid committee. To find Graduate School faculty appointment information, please visit https://apps.asr.umn.edu/faculty_roles/.

Master’s Degree Procedures

Graduate Degree Plan

After the completion of fifteen (15) credits or one academic year, you should file your Graduate Degree Plan (GDP) form. The GDP form functions as a contract between you, your advisor, the department, and the Graduate School which lists all the courses you intend to count for your degree. If a GDP form is not completed in your third semester of study, a hold will be placed on your record until the document is approved by the DGS.

Before filling out the GDP form, you must have a copy of your program requirements. The program requirements for each degree are listed on the School of Music website (www.music.umn.edu).

Cover Letter

A cover letter must accompany the GDP form explaining how you have or plan to fulfill all degree requirements, including departmental requirements and other requirements such as remediation and language certification (A Sample Cover Letter is attached at the end of this document). Address the following topics:

1) Academic/Professional Background
   Give a brief description of previous degrees earned, areas of concentration in each degree, major accomplishments, and any other academic information you think pertinent to your music studies.

2) Program Courses
   Supply a clearly delineated outline of courses taken for the degree grouped according to the required areas of study. Use your program requirements as a guide and explain any deviation from the specified degree requirements. Any courses taken outside of music are part of the supporting program (or minor) and should be listed as such.

3) Remediation
   Indicate what steps you have taken to remediate deficiencies that were identified in the required diagnostic/placement exams. If you have taken a course that counts for both remediation and toward your degree, be sure to specify this on the cover letter of the degree program form. Courses that are taken for remedial purposes only should not be noted on the GDP form.
4) **Recital Information**

If you have any outstanding recitals yet to be completed, please list the approximate term and year that you plan to complete all remaining recitals.

5) **Language Certification**

In response to the specific language requirements of your GDP, list the foreign languages in which you have either demonstrated or plan to demonstrate proficiency through examination. If you have completed the Language Proficiency exam(s) before filing the GDP, attach a copy of the signed Language Department Certification of Foreign Language Proficiency Form (GS82) or the Graduate Program Certification of Foreign Language Certification Form (GS82a) for each language.

Following are two approved methods of certifying languages at the Graduate School, and how each affects the student’s permanent record.

**Language Department Certification of Foreign Language Proficiency (GS82)**

This type of language certification is recorded in the student’s graduate school file and is **recorded on the transcript**. This method of proficiency is satisfied in conjunction with an official representative from any language department. When the student has met proficiency according to the language department’s criteria, the signed language certification form must be completed and returned to 160 Williamson Hall. This form is available in 160 Williamson Hall and at:


**Graduate Program Certification of Foreign Language Certification (GS82a)**

This type of language certification is recorded in the student’s graduate school file, but is **not recorded on the transcript**. This method of proficiency is satisfied within the music department. A foreign language examination is administered by a designated member of the faculty and will be given upon request by the student. These examinations are tailored to the specific needs and abilities of each student. As such, the structure of the exams differs greatly among divisions. Please see your advisor for specifics about the exams for your division.

When the student has satisfied a language according to the department’s requirements, the signed language certification form must be returned to 160 Williamson Hall. This form is available in 160 Williamson Hall and online at:

http://policy.umn.edu/forms/otr/otr193.pdf. For Musicology, this timed examination—usually sixty (60) or ninety (90) minutes—typically consists of three parts: 1) a selection from a literary work, e.g., a poem or short scene from a play or opera libretto; 2) a passage from a scholarly essay addressing musicological or ethnomusicological issues; 3) a passage from an analytical essay containing musical terminology. Translations are expected to be in idiomatic English and dictionaries may be used. Language exams are developed and administered by faculty members of the division as follows:

- **German:**
  - Dr. Peter Mercer-Taylor
  - Dr. Gabriela Ilnitchi

- **French:**
  - Dr. David Grayson
  - Dr. Gabriela Ilnitchi
  - Dr. Kelley Harness

- **Italian:**
  - Dr. Gabriela Ilnitchi

(For a current listing of all language examiners, please contact the GSSA)

**Graduate Degree Plan Form**

Complete the GDP form using the instructions page, which accompanies the form. This is, for the most part, a reiteration of the information from the cover letter. Only graduate level courses should be listed chronologically by term and year with all transfer courses listed first. On the GDP you must list ALL courses that you are counting for the degree. Any courses taken outside of music are considered “Other Program.”

Once completed, the GDP form must be signed by your advisor then given to the GSSA for review. If the paperwork is completed correctly, the forms will be sent to the DGS for the final signature and then forwarded to the Graduate School.

**Transcripts**

Photocopies of your transcripts from the U of M and every institution from which you are transferring credits must accompany the GDP form. Your University of Minnesota transcripts can be obtained from the OneStop website at [http://www.onestop.umn.edu](http://www.onestop.umn.edu). Other transcripts can be obtained from the GSSA if you no longer have your own copies on hand.
**Transfer Credits**
Master’s students may transfer 40% (a maximum of 12 credits) of the total credits of their University of Minnesota Master’s degree credits from a previous incomplete Master’s program. Students who have completed a Master’s degree at another institution may transfer a maximum of eight (8) credits into a University of Minnesota Master’s program. A maximum of eight (8) graduate course credits may be counted in common between two University masters programs. The transfer of credits takes place when the GDP is filed and approved. Transfer courses must be listed on the GDP and the student must attach a transcript showing the completed coursework. All transfer credits must be approved by the student’s advisor and by the DGS.

**Quarter to Semester Conversion**
If you are transferring credits from a quarter system, you must convert the quarter credits to semester credits before listing them on your GDP. To make the conversion, use the formula:

\[
\text{Quarter Credit} \times \frac{2}{3} = \text{Semester Credit}
\]

For quick conversion, use the following table:

<table>
<thead>
<tr>
<th>Quarter Credit</th>
<th>Semester Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>0.67</td>
</tr>
<tr>
<td>2.0</td>
<td>1.33</td>
</tr>
<tr>
<td>3.0</td>
<td>2.0</td>
</tr>
<tr>
<td>4.0</td>
<td>2.67</td>
</tr>
<tr>
<td>5.0</td>
<td>3.33</td>
</tr>
<tr>
<td>6.0</td>
<td>4.0</td>
</tr>
</tbody>
</table>

**Submission and Approval of Degree Plan Form**
After submitting the Cover Letter, GDP form, and a copy of all transcripts to the GSSA, your papers will be given to the DGS for a thorough review. The Degree Plans sometimes take several days to approve; please allow the DGS at least one (1) week to review the GDP. If the DGS approves your degree plan, you will be notified of his or her approval, the form will be sent to the Graduate School, and a photocopy will be placed in your file.

After the Graduate School approves your GDP form, a copy will be mailed to you at the email address listed on the form. Once received, you may begin the next milestone toward degree completion. If you have not heard from the Graduate School six weeks after submitting your program, please see the GSSA or contact the Graduate School.

If your GDP is not approved, the DGS will notify you with instructions to satisfy any outstanding requirements or deficiencies.

**Graduate School Petition**
It is sometimes necessary to make changes to a previously approved GDP. To make alterations to an approved GDP, the Graduate School Petition must be completed and approved by your advisor, the DGS, and the Graduate School. The Graduate School Petition can be obtained at [http://policy.umn.edu/forms/otr/otr190.pdf](http://policy.umn.edu/forms/otr/otr190.pdf) or from the Student Services office in Room 100 Ferguson Hall.

**Final Exam Committee**
Once your GDP has been approved, you must assign your exam committee using the “Assign/Update Exam Committee” form which can be found on the Graduate School’s website under “Forms.” Be sure to complete this at least one month prior to your exam.

**MA—Plan A and Plan B**
It is the obligation of the advisor to assist students in choosing three (3) faculty members for their examining committees. This examining committee consists of two (2) representatives from the major field (usually from the student’s area of concentration); one being the student’s advisor, another from an academic area within music, and the third member from the minor or a related field “outside of music.” Committee members cannot represent more than one field simultaneously. In listing the names of these faculty members, you must indicate that you have secured their agreement to serve on your examining committee.
MM
It is the obligation of the advisor to assist students in choosing three (3) faculty members for their examining committees. This examining committee consists of one (1) representative from the Theory/Composition/Musicology divisions, your advisor, and one (1) member of your choice, usually within your area of concentration. Committee members cannot represent more than one field simultaneously. In listing the names of these faculty members, you must indicate that you have secured their agreement to serve on your examining committee.

All examining faculty members must hold the appropriate appointment in the Graduate School to form a valid committee. To find Graduate School faculty appointment information, please visit https://apps.asr.umn.edu/faculty_roles/.

Graduation Packet
After receiving an approved copy of your GDP, you must visit the Graduate School website to request a Graduation Packet. The Graduation Packet will contain the Application for Degree, commencement information, the Master’s Thesis Reviewer’s Report for MA Plan A students, and the Final Oral Examination Report for MA Plan B and MM students. The form to complete this request can be found on the Graduate School’s website under “Forms.”
Thesis and Thesis Credits

**MA Plan A**

**Registration**
Students must enroll for a minimum of ten (10) master’s thesis credits (MUS 8777) before receiving their degrees. Students cannot include thesis credits in the total program credits when determining maximum transfer allowed. They also cannot transfer thesis credits from other graduate institutions, double-count thesis credits between two master’s degrees, or use thesis credits to meet the minimum major and related field coursework requirements for the degree.

Registration for thesis credits must be made by midnight on the second Monday of classes each semester. The registration system will not permit thesis credit registration after this deadline. If you are not registered for thesis credits by that time, you must wait until the follow semester.

**Length and Scope**
The expected length of the Plan A thesis is 20,000 – 25,000 words of text, not including endnotes, musical examples, etc. The thesis either summarizes the issues relevant to an area of research within musicology/ethnomusicology or contributes significant new information to the field. Normally, the thesis should also demonstrate some analytical expertise. The thesis should exhibit professional (publishable) quality and format—as if ready to submit for professional publication in a reputable journal within the field.

**Document Preparation**
Please see the “Formatting and Submission Guidelines for Theses” information at the end of this document for details.

**Thesis Reviewers Report**

**MA Plan A**
You must allow the reviewing committee at least two weeks to read the thesis. Once all committee members have read and evaluated the thesis, all members must sign the Thesis Reviewers Report form. Bring the signed copy of the Thesis Reviewers Report to Room 100 Ferguson Hall to make a copy for your file. After a copy has been made, take the completed Thesis Reviewers Report to 160 Williamson Hall to obtain the Final Oral Exam Report.

**Final Project/Performance**

**MA Plan B**
Students must demonstrate familiarity with the tools of research and scholarship in their major field, the ability to work independently, and the ability to present the results of their investigation effectively by completing at least one Plan B project. The graduate faculty in a major field may require as many as three such projects.

The Plan B project(s) should involve a combined total of approximately 120 hours (the equivalent of three full-time weeks) of work. The graduate faculty in each major field specifies both the nature and extent of the options available to satisfy this requirement and whether the requirement is to be satisfied in conjunction with or independent of the courses in the student’s program.

Please refer to the degree program outline specific to your area of study or consult with your advisor on the type and number of projects for the Plan B Master’s degree.

**MM**
All students in the Master of Music degree are required to complete a master’s recital (two, in the case of collaborative piano). Although there is currently no registration for this recital, your recital must be graded by a committee of at least two faculty members, and your recital committee grade will be factored into your applied lesson grade in the semester of your recital. In some programs, you may be required to complete additional work in conjunction with your master’s recital. This additional work often has a course registration associated with it. Be certain to review your degree program outline and consult with your advisor about the details of the final performance/project for your degree.

**Final Examination**

**MA Plan A and Plan B—Musicology/Ethnomusicology**
Two examinations, one written and one oral, are required for the Master’s degree program in musicology/ethnomusicology. After the Thesis Reviewers Report is filed with the Graduate School (Plan A) or your project papers have been approved by your advisor and distributed to your examining committee (Plan B), in consultation with your advisor and the other
committee members, you must find a time during which to hold the written and oral exams and schedule the oral exam with the GSSA in Room 100. The written exam is to be read and evaluated by all members of the divisional faculty. The exam will be considered passing only if approved by a majority of the divisional faculty members.

Written Exam
The written examination will be six hours in duration (usually scheduled on two consecutive days) and will be taken no sooner than the last semester in which a student is registered for required degree courses and after the submission of the Plan A thesis or Plan B papers. This typically occurs in the spring of the second year of study. The exact date of the examination will be negotiated between the student and the divisional faculty.

Three hours of the exam will be devoted to essays and short answers in response to either recorded musical examples (audio or video), scores, or a combination of both, which have been selected by the divisional faculty. The examples will cover a broad range of musical styles, periods, and types. They will have been chosen either as representative of significant styles or genres or on the basis of their traditional status as noteworthy individual compositions.

The remaining three hours will be devoted to other essays and short answers covering a wide range of topics. This portion of the exam is especially concerned with determining the student's knowledge of the research standards and expertise current in the profession. Strong emphasis will be placed on ascertaining the student's acquaintance with current research in the field, particularly as demonstrated by a close familiarity with professional musicological journals and similar publications.

The purpose of the written examination is to demonstrate a grasp of the broad areas of knowledge that have traditionally been considered central to our field. This exam seeks a demonstration both of general knowledge and an awareness of the current work being done in the discipline of musicology. To prepare for it the student should strive to attain a graduate-level overview of the history of Western music. For the most part one's focus in preparing for the exam should be on achieving the ability to provide a coherent historical and contextual narrative of the major genres and composers of the European (and eventually American) tradition from antiquity through the twentieth century. Moreover, the student should be able to support that narrative through carefully chosen illustrations from individual compositions, discussed at an appropriate level of theoretical sophistication. The student should also come prepared to write about the history of and contemporary issues in the field of ethnomusicology; one hour of the six will be devoted to this.

Oral Exam
The oral examination (approximately two hours in length) will be given by the student's three-person Examining Committee. The student should bring the Final Examination Report form (see above) to this exam. A majority vote of the committee is required to pass the examination. The examination will focus both on the student's knowledge of the research standards and expertise current in the profession. Strong emphasis will be placed on ascertaining the student's acquaintance with current research in the field, particularly as demonstrated by a close familiarity with professional musicological journals and similar publications. The oral examination (approximately two hours in length) will be given by the student's three-person Examining Committee.

The purpose of the oral examination is to provide a thorough and informed presentation of the student's progress in the Master's program. The oral examination seeks to evaluate the student's ability to synthesize and communicate a comprehensive understanding of the field of musicology. The examination will cover both the student's final recital and the course work that the student has completed in pursuit of the Master's Degree. The student must return the Final Examination Report to 160 Williamson Hall by the last working day of the intended month of graduation. In addition, the student must submit two copies of the thesis, both signed by the advisor, by the last working day of the intended month of graduation. Please note: It is not appropriate to bring to the exam gifts or refreshments for the examining committee members.

MA Plan B--All Other Programs Except Musicology/Ethnomusicology
The Graduate School requires a final examination for Plan B candidates; this may be written, oral, or both, at the discretion of the graduate faculty in the major field. The final examinations cover the major field and the minor or related fields, and may include any work fundamental to these fields. Students should make the Plan B project(s) available to the examining committee for its review well in advance of the final examination. If a final oral examination is held, it is conducted as a closed examination, attended by only the student and the examining committee. All committee members must be present at the oral examination; the absence of any member results in an invalid examination. Please note: It is not appropriate to bring to the exam gifts or refreshments for the examining committee members.

For specific details about the MA Plan B final examination, please consult with your advisor.

MM
The oral examination (approximately one hour in length) will be given by the student's three-person examining committee. The student should bring the Final Examination Report form to this exam. A majority vote of the committee is required to pass the examination. The examination will cover both the student’s final recital and the course work that the student has completed in pursuit of the Master's Degree. The student must return the Final Examination Report to 160 Williamson Hall by the last working day of the intended month of graduation. Please note: It is not appropriate to bring to the exam gifts or refreshments for the examining committee members.

For policies on failing and/or re-taking the final examination, visit http://www.policy.umn.edu/Policies/Education/Education/MASTERSCOMPLETION.html.
**Thesis Submission**

**MA Plan A**
Review the “Formatting and Submission Guidelines for Theses” information at the end of this document for precise formatting of the thesis. All students who complete a Plan A Thesis must file a digital copy of the thesis with the University in accordance with University standards. In addition, a copy should be given to your advisor.

**Doctoral Degree Procedures**

**Graduate Degree Plan**
After the completion of twenty-four (24) credits or three semesters, you should file your Graduate Degree Plan (GDP) form. The form should be submitted at least one semester prior to your Preliminary Oral Exam. **No other milestones can be met until the GDP is on file.**

The GDP form functions as a contract between you, your advisor, the department, and the Graduate School which lists all the courses you intend to count for your degree. If a GDP form is not submitted to the DGS for approval by your fourth semester of study, a hold will be placed on your record until the documents are submitted.

Before filing out the GDP form, you must have a copy of your program requirements. The program requirements for each degree are listed on the School of Music website (www.music.umn.edu).

**Cover Letter**
A cover letter must accompany the GDP form explaining how you have or plan to fulfill all degree requirements, including departmental requirements and other requirements such as remediation and language certification (A Sample Cover Letter is attached at the end of this document). Address the following topics:

1) **Academic/Professional Background**
   Give a brief description of previous degrees earned, areas of concentration in each degree, major accomplishments, and any other academic information you think pertinent to your music studies.

2) **Program Courses**
   Supply a clearly delineated outline of courses taken for the degree grouped according to the required areas of study. Use your program requirements as a guide and explain any deviation from the specified degree requirements. Any courses taken outside of music are part of the supporting program (or minor) and should be listed as such.

3) **Remediation**
   Indicate what steps you have taken to remediate deficiencies that were identified in the required diagnostic/placement exams. If you have taken a course that counts for both remediation and toward your degree, be sure to specify this on the cover letter of the degree program form. Courses that are taken for remedial purposes only should not be noted on the Degree Plan form.

4) **Recital Information**
   If you have any outstanding recitals yet to be completed, please list the approximate term and year that you plan to complete all remaining recitals.

5) **Language Certification**
   In response to the specific language requirements of your degree program, list the foreign languages in which you have either demonstrated or plan to demonstrate proficiency through examination. If you have completed the Language Proficiency exam(s) before filing the GDP, attach a copy to the GDP of the signed Language Department Certification of Foreign Language Proficiency Form (GS82) or the Graduate Program Certification of Foreign Language Certification Form (GS82a) for each language.

   Following are two approved methods of certifying languages at the Graduate School, and how each affects the student’s permanent record.

   **Language Department Certification of Foreign Language Proficiency (GS82)**
   This type of language certification is recorded in the student’s graduate school file and **is recorded on the transcript**. This method of proficiency is satisfied in conjunction with an official representative from any language department. When the student has met proficiency according to the language department’s criteria, the signed language certification form must be
completed and returned to 160 Williamson Hall. This form is available in 160 Williamson Hall and at: http://policy.umn.edu/forms/otr/otr192.pdf.

**Graduate Program Certification of Foreign Language Certification (GS82a)**
This type of language certification is recorded in the student’s graduate school file, but is *not recorded on the transcript*. This method of proficiency is satisfied within the music department. A foreign language examination is administered by a designated member of the faculty and will be given upon request by the student. These examinations are tailored to the specific needs and abilities of each student. As such, the structure of the exams differs greatly among divisions. Please see your advisor for specifics about the exams for your division.

When the student has satisfied a language according to the department’s requirements, the signed language certification form must be returned to 160 Williamson Hall. This form is available in 160 Williamson Hall and online at: http://policy.umn.edu/forms/otr/otr193.pdf.

For Musicology, this timed examination—usually sixty (60) or ninety (90) minutes—typically consists of three parts: 1) a selection from a literary work, e.g., a poem or short scene from a play or opera libretto; 2) a passage from a scholarly essay addressing musicological or ethnomusicological issues; 3) a passage from an analytical essay containing musical terminology. Translations are expected to be in idiomatic English and dictionaries may be used. Language exams are developed and administered by faculty members of the division as follows:

- **German:** Dr. Peter Mercer-Taylor
  Dr. Gabriela Ilnitchi
  Dr. David Grayson

- **French:** Dr. Gabriela Ilnitchi
  Dr. Kelley Harness

- **Italian:** Dr. Gabriela Ilnitchi

(For a current listing of all language examiners, please contact the GSSA)

**Graduate Degree Plan Form**
Complete the Graduate Degree Program form (GDP) form using the instructions page which accompanies the form. This is, for the most part, a reiteration of the information from the cover letter. Courses should be listed chronologically by term and year with all transfer courses listed first. On the GDP you must list ALL courses that you are counting for the degree. Any courses taken outside of music are considered “Other Program.” Courses that are taken for remedial purposes only should not be included on the GDP form.

Once completed, the GDP form must be signed by your advisor then given to the GSSA for review. If the paperwork is completed correctly, the forms will be sent to the DGS for the final signature and then forwarded to the Graduate School.

**Transcripts**
Photocopies of your transcripts from the U of M and every institution from which you are transferring credits must accompany the GDP form. Your University of Minnesota transcripts can be obtained from the OneStop website at http://www.onestop.umn.edu. Other transcripts can be obtained from the GSSA if you no longer have your own copies on hand.

**Transfer Credits**
Doctoral students may transfer an unlimited number of credits from a Master’s program into a Doctoral program. Transfer credits are subject to approval by the School of Music and the Graduate School. The transfer of credits takes place when the GDP is filed. Courses must be listed on the GDP and the student must attach a transcript showing the completed coursework. Doctoral students transferring credits from other institutions must take a minimum of 12 graduate-level credits at the University of Minnesota, including a minimum of one three-credit course in musicology/ethnomusicology and one three-credit course from theory or composition.

**Quarter to Semester Conversion**
If you are transferring credits from a quarter system, you must convert the quarter credits to semester credits before listing them on your GDP. To make the conversion, use the formula:

\[ \text{Quarter Credit} \times \frac{2}{3} = \text{Semester Credit} \]
For quick conversion, use the following table:

<table>
<thead>
<tr>
<th>Quarter Credit</th>
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<tr>
<td>1.0</td>
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<td>6.0</td>
<td>4.0</td>
</tr>
</tbody>
</table>

**Submission and Approval of Graduate Degree Plan**

After submitting the Cover Letter, GDP form, and a copy of all transcripts to the GSSA, your papers will be given to the DGS for a thorough review. The Degree Plans sometimes take several days to approve; please allow the DGS at least one (1) week to review the GDP. If the DGS approves your degree program, you will be notified of his approval, the form will be sent to the Graduate School, and a photocopy will be placed in your file.

After the Graduate School approves your GDP, a copy of the approved GDP will be mailed to you at the address listed on the form. Once received, you may begin the next milestone toward degree completion. If you have not heard from the Graduate School six weeks after submitting your program, please see the GSSA or contact the Graduate School. If your GDP is not approved, the DGS will notify you with instructions to satisfy any outstanding requirements or deficiencies.

**Secondary Area of Concentration**

The School of Music offers two ways of fulfilling requirements for the DMA degree. The Graduate School calls these options “informal emphases.”

1. For the standard emphasis, students are required to perform five doctoral recitals (20 credits total), and a thesis (4 credits) after having passed the preliminary doctoral exams.

2. The second emphasis allows the student to choose a secondary area of concentration so that he/she will be professionally prepared in an area that will complement the performance major. The secondary area option requires the approval of the student’s advisor, the DGS, and the division sponsoring the secondary area, and it will be limited to secondary areas approved by the Graduate Committee of the School of Music. Under the emphasis with a secondary area a student will perform three doctoral recitals (12 credits total) and also complete a thesis (4 credits) after having passed the preliminary doctoral exams. In addition the student must fulfill the requirements for a secondary concentration as described below.

**Description of the criteria for Secondary Areas**

A Secondary Area comprises a minimum of 15 credits in total – normally five 3-credit courses, at least two of which must be at the 8xxx level. Students choosing this option will apply toward the Secondary Area the 8 credits that result from reducing the number of doctoral recitals from five to three. The remaining credits will be principally derived from the other areas of music study already built into the DMA – the areas of Musicology, Theory, Composition, etc. The distribution of these credits depends upon the specific Secondary Area chosen by the student.

A secondary area concentrates either on a single discipline – e.g. Musicology, Theory, Composition, or Choral Conducting – or on an interrelated body of courses – e.g. Educational Pedagogy. The School of Music requires that all 15 credits of a Secondary Area be earned at the School of Music at the University of Minnesota (i.e. no transfer credits can be used in forming a Secondary Area, and no credits from outside of the School of Music may be used). Students who wish to do all five recitals AND fulfill a secondary area may do so, although this will add extra time and credits. Students who choose a secondary area will be encouraged but not obligated to write their thesis in that area. A list of secondary areas and their course requirements follows:

**Secondary Areas at the School of Music:**

Musicology/Ethnomusicology:

2. Four additional 3-credit courses in musicology/ethnomusicology, at least two of which must be at the 8xxx level.

Music Theory:

1. A course in Schenkerian theory: either MUS 8581: Schenkerian Theory and Analysis, or MUS 5571: Schenkerian Analysis for Performers.
2. An 8xxx-level course in 20th century theory and/or analysis.
3. A topic oriented analytical course: MUS 8580, MUS 8590, or any other 8xxx-level analysis course.
4. Two additional courses in theory/analysis.

Music Composition:
Course requirements currently under review.

Choral Conducting:
- MUS 8450 Choral Conducting (2 terms at 3 credits each = 6 credits)
- MUS 8237 Score Study: Choral (3 credits)
- MUS 8255 Choral Literature: Baroque Era to the Present (3 credits)
- MUS 8299 Performance in Choral Conducting (3 credits)
- Supporting Project: Includes a conducting recital, lecture presentation, and concert program with detailed program notes

Education/Pedagogy: (Note: No courses used for an Education/Pedagogy secondary area may also count for “outside” major requirements)
1. MUED 8280 Seminar: Current Trends in Music Education and Music Therapy [may be repeated] (3 credits)
2. MUED 8284 Seminar: Research and Scholarly Issues in Music Education and Music Therapy (3 credits)
3. The remaining courses can be chosen from:
   a. Any MUED course dealing with education/pedagogy issues at the 5xxx or 8xxx level, except MUED 5011.
   b. Any MUS course from the following list:
      - MUS 5101 Piano Pedagogy I (2 credits)
      - MUS 5102 Piano Pedagogy II (2 credits)
      - MUS 5270 Voice Practicum (1 credit)
      - MUS 5275 Vocal Pedagogy I (3 credits)
      - MUS 5277 Vocal Workshop (1-2 credits)
      - MUS 5279 Group Voice: Performance/Pedagogy (2-3 credits)
      - MUS 5341 Jazz Pedagogy (2 credits)
      - MUS 5421 Suzuki Violin Pedagogy I (2 credits)
      - MUS 5422 Suzuki Violin Pedagogy II (2 credits)
      - MUS 5423 Suzuki Pedagogy Practicum (1 credit)
      - MUS 5424 Advanced Suzuki Violin Pedagogy I (2 credits)
      - MUS 5425 Advanced Suzuki Violin Pedagogy II (2 credits)
      - MUS 5426 Final Project in Suzuki Pedagogy (1 credit)
      - MUS 5427 Violin Pedagogy I (2 credits)
      - MUS 5428 Violin Pedagogy II (2 credits)
      - MUS 5464 Cello Pedagogy (2 credits)
      - MUS 5466 Guitar Pedagogy (2 credits)
      - MUS 5471 Woodwind Literature and Pedagogy I (3 credits)
      - MUS 5472 Woodwind Literature and Pedagogy II (3 credits)
      - MUS 5481 Trumpet Pedagogy (2 credits)
      - MUS 5993 Directed Studies: Pedagogy project (1-4 credits)
      - MUS 8501 Music Theory Pedagogy (3 credits)

Official Entry to the Secondary Area:
Before entering into a secondary area of concentration, a student must submit the following information to a faculty member in the intended area of study for approval by the appropriate division:
1. A statement of interest in the secondary area of study
2. A current copy of the University of Minnesota transcript
3. Copies of graduate-level transcripts from all previously attended institutions
4. A sample of work in the proposed field of study
In addition, a mentor from the secondary area must serve as a member of both the preliminary and final exam committees. The student has the option of requesting that this mentor also serve as a co-advisor, in which case the co-advisor must sign the GDP form and Thesis Reviewers Report form when filed.

Recital Substitutions for Voice Students in Opera Roles
1. A student's teacher will determine the validity of any request after consultation with the Opera Director or Conductor and the full voice faculty. Length of the role, difficulty of the repertoire and amount of rehearsal time will be determining factors in the decision.
2. The student must make this request in writing and register for recital credit before (or at the very beginning) of the semester in which the role is to be performed. Failure to do so will result in the stage performance not being counted in
lieu of a recital. No exceptions will be made on this provision and no retroactive action taken after a performance has been sung. See the Recital Packet at https://music.umn.edu/sites/www.music.umn.edu/files/Recital%20Packet%202012.pdf for more details.

Graduate School Petition
It is sometimes necessary to make changes to previously approved GDPs. To make alterations to approved GDPs the Graduate School Petition must completed and approved by the DGS and the Graduate School. The Graduate School Petition can be obtained from the Graduate School website or from the Student Services office in Room 100 Ferguson Hall. Detailed instructions are found on the back of the form to assist you with its completion.

Preliminary Exam Committee
Once your GDP has been approved, you must assign your Preliminary Exam committee using the “Assign/Update Preliminary Oral Exam Committee” form which can be found on the Graduate School website under “Forms.” Be sure to complete this form at least one month prior to your exam.

It is the obligation of the advisor to assist students in choosing four (4) faculty members for their examining committees. This examining committee consists of three (3) representatives from the major field (one being the student’s advisor, another from the musicology/ethnomusicology, composition, or theory division, and the third from the students area of concentration), and a fourth member from the minor or a related field “outside of music.” In listing the names of these faculty members, you must indicate that you have secured their agreement to serve on your examining committee. Committee members cannot represent more than one (1) field simultaneously.

All examining faculty members must hold the appropriate appointment in the Graduate School to form a valid committee. To find Graduate School faculty appointment information, please visit https://apps.asr.umn.edu/faculty_roles/.

Preliminary Written Examination
Doctoral students are required to complete preliminary examinations within the same term that they first register for thesis credits. Follow the instructions below to schedule your examinations. It is the responsibility of your advisor to solicit questions from your examining committee on your behalf and to screen those questions to be sure the exam is of an appropriate length and scope. These written questions are generally comprehensive, either based on coursework or covering some basic area of the discipline which the faculty member deems essential to your area of study. Every member of the examining committee is asked and expected to submit a question or series of questions. (The “outside” member or members of your committee may choose not to submit a question although they are certainly welcome to do so.) Your advisor will then help you to determine how much time you will need for each question, where you will be allowed to complete the exam (e.g., the library, a controlled exam room, your home, etc.), and whatever resources, if any, will be permitted. The written examination will be twelve (12) to fifteen (15) hours in duration (usually scheduled on two consecutive days) and will be taken approximately two weeks before the tentatively scheduled preliminary oral examination.

For policies on failing and/or re-taking the examinations, visit http://www.policy.umn.edu/Policies/Education/Education/DOCTORALPERFORMANCE.html.

Once passing results are received (with any indicated reservations satisfied) by your advisor and confirmed by the DGS, the GSSA will submit the preliminary exam results to the College. The College must receive your preliminary written examination results no later than one week before your preliminary oral examination. You will be notified once the exam result has been recorded.

Preliminary Oral Examination
You should plan a two-hour block of time for the examination. In discussing possible dates and times with your committee members, you might also inquire about possible areas of questioning to allow yourself to be as well prepared as possible.

Once the oral examination date is established, be sure to schedule your preliminary oral exam online (the web form can be found at http://www.grad.umn.edu/students/forms/do doctoral/index.html) as soon as a date is set but no later than one week before the exam. This will trigger a review of your file to be sure that you have an approved GDP form on file and are otherwise in good standing. Also, be sure to schedule an examination room with the GSSA in Room 100 Ferguson Hall. Please note: It is not appropriate to bring to the exam gifts or refreshments for the examining committee members.

All four (4) committee members must be in attendance throughout the preliminary oral examination. The student and/or the committee members are not required to be physically present for the preliminary oral examination as long as all of the conditions required for remote participation in the exam (by Skype, etc) are met. Visit
http://www.policy.umn.edu/Policies/Education/Education/DOCTORALPERFORMANCE_APPA.html for information on these conditions.

Any changes to the exam committee must be approved by the DGS and the Graduate School prior to the exam. When the exam is complete, each committee member will sign the Preliminary Oral Examination Report form and the advisor or student will submit the form to the Graduate School. All students are eligible for in-state tuition rates the semesters after passing the preliminary exams. Contact the Graduate School for specifics.

**Thesis Credits**

Students must enroll for the required number of thesis credits (MUS 8888) before receiving their Doctoral degrees. Students cannot transfer thesis credits from other graduate institutions, double-count thesis credits between two Doctoral degrees, or use thesis credits to meet the minimum major and related field coursework requirements for the degree.

You may not register for thesis credits until the semester in which you are planning to take your Preliminary Written Examination. If you have not yet passed the Preliminary Written Examination, you will be allowed to register for thesis credits only with DGS’s approval, which will be granted in consultation with your advisor. Registration for thesis credits must be made by the end of the second Monday of classes each semester.

Below is a chart indicating the required minimum Thesis Credit enrollment by degree.

<table>
<thead>
<tr>
<th>Degree</th>
<th>All Areas</th>
<th>Credits</th>
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<tbody>
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<td>PhD</td>
<td>All Areas</td>
<td>24</td>
</tr>
<tr>
<td>DMA</td>
<td>All Areas</td>
<td>4</td>
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</tbody>
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**Thesis/Project Proposal Form**

After passing the preliminary examinations, submit the Thesis/Project Proposal Transmittal form to the GSSA Office. The Thesis/Project Proposal Form can be downloaded from the School of Music website under “Current Student Information” or can be picked-up at the GSSA Office. The Thesis/Project Proposal Transmittal form requires the signature of the advisor(s) as well as the DGS. You will be notified by email when the DGS has approved your proposal.

List your Final Oral Examination committee on the Thesis/Project Proposal Transmittal form. You must adhere to the guidelines established by the Graduate School when choosing your final committee:

> The chair [for the final examination] must hold a full membership on the graduate faculty, but cannot be the adviser or co-advisor. The chair may or may not be a thesis/project reviewer and may or may not be from the major field. At minimum, the thesis/project reviewers must consist of the adviser (who must have full membership on the graduate faculty in the student’s major) and one other major field examiner, plus one examiner from the minor field or supporting program.

In addition, School of Music policy requires that, for the DMA degree, one reviewer must be from the musicology/ethnomusicology, theory or composition faculty; in addition, if you have a secondary area in your degree program, a representative of that area must also be a reviewer. (The same individual may both functions).

[This committee make-up for the final defense does not need to comprise the same members as the preliminary committee, though students typically ask the same members to serve for both.]

All examining faculty members must hold the appropriate appointment in the Graduate School to form a valid committee. To find Graduate School faculty appointment information, please visit https://apps.asr.umn.edu/faculty_roles/.

**Doctoral Committee**

Once your Thesis/Project Proposal Form has been approved by the DGS, you must assign your committee members online using the “Assign/Update Final Oral Examining Committee” form which can be found on the Graduate School website under “Forms.” Be sure to complete this form at least one month prior to your exam.

**Graduation Packet**

After submitting Examining Committee web-form, you must also visit the Graduate School website to request a Graduation Packet. The Graduation Packet will contain the Application for Degree, commencement information, and the Thesis Reviewer’s Report. The form to complete this request can be found on the Graduate School’s website under “Forms.”
Length and Scope
Because the theses/dissertations at the Doctoral level are highly specialized, the length and scope varies greatly among DMA and PhD programs and according to the specific area within each degree. You should consult with your advisor on the appropriate length and scope of your document (the degree programs on the School of Music website provide general guidelines).

Document Preparation
Please see the “Formatting and Submission Guidelines for Theses” information at the end of this document for details. Unlike the Ph.D. dissertation, the D.M.A. paper/project need not adhere to the prescribed formatting requirements.

Thesis Reviewers Report
The Thesis Reviewer’s Report is sent directly to the student as part of the Graduation Packet. When you finish your thesis, submit copies to all reviewers and allow them at least three weeks to read/review your work. The reviewers should then sign the appropriate line on the Thesis Reviewers Report and return it to you. If the designated reviewers are in unanimous agreement (that the thesis is acceptable for defense), you should bring the report to the GSSA for a copy to be made.

If a reviewer deems revision to the thesis/project necessary before the Thesis Reviewer’s Form can be signed, the reviewer has one opportunity to call for revisions to the thesis/project. If the revisions called for are completed to the unanimous satisfaction of the committee, a reviewer may not call for new revisions at that stage. In the event that additional revisions are called for after the first have been addressed, the student may – with the approval of his or her advisor and the DGS – remove the reviewer at hand from the committee and seek a substitute.

The signed Thesis Reviewer’s Report must be returned to the Graduate School, 160 Williamson Hall, at least one week before the scheduled date of the final oral examination. Typically, students submit the Thesis Reviewers Report and the Final Oral Exam Scheduling form at the same time.

Final Defense
It is the student’s responsibility to coordinate with his/her committee members to find an appropriate date and time to hold the exam while it is the obligation of the advisor to ensure that the student is following an appropriate timeline. When you have a date and time established, see the GSSA to make a room reservation. Please note: It is not appropriate to bring to the exam gifts or refreshments for the examining committee members.

In the case of DMA candidates, the Final Oral Defense is one hour in length. In the case of PhD candidates, the Final Oral Defense consists of two parts, one hour each: 1) A public presentation of the candidate’s dissertation to the doctoral final oral examination committee and the invited scholarly community, and 2) A closed session immediately following the public presentation.

The Final Oral Exam Scheduling form is completed online using this link: http://www.grad.umn.edu/students/finalschedule/index.html. This form should be submitted as soon as you have established a date of the Final Oral (usually submitted with the Thesis Reviewers Report) at least one week before you plan to defend. Students must allow at least three weeks for the committee to read the thesis.

Thesis Submission
For the PhD dissertation, review the “Formatting and Submission Guidelines for Theses” information at the end of this document. All PhD students must file a digital copy of the dissertation with the University in accordance with University standards. In addition, a copy should be given to your advisor. For the DMA paper/project, once final corrections have been made, one copy should be given to your adviser and an additional copy must be kept on file with the DGS.

The student’s adviser(s) must sign the thesis to confirm that it is complete and satisfactory in all respects and that all revisions required by the final examining committee have been made.

All Degrees
Graduate Academic and Curricular Policy Petition
The Graduate Academic and Curricular Policy Petition is used to petition for an exception or other accommodation to School of Music academic and curricular policies. (Please see ‘forms’ section or visit https://music.umn.edu/current-students/graduate to access this petition) If you are seeking an exception to degree program requirements, it is generally most efficient to include that request as part of your Graduate Degree Plan. If your request for an exception is denied, you may then appeal that decision by submitting the Graduate Academic and Curricular Policy Petition, which will be reviewed by the Graduate Studies Committee, as outlined on the form.
Application for Degree
Before your degree is conferred, you MUST file the Application for Degree with the Graduate School. This form must be submitted before the first day of the month in which you wish to graduate.

Commencement
Although degrees are awarded at the end of each month, commencement exercises are held only once each year in late spring. Students are not required to attend commencement exercises. Submit a Commencement Attendance Approval form (available in the Graduation Packet, and signed by the DGS) if you wish to attend and/or have your name printed in the commencement program. Please refer to the Graduate School website for commencement dates and deadlines.

Commencement Attendance Approval
Graduate students interested in participating in the Spring commencement ceremony must submit their Commencement Approval Form found at http://gradcommencement.umn.edu/assets/pdf/approvalform.pdf to the Graduate Student Services and Progress Office, 160 Williamson Hall, by March 1.

Ceremony
The Graduate School’s Spring 2013 commencement ceremony was on Friday, April 26, 2013, at 1:00 p.m. Please see the Graduate School website for information on Spring 2014 commencement.

Change of Advisor
To have your official advisor changed by the Graduate School, it must be approved by the DGS. Send an e-mail to the GSSA that includes correspondence from the advisor departing your committee, and confirmation from the new advisor. If all parties are in agreement to the substitution, the change will be made electronically with the Graduate School.

Change of Examining Committee
If you need to change one or more of your committee members/thesis reviewers for your milestone examinations, please submit an “Assign/Update Exam Committee” form at the Graduate School website under “Forms.” All members affected by the change, along with the DGS, will review this request for approval.

Time Limits for Degree Completion

Master’s Degrees
All requirements for the master’s degree must be completed and the degree awarded within five calendar years after initial enrollment in the program. Students who are unable to complete the degree within this time limit due to extraordinary circumstances may petition the School of Music and the College of Liberal Arts for an extension of up to 12 months. Students must obtain the approval of their advisor/s and the DGS. Please see the GSSA for important information about procedures and deadlines for this petition.

Doctoral Degrees
All requirements for the doctoral degree must be completed and the degree awarded within eight calendar years after initial enrollment to the program. Students who are unable to complete the degree within this time limit may petition the School of Music and the College of Liberal Arts for one extension of up to 24 months. An approved Thesis/Project Proposal form must be on file at the School of Music before a petition for an extension can be considered. Students must obtain the approval of their advisor/s and the DGS. Please see the GSSA for important information about procedures and deadlines for this petition.

Maintaining Active Status
You must maintain active status to complete all coursework and exams for your degree. If you do not register for any courses in a given semester, the Graduate School will make you inactive. Students may consider the following options:

Grad 999
All graduate students have the option to register for Grad 999, an inexpensive, zero-credit, non-graded registration course that enables them to maintain active status without registering for regular courses. This is permitted only ONCE in your academic career and requires the written approval of your advisor and the DGS.

Readmission
If a student becomes inactive, it is possible to be re-admitted to regain active status. To request re-admission, the Change of Status/Re-admission form must be completed prior to the semester of anticipated re-entrance.
Leave of Absence
Students who experience circumstances that prevent them from maintaining active student status will ordinarily be granted college approval for a leave of absence upon request. Visit http://www.policy.umn.edu/Contents/Education/GradStudentLeave.html for complete information.
General Information

Building and Monitor Station Hours

Current building hours and monitor station hours can be found here: https://music.umn.edu/contact

Standard building hours for Ferguson Hall each semester are:

Monday-Friday: 6:30 am – 11:00 pm
Saturday-Sunday: 8:00 am – 11:00 pm

No students may remain in the practice rooms or classrooms outside of building hours. All practice rooms must be vacated and access cards returned to the Monitor Station before closing. Violations may result in the suspension or revocation of practice room privileges.

Administration & Student Services Office Hours

The administrative offices in Room 200 Ferguson Hall are open Monday-Friday, 8:00am to 4:00pm with the exception of Tuesdays from 8:00am-10:00am. Any changes to these hours will be posted in advance on the office window.

The student services offices in Room 100 Ferguson Hall are open Monday through Thursday, 8:00am to 4:00pm and Friday from 8:00am-3:00pm. These hours change on occasion due to occasional staff meetings. Any changes to these hours will be posted in advance on the office window.

Mail

The Student Services office, Room 100 Ferguson Hall, oversees the organization of all mail distribution to and from the School of Music. The mail receptacles are to be used ONLY for School of Music related mailings. Do not use them for personal mailings.

If you are leaving items for a faculty member mailbox, please be certain that the instructors name is clearly marked on the package. All mail leaving the office requiring postage must be left in Room 100 by 1:30pm. If mailings are dropped off after this time, they will not be sent for posting until the following business day.

All Teaching Assistants have an unsecured mailbox outside of Room 100. Please check your mailbox regularly as important documents may be left there for you.

Photocopies

Students

Almost all of the public copy machines on the U of M campus are powered by your university identification card. To put money on your U-Card, find any Cash-to-Card machine and follow the instructions printed on the machine to add money to your card. While some copy machines accept coins or cash, this is usually more expensive than using your U-Card.

On the West Bank campus, the most frequently used photocopiers can be found in Wilson Library and at the Printing Service Copy Center found in the basement of the Social Science Tower. The West Bank Printing Service Copy Center is an especially important resource to you as a student. The Copy Center provides many services (binding, etc.) in addition to your basic copying needs.

There are three public copiers within the School of Music. Each is located in the Music Library. These machines operate using both cash and your U-Card.

Teaching Assistants

As a teaching assistant you have some of the same copying privileges as a faculty member. These privileges are not to be abused and should be used only for copying related to the classes with which you are associated.

If you need copies made for your class/ensemble, there is a basic form (Copy Work Order Form) that needs to be completed and placed in the “Copy In” box in Room 100 Ferguson Hall.

- These forms must be received 48 hours in advance. If we receive the copy order after the 48 hour deadline, we cannot guarantee that the request will be completed by the time the copies are needed. (Please note, for large or unusual copy orders such as musical scores, submit the copy request at least one week in advance.)
• If the items that you are copying are confidential and you do not want them left in your TA Box, you have the option of leaving the copies in Room 100 Ferguson Hall. Just explain this on the form under the “Other Instructions” section of the form.

• The copy machines in Ferguson Hall rooms 100 and 200 are reserved for staff use only. Please do not ask to use these machines.

• Teaching Assistants who are ‘Instructor of Record’ may request authorization to obtain a key to the faculty copy room. Please visit Room 200 for more information.

• Please follow all copyright laws when placing copy orders. You can find information about US copyright in 100 Ferguson Hall or on the web.

Music Library

M-Th 8:00am-9:00pm
F 8:00am-5:00pm
Sa 1:00pm-5:00pm
Su 1:00pm-9:00pm

Any exceptions to these normal hours will be posted in advance on the music library doors. Please see http://www.lib.umn.edu/about/collections/music/hours for a full listing of the music library hours.

Practice Rooms

The practice rooms at the School of Music are for the use of active music students. (You will be asked for a current enrollment summary when you visit 100 Ferguson to purchase your practice room card.)

As a music major, practice room cards are available for the semester or in ten-hour increments. The semester card provides you unlimited use of the practice rooms during the term for which it is issued. If you plan to use the practice rooms more than five (5) hours per week, it is more economical to purchase a semester card.

As a non-music major, practice room cards are available for the semester or in ten-hour increments. The semester card for non-majors provides you with LIMITED use of the practice rooms during the term for which it is issued. If you plan to use the practice rooms more than five (5) hours per week, it is more economical to purchase a semester card.

Students are not permitted to make a profit while using University property. YOU MAY NOT USE THE PRACTICE ROOMS TO TEACH PRIVATE LESSONS. You may only teach out of University facilities if your sole purpose for doing so is DIRECTLY related to a class for which you are enrolled, or for which you are a TA.

Obtaining a Practice Room Card

Practice room cards are available from the Student Services Office (100 Ferguson Hall). Present your valid University ID card and a print-out of your current class schedule (or smart phone/laptop screen-shot) indicating that you are registered for a School of Music class.

You will then be issued a practice room card, which will provide you access to the appropriate rooms. The fee will be charged to your student account and payable with your other tuition and fees. Lost semester cards may be replaced for $20.00. It is not possible to replace lost hourly cards, but you may purchase a new hourly card if needed.

The cards are made of card stock and it is recommended that you have your card laminated at the West Bank Copy Center.

Types of Rooms

‘B’ rooms are equipped with an upright piano, music stand, and chair. A very few number of rooms have electronic keyboards instead of upright pianos.

There are practice rooms that contain grand pianos, organs, harps, harpsichords, and percussion instruments. Access to these rooms is limited to music majors or minors who are registered for lessons on those instruments. Note: Graduate students registered for GRAD 999 are eligible for B rooms only.

Accessing a Practice Room

Present your practice room card along with your University ID to the staff person in room 44 (Monitor Station). Your practice room card will be retained as security and you will be issued an electronic access card to a specific practice room. When you have completed your practicing, return the access card to the Monitor Station and your practice room card will be returned to you.

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To open the practice room, hold the access card up to the sensor (red light in the black box adjacent to the door). When you hear the 'click,' push the door open. You do not have to turn the handle. There are times when you need to pull the door slightly toward you before pushing to loosen the closing mechanism.

**Practice Room Policies**
The following policies are necessary to insure fair and timely access for all students, to maintain the quality of the instruments, and for security purposes. Violations of any of the rules may result in the suspension or revoking of your practice room access.

- No food or drink is allowed at any time. (Water bottles are allowed, but please do not put them on the piano.)
- Practice cards are non-transferable—do not allow anyone else to use your practice room card.
- If you will be out of the room for more than 15 minutes, you must vacate the room, turning in your access card. The 15 minutes provide you with the time to get a drink, a snack, or use the restroom while maintaining access to your room. Please be very sensitive to this time limit as the demand for practice rooms is very great.
- No students may remain in the practice room area after closing time. All practice rooms must be vacated and access cards returned to the Monitor Station by closing time.
- When turning in the electronic access card at the Monitor station, always check to be sure that you receive your practice room card, not one that belongs to someone else.
- You are responsible for access cards issued to you. Loss of a key card should be reported to the Monitor immediately. You will be charged a fee of $45.00 to replace a lost access card.
- Refunds can be given for semester cards through one week after purchase. No refunds are available after that time. The same policy applies for UNUSED hourly cards.
- Please report any problems or missing equipment to the staff person in the Monitor Station.

Complete information on practice room policies and fees can be found at [https://music.umn.edu/current-students/graduate](https://music.umn.edu/current-students/graduate).

**School of Music Lockers**
The School of Music rents instrument lockers to students enrolled in a School of Music instrumental ensemble, applied lessons or a music education methods course. Music majors are given priority for lockers rentals, and may begin purchasing lockers the week before classes begin each semester.

Complete and current information regarding lockers rentals can be found here: [https://music.umn.edu/current-students/graduate](https://music.umn.edu/current-students/graduate).

**Recitals**
ALL recitals performed by our students must be approved through the Room 100 Student Services Offices to adhere to NASM standards. As such, there is a separate trail of paperwork associated with all types of recitals. Please review the recital information on our website where you can download the packet, which includes information about scheduling, and other pertinent information.

**Room Reservations**
Room space in Ferguson Hall is extremely limited. Please see each heading for specific rules on eligibility for reserving rooms and the procedures.

**Small Ensemble Rooms**
Any student with a valid practice room card can reserve small ensemble rooms (Rooms 81, 72, M61, and 3).

- Rooms can only be reserved three weeks in advance.
- Rooms can only be reserved for 3 hours maximum.
- Rooms must be used for a school-related group or reason (chamber ensemble rehearsal or coaching, recording, jazz combo rehearsal, composition reading, etc.)
- Keycard for room reservation must be picked up by the person who booked it.

Reserve a room by stopping by either window at Room 100 during normal business hours. You can also reserve a room by sending an e-mail to either of the Room 100 front office personnel using the contact information listed at the beginning of this handbook. Please include the date, time, and preferred rooms of reservation in your e-mail and submit it at least twenty-four (24) hours in advance. If reserving a room in person, be prepared to show your practice room card and to tell the staff what type of group/rehearsal for which the room is needed.
Large Ensemble Rooms (85, 90, 95, 225)

- May be booked by TAs for assigned course purposes only (e.g.: sectionals, break-out sessions, sight-singing auditions, study sessions, etc.). See Room 100 staff during normal hours to reserve rooms. If you are booking a room for the semester, please e-mail the student services office with all details of reservation, including days, times, and preferred rooms. Depending on the time of year, please allow at least 48 hours for requests to be processed.
- May be booked by music majors for non-degree recitals (Room 90 or 225). See ‘Recitals’ for more specific information on booking procedures.
- Any other uses must be booked by a sponsoring faculty member who intends on being present during the booked time.

Classrooms

- May be booked by Applied TAs as a continuous booking for registered lessons. If you are booking a room for the semester, please e-mail the student services office with all details of reservation, including days, times, and preferred rooms. Depending on the time of year, please allow at least 48 hours for requests to be processed.
- May be booked by TAs for assigned course purposes only (e.g.: sectionals, break-out sessions, sight-singing auditions, study sessions, etc.). See Room 100 staff during normal hours to reserve rooms. If you are booking a room for the semester, please e-mail the student services office with all details of reservation, including days, times, and preferred rooms. Depending on the time of year, please allow at least 48 hours for requests to be processed.
- May be booked by music majors for non-degree recitals. See ‘Recitals’ for more specific information on booking procedures.
- Classrooms can be booked for rehearsals if no ensemble rooms are available and no classes are taking place nearby. These bookings are subject to the availability of the rooms requested. Rooms reserved under this circumstance may not be reserved as a continuous booking.

Lloyd Ullan Recital Hall

- May be booked for degree recitals or recital rehearsals. See the “Recital Packet” for more specific information on booking procedures.
- May be rented for a fee if needed for extra rehearsals, recording sessions, etc., pending hall and staff availability.
  - Availability is subject to the recital schedule and will be given lowest priority
  - $35/ hour room rental; recording engineer is an additional $35/hour

For more specific rules and procedures, please see https://music.umn.edu/current-students/recitals/programs.

Prepared Piano Rehearsals

New guidelines have been established for students performing a work that requires the use of a prepared piano. Please read and adhere to the instructions below.

- Before you begin any piano preparation on any instrument in Ferguson Hall, you must discuss the preparation with Brad Momsen. He may be reached at bmomsen@umn.edu, Room M60 Ferguson Hall, or 612-626-2030. You will not be able to prepare any piano if it will cause permanent damage to the instrument and any repairs necessary to return instruments to performance standards will be charged to your student account.
- Preparation of any piano will be in consultation with our school’s piano technician. It is the school’s prerogative to require alternate preparation methods from those prescribed by the composer and/or the use of a specific instrument that can be prepared.
- No substances can be applied directly on the strings and hands should be thoroughly washed and dried to remove any oil, cosmetics or moisture potentially harmful to strings.
- No adhesives can be applied to the dampers. You will be provided with a substitute method for identifying notes.
- When Room 100 receives positive confirmation from Brad, you will be permitted to reserve rehearsal times.
- Preparing any School of Music piano without prior approval may result in the use of Lloyd Ullan Recital Hall and your practice room privileges revoked and a fine charged to your student account.
- It is your responsibility to remove all preparation from the piano immediately after your recital or rehearsal. When all appliances are removed from the piano, it will be inspected by the piano technician.
- Please report any mechanical issues you encounter with the preparation and use of any piano to Brad or Music Support Services (musicsup@umn.edu) in Room 4.

Student Files

A file of each graduate student’s career is maintained in the Graduate Student Services office. Students have the right to review their files; however, some materials may be protected and not available for student review. Students may not take files from the GSS office and must review their files in the presence of the GSSA. Depending on the nature of your request,
It is the student’s responsibility to provide updated demographic information to the Graduate Student Services Assistant, as well as the Office of the Registrar. Students may update demographic information for the Office of the Registrar at www.onestop.umn.edu.

**Grievances**

Graduate students may report any grievances to your advisor and/or the DGS or, in the case that the DGS is involved, to the Assistant Director. In the event the problem cannot be resolved or the student feels it has not been resolved to his/her satisfaction, students may report to the Director or to the Student Dispute Resolution Center (http://www.sos.umn.edu/).

**COGS**

The Council of Graduate Students (COGS) is an advocacy group at the University which investigates issues important to Graduate Students. In the past, they have lobbied to have student fees altered, asked for changes to graduate assistant rates, etc. They are an excellent resource for graduate students, as they are all graduate students themselves. Music has, in general, been poorly represented at COGS; so, if you have an interest in having a voice within the larger University community and having an impact on other graduate students, consider joining COGS. General Assembly meetings occur on the first Thursday of each month during the academic semester. All graduate students are welcome to attend. Food and drink will be served at the General Assembly meetings.

**Job Opportunities**

A book of current job listings received by the School of Music is maintained in the Graduate Student Services office. Students may come in and review the book during normal office hours. There is also an online “gig board” that is regularly updated with performing opportunities: http://blog.lib.umn.edu/mus-ppr/umsomgigboard/volunteer/.

**Bookstore**

The University Bookstore is located in the basement of Coffman Union, on the East Bank Campus. Textbooks for all School of Music courses can be purchased there. Once you have registered for your classes, you can purchase your books either in person or through the online bookstore at http://www.bookstore.umn.edu

**Change of Address**

It is your responsibility to notify the School of Music Student Services office and the University of Minnesota of any changes in address or phone information. The School of Music is not responsible for information that is returned to its office due to insufficient address.

You can change your address with the University online at www.onestop.umn.edu under “Personal Information.”

**Computer Information**

**University Internet ID / E-mail**

The official means of communication of the University of Minnesota is e-mail. All students are required to check their university e-mail accounts on a regular basis and are responsible for all information sent to their accounts. In the event you forward your university e-mail account to an alternate e-mail address, you maintain responsibility for all information sent to your original university account. Email forwarding options are available through the computing services website at http://www.mail.umn.edu

It is most important to activate your Student Internet Account promptly. To begin, complete the “Student Internet Account Initiation” form at: https://www.umn.edu/initiate

You will need to supply your Social Security Number, Student ID Number, and Date of Birth to initiate your account. Once you submit this information, it may take a few minutes for your account information to be registered in the system. If you have any problems with the password you establish for this account, you may contact the Technology Helpline at 612-301-4357. Additional information about the Helpline can be accessed at: http://www.oit.umn.edu/help/contacts/Office_of_Information_Technology (OIT) is committed to the goal of creating a common, secure Twin Cities ‘Wireless Campus’ experience for all wireless network users. You can purchase wireless cards through the University of Minnesota bookstore. Information about compatible wireless cards can be found at: http://www.oit.umn.edu/wireless/cards-drivers/index.htm

**In all Public/Common areas, you will need to use your University Internet ID and password to access the wireless network!** Passwords must not contain any special characters in order to be used on the wireless network. OIT highly
recommends that you install and use VPN while using the wireless network because it keeps your wireless transmissions private.

**Access to Computers**

School of Music students have access to 259 Ferguson, which houses a computer lab with computers equipped with specialized music software programs.

There are also several computer labs and KIOSKS available to students that span each of the three campuses of the University of Minnesota. These labs are free for students to use. There is, however, a fee to print materials from these labs. The fee varies widely upon the print quality that you desire and the number of pages you are printing.

Below is a list of the student computer labs available to you as a student. Visit [http://www.oit.umn.edu/computer-labs/locations-hours/index.htm](http://www.oit.umn.edu/computer-labs/locations-hours/index.htm) for the lab hours of operation and availability. REMINDER: The computers found in the libraries across campus, are reserved for research only, they are not intended for use to check email or to be used for non-academic purposes.

**West Bank**
- HHH Center Room 50
- Blegen Hall 90

**Saint Paul**
- Coffey Hall 50
- Learning and Environmental Sciences 220/230
- Magrath Library B50

**East Bank**
- Coffman Memorial Union B060
- Walter Library 103

There are also many public KIOSKS available to students, faculty, and staff. For a full list of all East Bank, West Bank, and Saint Paul Campus KIOSKS, visit [http://lighthouse.micro.umn.edu/map/kiosks.asp](http://lighthouse.micro.umn.edu/map/kiosks.asp).

**Teaching Assistants**

As a graduate teaching assistant, you have additional access to computers and labs that the general student body does not. Most commonly, you are able to reserve certain computer labs for class use. The University of Minnesota has an online Lab Reservation System found at [http://onestop.umn.edu/u_resources/computing_and_technology/](http://onestop.umn.edu/u_resources/computing_and_technology/). Visit this site to find more detailed information about reserving a computer lab for your class.

**Counseling and Consulting Services**

University Counseling and Consulting Services (UCCS) provides service to the campus community in two principal ways: student development programs and technical programs. To achieve this, UCCS plays several roles: educational/developmental (assessing and enhancing potential); preventive (anticipating, circumventing, forestalling difficulties); and remedial (assessing and remedying problems). For general information about UCCS visit the following website: [http://www.uccs.umn.edu/](http://www.uccs.umn.edu/)

**Lost and Found**

Students who have lost items in Ferguson Hall are encouraged to check with the Student Services Office in 100 Ferguson to see if the items have been recovered.

**U-Pass**

The U-Pass is a bus pass which, for minimal fee each semester, gives you unlimited rides on Metro Transit buses. University of Minnesota students who are currently enrolled and taking at least one credit are eligible for a U-Pass.

For Fall 2013, the cost of U-Pass will be approximately $97.00 per semester. It is the same cost whether you purchase it in December or April, so you save more the earlier in a semester you purchase it.

To obtain your U-Pass:

* **Get your U-Card.** You must have a U-Card before you order a U-Pass. Your U-Card photo is used on the U-Pass.
* **Order your U-Pass.** Order U-Pass on line. Your U-Pass will be made (with your U Card photo on it) and sent to you in the mail, or can be picked up at Coffman Union or St. Paul Student Center Info Desk. A link to the pickup locations and hours
Pay for your U-Pass. Your U-Pass order is not processed until payment has been received. Students are now required to purchase U-Pass through their student account. For more information on your student account, please visit www.onestop.umn.edu.

Pick up your U-Pass or wait for it to arrive in the mail. If you pick it up at a distribution center, your pass should be ready in two to three business days after you request it. If you choose to have it mailed, it will take a total of seven to ten business days for you to receive your U-Pass.

Start using it! Bus schedules can be accessed online through the Metro Transit website at www.metrotransit.org. Note: campus buses are free for students so you won’t need to use U-Pass on them.

Optional addition to sign up for: Guaranteed Ride Home. U-Pass users have the chance to sign up for the Guaranteed Ride Home Program through Metro Commuter Services. You will receive coupons redeemable for cab fare. Use them when the unexpected happens, like having to work late or missing your bus. You will need to pay the fare and receive a signed and dated receipt from the driver. Metro Commuter Services will reimburse you up to $25 for your cab fare. The program costs you nothing. If you would like more information or would like to sign up, contact Metro Commuter Services at 651-602-1602 or http://www.metrotransit.org/guaranteed-ride-home.

For more information on the U-Pass program, go to the website at http://www1.umn.edu/pts/bus/upass.html.
Documents and Sample Forms
Use this form to petition for an exception or other accommodation to the School of Music graduate academic and curricular policies. Depending on the nature of the request, additional documentation may be requested.

Once completed, submit your petition to the Graduate Student Services Assistant. The Assistant Director and Director of Graduate Studies for the School of Music will review your petition and forward a recommendation to the Graduate Studies Committee. The Graduate Studies committee will review all information and render a decision.

**Part I: Student Information**

<table>
<thead>
<tr>
<th>Name</th>
<th>ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major/Degree Program</td>
<td>Expected Graduation</td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Student Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

**Part II: Petition Description**

a. Please state the exception or accommodation you are requesting. If you are requesting an exception to a policy outlined in the Graduate Student Handbook, please cite the specific policy

b. Please provide a rationale for your request. You may attach a separate sheet if necessary.

**Part III: Associate Director and Director of Graduate Studies Recommendations**

Recommendations from the Associate Director

<table>
<thead>
<tr>
<th>Associate Director’s Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Recommendations from the Director of Graduate Studies

<table>
<thead>
<tr>
<th>Director of Graduate Studies’s Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**Part IV: Graduate Studies Committee Decision**

The following action has been determined: (Approved/Denied)

<table>
<thead>
<tr>
<th>Expiration Date (if applicable)</th>
<th>Comments</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature of Committee Chair</th>
<th>Date</th>
</tr>
</thead>
</table>
14 September 2012

Director of Graduate Studies
School of Music
100C Ferguson Hall
2106 4th Street South
Minneapolis, MN 55455

RE: Master of Music degree in Music, Voice

In this paragraph, write a short description of the previous institution(s) you’ve attended and the degree(s) obtained; please include the dates that you were active at these schools. In addition, list any professional organizations/experiences of which you’ve been a part while at the University of Minnesota.

Program Requirements:

Emphasis (24cr):

- MUSA 8304 Applied Voice: 12cr
- MUS 5271 Diction for Singers: 2cr
- MUS 5279 Group Voice: Performance/Pedagogy: 2cr
- MUS 5241 Vocal Literature I: 3cr
- MUS 5242 Vocal Literature II: 3cr
- MUS 5240 Chamber Singers: 1cr
- MUS 5280 Opera Theater: 2cr, 25cr

Supporting Program (9cr):

- MUS 5597 Music and Text: 3cr
- MUS 5571 Schenkerian Analysis for Performers: 3cr
- MUS 5950 Topics in Music:
  - Music of the Italian Renaissance: 3cr, 9cr

Total—34cr

Recital/Language Information:

If you are required to complete a recital(s) for your degree, please indicate when and where this recital(s) was given. Some degrees have language requirements instead of or in addition to the recitals. Please address all language requirements and be certain to complete a language certification form for each required language.

Theory/History Deficiencies:

After completing the diagnostic exams, deficiencies in 20th-Century Music Theory and early Musicology were found. MUS 4504: Intensive Theory and Analysis of 20th-Century Music was taken to satisfy theory remediation and MUS 5950: Music of the Italian Renaissance was taken to satisfy Musicology remediation.

*Any deviation from the normal degree requirements should be explained in a separate paragraph.
Sample Degree Plan

UNIVERSITY OF MINNESOTA

Graduate Degree Plan

DIRECTIONS—Use this form to declare your degree plan. Review your major field's student handbook and confer with your faculty adviser and Director of Graduate Studies (DGS) to ensure your plan fulfills minimum graduate education and program requirements. Obtain original signatures from your faculty adviser, co-adviser (if applicable), major field DGS, and minor field DGS (if applicable) indicating their approval and submit to your graduate program for review. A copy of your plan will be sent to your University email following final review.

To ensure privacy online, open in Adobe Reader (free at Adobe.com). Please add the required signature(s) in blue or black ink.

PART 1. Student Information

<table>
<thead>
<tr>
<th>University ID</th>
<th>University email</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234567</td>
<td><a href="mailto:john.doe@umn.edu">john.doe@umn.edu</a></td>
</tr>
</tbody>
</table>

Student name (Last, first, middle): Doe, John Adam

PART 2. Degree Information

<table>
<thead>
<tr>
<th>Degree sought</th>
<th>Major</th>
<th>Language Requirement (if required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MM</td>
<td>Music</td>
<td></td>
</tr>
<tr>
<td>Track (if applicable)</td>
<td>Minor (if declared)</td>
<td>Number of thesis credits, if applicable</td>
</tr>
<tr>
<td>Plan A</td>
<td></td>
<td>10 Master's Plan A thesis credits (8777)</td>
</tr>
<tr>
<td>Plan B</td>
<td></td>
<td>24 Doctoral thesis credits (6688)</td>
</tr>
<tr>
<td>Plan C</td>
<td></td>
<td>4 Doctoral thesis credits (8684)—D.M.A. only</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12 Doctoral thesis credits (8069)—Ed.D. only</td>
</tr>
</tbody>
</table>

PART 3. Transfer coursework

List all transfer work in chronological order. Official transcripts must be attached unless previously submitted with your application for admission. NOTE: Course type "major" refers to outside of major and/or minor field coursework. A course cannot be used to meet both "major" and "other" course requirements.

<table>
<thead>
<tr>
<th>Term and year</th>
<th>Check one</th>
<th>Department &amp; course number</th>
<th>Course title</th>
<th>Number of semester credits</th>
<th>Grade</th>
<th>Institution</th>
</tr>
</thead>
</table>

To request copies of this form in an alternative format, please call the Disability Services liaison at 612-625-6570. The University of Minnesota is an equal opportunity employer and educator. This form is printed on paper made from no less than 25 percent post-consumer waste.
### PART 4. University of Minnesota coursework

List University of Minnesota coursework required by your Graduate Program in chronological order, beginning with earliest term and year. Do not include the following: xxxx-8777, xxxx-8898, xxxx-8866, Grad 939, xxxx-8333, or xxxx-9444, coursework not applied to the degree. **NOTE:** Course type "other" refers to outside of major and/or minor field coursework. A course cannot be used to meet both "major" and "other" course requirements.

<table>
<thead>
<tr>
<th>Term and year</th>
<th>Check one</th>
<th>Department &amp; course number</th>
<th>Course title</th>
<th>Number of semester credits</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA09</td>
<td>x</td>
<td>MUSA8304</td>
<td>Applied Voice</td>
<td>4</td>
<td>A</td>
</tr>
<tr>
<td>FA09</td>
<td>x</td>
<td>MUS5230</td>
<td>Womens Chorus</td>
<td>1</td>
<td>A</td>
</tr>
<tr>
<td>FA09</td>
<td>x</td>
<td>MUS5597</td>
<td>Music and Text</td>
<td>3</td>
<td>B+</td>
</tr>
<tr>
<td>FA09</td>
<td>x</td>
<td>GER5410</td>
<td>Topics in German Literature</td>
<td>5</td>
<td>A-</td>
</tr>
<tr>
<td>SP10</td>
<td>x</td>
<td>MUSA8304</td>
<td>Applied Voice</td>
<td>4</td>
<td>A</td>
</tr>
<tr>
<td>SP10</td>
<td>x</td>
<td>MUS5230</td>
<td>Concert Choir</td>
<td>1</td>
<td>A</td>
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<tr>
<td>SP10</td>
<td>x</td>
<td>MUS5647</td>
<td>20th Century European/American Music History</td>
<td>3</td>
<td>A-</td>
</tr>
<tr>
<td>SP10</td>
<td>x</td>
<td>ARTH8001</td>
<td>Art History: Theory and Methods</td>
<td>4</td>
<td>B</td>
</tr>
<tr>
<td>FA10</td>
<td>x</td>
<td>MUSA8304</td>
<td>Applied Voice</td>
<td>4</td>
<td>A</td>
</tr>
<tr>
<td>FA10</td>
<td>x</td>
<td>MUS5241</td>
<td>Vocal Literature I</td>
<td>3</td>
<td>A</td>
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<tr>
<td>FA10</td>
<td>x</td>
<td>MUS5271</td>
<td>Diction for Singers I</td>
<td>2</td>
<td>A</td>
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<tr>
<td>FA10</td>
<td>x</td>
<td>MUS5550</td>
<td>Performance Practice Issues</td>
<td>3</td>
<td>B+</td>
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<tr>
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<td>4</td>
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<tr>
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<td>x</td>
<td>MUS5242</td>
<td>Vocal Literature II</td>
<td>3</td>
<td>TBA</td>
</tr>
<tr>
<td>SP11</td>
<td>x</td>
<td>MUS5271</td>
<td>Diction for Singers II</td>
<td>2</td>
<td>TBA</td>
</tr>
</tbody>
</table>

### PART 5. Course totals (transfer and UMN coursework)

<table>
<thead>
<tr>
<th>Major course credit total</th>
<th>Other/minor course credit total</th>
<th>Total course credit total</th>
</tr>
</thead>
<tbody>
<tr>
<td>37</td>
<td>9</td>
<td>46</td>
</tr>
</tbody>
</table>

### PART 6. Approval

**Adviser name:** Paul Jones  
**Adviser signature:** [Signature]  
**Date:** 9/12/12

**Co-adviser name:**  
**Co-adviser signature:**  
**Date:**

**DG (major field) signature:** [Signature]  
**Date:** 9/17/12

**DG (minor field) signature:**  
**Date:**

**Graduate program/college office use only: note any exceptions to university policy:**

**College signature:**  
**Date:**

**Administrative officer:**  
**Date:**
Graduate School Petition Instructions

UNIVERSITY OF MINNESOTA

Graduate Student Petition form

DIRECTIONS—All petitions require review and recommendation by the adviser, the Director of Graduate Studies (DGS), and/or college (if required). If you are declaring a minor or making changes to minor field coursework, the signature of the DGS for the minor is required.

Once all signatures are obtained, please submit the completed petition to Graduate Student Services and Progress (GSSP) at the address below. A copy of the petition will be emailed to you at your university email account upon final processing.

Use this Petition form for the following:

1. Request to change coursework on your approved Graduate Degree Plan (GDP), including transfer work.
   - Write “Remove from my GDP” and identify courses by department, course number, title, number of credits, grade, term and year that you wish to remove and/or “Add to my GDP” identifying courses in the same manner. If changes are substantial, please submit a revised GDP form in lieu of a petition.
   - Attach appropriate transcript(s), if transferring coursework from another institution; all coursework to be transferred must be complete, with grades. If the coursework is currently listed on your approved GDP but was not previously graded, no departmental signatures are required.
   - Present this petition to your adviser and the DGS for the major field (and the DGS for the minor field and college, if required) for review and approval.

2. Request to change or remove the language requirement on your approved GDP.

3. Request to add or remove a minor.
   - For doctoral students, minors must be declared on the GDP prior to taking the preliminary oral examination.
   - For master’s students, minors must be declared prior to the final examination (if applicable); or prior to filing for degree conferral (if no final examination requirement).

If none of the above conditions apply, consult your program, college, or GSSP.
UNIVERSITY OF MINNESOTA

Graduate Student Petition form

To ensure privacy online, open in Adobe Reader (free at Adobe.com). Please add the required signature(s) in blue or black ink.

PART 1. Student information

University ID: 9876543
University email: smithx999
First: Joseph
Middle: M

PART 2. Degree information

Degree sought: Master of Music
Major: Music
Track (if applicable): SP
Minor (if declared): 

PART 3. Petition request

Describe your request below. To make changes to the Graduate Degree Plan, list courses by DEPARTMENT, COURSE NUMBER, TITLE, NUMBER OF CREDITS, GRADE, TERM and YEAR.

Please remove from my graduate degree plan MUS5450- Orchestral Repertoire: 3 credits, Fall 2010. This course has been canceled due to low enrollment.

Please add to my graduate degree plan MUS5471- Woodwind Literature and Pedagogy: 3 credits, Fall 2010.

PART 4. Approval

Adviser name: Dr. Paul Jones
Co-adviser name:

Adviser signature: [Signature]
Date: 9.20.10

Co-adviser signature:

DGS (major field) signature: [Signature]
Date: 9.21.10

DGS (minor field) signature:

College approval (if required):

office use only

☑ processed

administrative officer __________ date __________

Once completed, submit signed form to Graduate Student Services and Progress Office (160 Williamson Hall, 0174A).
University of Minnesota

Formatting and Submission Guidelines
Master’s Plan A and Doctoral theses

Graduate Student Services and Progress Office · 612-625-3490
160 Williamson Hall · 231 Pleasant St SE · Minneapolis, MN 55455
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Introduction

The master’s Plan A thesis and doctoral dissertation (herein referred to as thesis) is not only a representation of a student’s academic work, but also a reflection on the faculty adviser, the graduate program, and the University of Minnesota. Once a student has submitted his/her thesis to the Graduate Student Services and Progress Office (GSSP), it will be available for other scholars worldwide. Professional, consistent presentation of such work is essential. We have assembled this packet of information to assist students in their understanding of what the University of Minnesota requires in order to successfully present the culmination of their efforts as a graduate student. As a condition of graduation, students are required to publish their thesis.

This document outlines the formatting requirements as well as information regarding submitting and publishing the thesis. The University of Minnesota will accept only theses that meet these requirements. Failure to adhere to these standards may result in the delay of a student’s degree conferral. In addition to the University of Minnesota’s formatting guidelines, students should be sure to follow stylistic (not formatting) conventions of their graduate program. Because stylistic conventions vary greatly from one field to another, students should consult with their faculty adviser or Director of Graduate Studies (DGS) regarding recommended style manuals. The staff of the University Libraries may also be consulted for information about style manuals.

Prior to submission of the thesis, students are encouraged to contact the Graduate Student Services and Progress (GSSP) office with any questions regarding this manual or formatting:

Master’s students: gsmast@umn.edu  Doctoral students: gsdoc@umn.edu

Before you Begin

Students should keep the following in mind when putting together the thesis for submission:

GSSP has provided templates in either Microsoft Word or LaTeX available online at, http://www.grad.umn.edu/students/ThesisSubmission/index.html.

Note: GSSP does not provide technical assistance with these templates.

- The thesis must be submitted online and approved by GSSP by 4:00pm on or before the last working day of the intended month of degree completion.
- Students using the templates remain responsible for ensuring that the thesis meets the University of Minnesota’s formatting guidelines outlined in this document as well as requirements of their graduate program and field-specific guidelines.
- The thesis must read as one cohesive document. It must include one set of introductory pages (acknowledgments, abstract, table of contents, etc.), one introduction, and one comprehensive bibliography at the end of the thesis.
- Upon submission of the thesis, students may expect to receive notice of required formatting changes by email. Typically, these are minimal.
SECTION 1: FORMATTING

Mechanics and Formatting Specifications

Margins
- Every page of the thesis, including all appendices, notes, and the bibliography, must have a left margin of at least 1.5 inches (3.9cm), and top, right, and bottom margins of at least 1 inch (2.6cm).
- Nothing can appear in the margins, which means that no page numbers, text, tables, graphs, charts, parts of illustrations, etc., can appear in the margin area.
- Before submitting the final version of the thesis, GSSP suggests printing sample pages to measure the margins and ensure that they conform to the specifications outlined above.

Acceptable Fonts
- Standard fonts, such as Times New Roman, Helvetica, Arial, and Courier, are acceptable. Students should confer with their faculty adviser or DGS to ensure that the chosen font meets graduate program requirements.
- The University of Minnesota requires at minimum a 10-point font for the thesis.
- The use of different fonts to set off examples, quotations, tables, and charts from the rest of the text, as long as all fonts are of a similar size and are easily readable. In addition, footnotes, section headings, and chapter titles may be printed in fonts and sizes different from those in the body of the thesis. The size of these characters should be no smaller than 9 points. Students should confer with their faculty adviser or DGS to ensure that use of various fonts/sizes meets graduate program requirements as well.
- Students must ensure that all fonts are true type embedded fonts. Manuscripts without true type embedded fonts can cause ALL punctuation and formatting to disappear if/when the document is printed from a digital file, and causes delays in the publishing process. Students should embed true type fonts at the completion of their final version of the thesis prior to submission. For more specific information regarding embedded fonts, please UMI Preparing Your Manuscript Guide available online at http://www.etdadmin.com/UMI_PreparingYourManuscriptGuide.pdf

Spacing
- The University of Minnesota requires that the body of the thesis be double-spaced or 1½-spaced.
- Long quotations, notes, and the bibliography may be single-spaced unless the student’s graduate program requires otherwise.
Pagination

Students are responsible for correctly numbering and organizing the pages in their thesis. Page numbers may only appear in the upper or lower right-hand corners or the bottom center of the page. It is not acceptable to have page numbers on the left-hand side of the page.

Introductory Material

- The title page, copyright page, acknowledgments, dedication, abstract, table of contents, list of tables, and list of figures are considered the introductory material of the manuscript.
- The title page and copyright page must not be numbered or counted. Page numbers for the rest of the introductory material is required, and expressed in lower-case Roman numerals, beginning with page "I".
- Introductory material must appear in the order shown in the figure below. Please also refer to Figure 1.
- The thesis may include other items that should be listed in the introductory material, such as notations, list of abbreviations, etc. These items should be included at the end of the introductory materials identified above, keeping with the numbering scheme outlined below. If it is unclear whether or not a section should be included with the standard introductory pages, please contact GSSP (gsmast@umn.edu for master's students and gsdoc@umn.edu for doctoral students).

Title Page

- The title page, which is not numbered or counted, must be included as the first page of the thesis (see page 22).
- The month and year that degree requirements were met must be included (not necessarily the month and year the student defends).
- The title of the thesis must not contain chemical or mathematical formulas, symbols, superscripts, subscripts, Greek letters, or other non-standard characters; words must be substituted.
- The title page must include one title.
- The student’s name listed on the title page must be the official name on record with the University of Minnesota.

Copyright Page

- The copyright page, which is not numbered or counted, is required.
- Even if the student is not registering their thesis with the U.S. Copyright Office, they are required to include a copyright page.
- The copyright page is separate from the title page. Official name on record with the Office of the Registrar, the year of graduation, and a copyright symbol © or the word “copyright” are required.
Acknowledgements Page
- An acknowledgements page is optional.
- If included, it is numbered in lower-case Roman numerals and counted.

Dedication Page
- A dedication page is optional.
- If included, it is numbered in lower-case Roman numerals and counted.

Abstract
- Including an abstract in the thesis is optional (however, an abstract must be provided as part of the online submission process).
- If included, it is numbered in lower-case Roman numerals and counted.

Table of Contents
- A table of contents is required.
- It is numbered in lower-case Roman numerals and counted.
- The table of contents must include corresponding page numbers referencing each section.

List of Tables
- A page with a list of tables is required if tables are included in the thesis.
- The list must include the table number, title, and corresponding page number for each table.
- It is numbered in lower-case Roman numerals and counted.
- The list of tables must be represented in the table of contents.

List of Figures Page
- A page with a list of figures is required if tables are included in the thesis.
- The list must include the figure number, title, and corresponding page number for each table.
- It is numbered in lower-case Roman numerals and counted.
- The list of figures must be represented in the table of contents.

Other Items
- If other pages are included with the introductory materials (e.g. List of Abbreviations, List of Notations, etc.), they must be numbered in lower-case Roman numerals and counted as well as represented in the table of contents (see introductory material section for more information).
Figure 1: Order of Introductory Material

This figure is for illustrative purposes only and shows a basic example of how introductory pages must be numbered. If any of these items is longer than one page, the additional pages must be numbered consecutively. Reminder: Not all theses will include the optional pages.
Body of the Manuscript
- The main text, illustrations, bibliography, and appendices are considered the body of the manuscript.
- Every page in the body of the text, through the bibliography and appendices, must be numbered in Arabic numerals starting with page 1.
- The first page of the body of the manuscript (introduction or chapter one, etc.), must start with an Arabic number one (1). If it is unclear whether a section counts as part of the body of the manuscript, please contact GSSP (for master's students: gsmast@umn.edu and for doctoral students: gsd@umn.edu).

Illustrations
- All illustrative materials (e.g., figures, tables, charts, and graphs) must have a figure number and a page number, and must conform to the margin specifications, regardless of where the figure caption is located.

Bibliography
- The bibliography may be single-spaced and must appear as the last section of the thesis unless appendices are included.
- It is not acceptable to include separate references after each chapter in lieu of a single cumulative bibliography at the end of the thesis.
- The bibliography must be represented in the table of contents.

Appendices
- The appendices can be an integral part of the thesis and must conform to all the formatting specifications outlined in this document, with one exception: text and information in appendices can be single-spaced.
- Consecutive page numbering, from the main text through the appendices, using Arabic numerals, must be used.
- If appendices are used, they should appear as the last section of the thesis and should be represented in the table of contents.
Table 1: Order and Pagination of Thesis
(Note: The following table shows the proper pagination and arrangement of the entire manuscript. It also indicates whether a page is optional or required.)

<table>
<thead>
<tr>
<th>Page/Section</th>
<th>Required</th>
<th>Pagination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title Page</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Copyright Page</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Acknowledgments</td>
<td>No</td>
<td>Yes, begin “1” here</td>
</tr>
<tr>
<td>Dedication</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Abstract</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>List of Tables</td>
<td>Yes (if tables used)</td>
<td>Yes</td>
</tr>
<tr>
<td>List of Figures</td>
<td>Yes (if figures used)</td>
<td>Yes</td>
</tr>
<tr>
<td>Other Items (List of Abbreviations, etc.)</td>
<td>Yes (if included)</td>
<td>Yes</td>
</tr>
<tr>
<td>Body</td>
<td>Yes</td>
<td>Yes, begin “1” here</td>
</tr>
<tr>
<td>Bibliography</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Appendices</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

For assistance with pagination, please refer to the thesis template instructions and trouble-shooting guide available online at, [http://www.grad.umn.edu/students/ThesisSubmission/index.html](http://www.grad.umn.edu/students/ThesisSubmission/index.html)
Formatting Landscape Pages

Students who choose to use landscape pages in the thesis should be aware of the following:

- The top margin must be at least 1.5 inches (3.9cm)
- All other margins must be at least 1 inch (2.6cm)
- Page numbers cannot appear in the top margin

Please see the Figure 2 below for an example.

![Format of Landscape Pages](image)

Figure 2: Format of Landscape Pages

This figure is not to scale and is provided to illustrate how landscape pages should be formatted. The X’s indicate the acceptable placement of page numbers, and the measurements indicate acceptable margins along that side.

Published Work Included as Part of the Thesis

The thesis may include materials that have been published while the author has been a University of Minnesota graduate student. A letter (or email) authorizing use of this material must be obtained from the publisher, and a copy of this letter must be submitted to GSSP upon completion of the thesis. If permissions are not supplied, ProQuest will not publish copyright materials. In addition, students should be aware that work will be available for open access through the University of Minnesota Digital Conservancy. Please consult publishing agreements to determine what rights were retained.

More information is available at [https://www.lib.umn.edu/copyright/disstheses](https://www.lib.umn.edu/copyright/disstheses).

If work has not yet been published but there are plans to publish part of the materials, the student’s adviser(s) must notify GSSP by email of the intention to publish a part of the material; GSSP’s approval is not required.

Students wishing to delay publication of the thesis can refer to the section ‘Thesis Embargo Request’ on page 15.
If all or part of the thesis is initially in a format appropriate for submission to a professional journal, the following guidelines apply:

1. The thesis must read as one cohesive document.
2. One set of introductory materials (dedication, abstract, table of contents, etc.) is necessary as well as a suitable introduction, transition sections, a conclusion, and appendices (if applicable) that might not ordinarily be included in the published manuscript.
3. A comprehensive bibliography, not usually permitted by journals, must be included as the last section of the submitted thesis.
4. The research must have been carried out under the direction of University of Minnesota graduate faculty and approved by the adviser for incorporation into the thesis.
5. The student must be listed as the sole author of the thesis. Editorial or substantive contributions with general significance made by others should be acknowledged in the introductory materials; more specific contributions should be acknowledged by footnotes where appropriate.
6. Students whose manuscripts include more than the student’s research must make others’ contribution clear in the thesis.
7. In rare circumstances use of manuscript reprints of the published articles themselves are acceptable if they are satisfactorily and legally reproduced and conform to all the formatting specifications outlined in this document. Reprints must conform to a style consistent with the rest of the thesis document.

**Corrections and Revisions**

The thesis must be a well-written manuscript that is free from error and ready in its final version before submission to GSSP. Any revisions required after the final defense by the examination committee must be made and approved by the adviser (as confirmed by the adviser’s signature on the signature page) prior to submission to the GSSP. Once the thesis is approved by GSSP no further changes can be made to the thesis.
SECTION 2: Submitting and Publishing

Submitting the Thesis

The thesis must be submitted online and approved by GSSP by 4:00pm on or before the last working day of the intended month of degree completion. Please follow the directions below to submit the thesis online. Any questions can be directed to:

Master’s students: gsmast@umn.edu Doctoral students: gsdoc@umn.edu

Before beginning the submission process, the student must ensure that:

__ The thesis is in its final version. Once submitted, revisions cannot be made unless the student is instructed by GSSP to do so.
__ The full text of the thesis is in one file.
__ The full text of the thesis is in Adobe PDF format. If the text is not already in PDF format, a converter is available on ProQuest’s submission site.
__ If the PDF converter is used, check the document for accuracy before uploading.

Note: It may take 1 or more days to receive the converted PDF. Please plan accordingly.
__ The complete file size of the document is less than 250MB (subject to change).
__ A copy of the signature page is not included in the electronic submission.
__ An active email account to create a ProQuest account (Students must monitor that email on a regular basis).

Once the checklist above has been completed, the thesis is submitted at http://www.etdadmin.com/umn.

Supplementary files

If supplementary materials - like audio, video, and spreadsheets - are part of the thesis, students can submit them as supplementary files during the online submission process. Provide a description of each supplementary file or files in the abstract of the thesis. Do not embed media files in the PDF. Media files significantly increase the size of the PDF making it difficult to download and access.
Materials Submitted to GSSP (160 Williamson Hall)

In addition to submitting the thesis online, students must submit the following documents -- in hard copy format -- to the Graduate Student Services and Progress (GSSP) Office, 160 Williamson Hall, on or before the end of business no later than the last working day of the intended month of degree completion.

Signature page
- Students must submit one copy of the signature page with original signature(s) and formatted according to the specifications outlined in Section 1 of this document (see page 21).
- The signature page is signed by the adviser (and co-adviser if applicable) to confirm that seeing and approving the final version of the thesis. Original signature required.
- Students should not include the signature page in the electronic version. Templates for the signature page are available at: http://www.grad.umn.edu/students/ThesisSubmission/index.html

Title page
- Students must submit one copy of the title page formatted according to the specifications outlined in Section 1 of this document.

Deposit Agreement Form
- Students must sign and submit a Deposit Agreement Form for the University Digital Conservancy (the University of Minnesota’s open access digital repository). (See “University of Minnesota Digital Conservancy”, on page 16).
- The Deposit Agreement Form is available in the graduation packet and online at: http://www.grad.umn.edu/prod/groups/grad/@pub/@grad/documents/asset/udc_deposit_agreement.pdf

The University of Minnesota Survey of Earned Doctorates (UMNSED)
DOCTORAL STUDENTS ONLY
This survey is completed by doctoral students only. Your responses to this survey will be used to assess and improve the graduate education experience at the University of Minnesota and beyond.
- The UMNSED is a reporting tool used by the National Opinion Research Center (NORC) and the U of MN to improve graduate education.
- Responses to the survey will be kept confidential.
- To access the survey, please go to the following link: http://apps.grad.umn.edu/UMNSED/
- The survey requires the X.500 ID and password.
- Technical questions can be forwarded to bostr007@umn.edu. All other questions may go to gsdcom@umn.edu.
Publication, Copyright, and Distribution of the Thesis

The University of Minnesota requires publication of all theses. To meet this requirement, the Publishing Agreement must be completed as part of the online submission to ProQuest at the time of thesis submission. Students must also submit the Deposit Agreement form to GSSP (160 Williamson Hall) allowing distribution of the thesis through the University Digital Conservancy.

ProQuest will electronically reproduce the full text of the thesis abstract in Dissertation or Theses Abstracts Online.

"ProQuest's computerized search and retrieval system will cite your thesis in response to any inquiry using search items included in your title or abstract. Researchers can also search ProQuest's database and place orders online (Publishing your Dissertation, 2007)."

Additionally ProQuest will sell hard copies upon request.

"ProQuest will pay a 10% royalty on ALL sales of your thesis. Royalty payments must exceed $10.00 in a calendar year to be paid (Publishing your Dissertation, 2007)."

Publication by electronic submission does not preclude publication later by other methods. Please note that the Publishing Agreement grants ProQuest the right to distribute theses and abstracts by electronic means.

Students retain the copyright to the thesis and may re-publish the work in whole or in part without obtaining permission from ProQuest, the University Digital Conservancy or the University of Minnesota Library.

Cost
- Students can elect to have ProQuest register the copyright for a fee of $55 (see Copyright section below for more information). These fees are subject to change; contact ProQuest for current rates.
- The optional copyright fee is completed online at the time of thesis submission.

Abstract
- Submission of the abstract is done online with the thesis submission.
- ProQuest no longer has a word limit on the abstract submitted separately from the thesis. Note, however, that ProQuest will continue to publish print indices. These print indices do have a required word limit of 350 words for doctoral abstracts and 150 words for master's abstracts. If the abstract exceeds these word limits, ProQuest will truncate the abstract and remove any non-text content.
• The abstract will be available to other scholars who may wish to learn more about the thesis topic before ordering a copy of the thesis through ProQuest.

Copyright

There are two aspects to copyright considerations: (a) copyright of the thesis, and (b) the use in the thesis of material copyrighted by others.

a) The Copyright Act adopts the principle of “automatic copyright”. Works created after January 1, 1978 are copyrighted under the federal statute upon their creation. A work is “created” when it is fixed in a tangible form of expression, e.g., written or drawn on paper; sculpted or made; placed on film, disc, or videotape; or recorded on sound tape or saved as a computer file. Copyright registration is not a condition of copyright protection. Even though registration is not a requirement for protection, the copyright law provides several inducements or advantages to encourage copyright owners to make registration, including the ability to sue someone for infringement, should that occur. Registration of copyrights with the U.S. Copyright Office may be made for all works before or after publication.

Copyright notice consists of the symbol © or the word “copyright,” the name of the owner of the copyright, and the year that the work was created. This notice should be affixed in a manner and location that give reasonable notice of the copyright claim. Affixing a copyright notice is no longer required by law, but it is a good idea and is recommended. If ProQuest is to register a copyright for the thesis on the student’s behalf with the Library of Congress (of which the U.S. Copyright office is a subsidiary), the Copyright Authorization on the Publishing Agreement section must be completed online. The cost of this method of copyrighting is currently $55.00. This fee is subject to change; consult GSSP for the current rate.

b) The Copyright Act provides for the legislative recognition of “fair use” of copyrighted materials. The “fair use” of copyrighted work for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. The student, as author, bears the responsibility of determining whether “use” is fair or not. In determining whether the “use” in any particular case is “fair use,” the factors to be considered include:

• The purpose and character of the “use”, including whether such “use” is of a commercial nature or is for nonprofit educational purposes;
• The nature of the copyrighted work;
• The amount and substantiality of the portion used in relation to the copyrighted work as a whole;
- The effect of the "use" upon the potential market for or value of the copyrighted work

Note: If a thesis includes materials from journal articles or other publications authored by the student, a letter authorizing use of this material must be obtained from the publisher and submitted to GSSP if the student did not retain sufficient rights to include the material in the thesis. Consult publication agreements to determine what rights were retained. The letter must be submitted to GSSP along with the Deposit Agreement Form (available in the graduation packet or online). More information regarding this is in the section "Published Work Included as part of the Thesis" included in section 1 of this document.

Students may also consult the University Libraries for questions related to copyright. They can be contacted at 612-624-6536 or copyinfo@umn.edu. Their website also provides students with helpful information and can be viewed at http://www.lib.umn.edu/copyright/. The Libraries can provide information about copyright but not legal advice.

Questions regarding patent and trademark are of a legal nature and should not be considered lightly. For questions, legal counsel should be consulted. GSSP staff is not authorized to answer legal questions.

**Thesis Hold Request**

Students may need to delay the release of the thesis. Considerations that are likely to be deemed reasonable for granting permission to restrict dissemination include:

- Patentable rights in the work or other issues in which disclosure may be detrimental to the rights or interests of the author.
- The ethical need to prevent disclosure of sensitive or classified information about persons, institutions, technologies, etc.
- The interest of an academic or commercial press in acquiring the rights to publish your thesis or thesis as a book.
- Content that is likely to be submitted to a peer-reviewed journal.

In accordance with University of Minnesota Regent’s policy regarding withholding of research results, a six month, one-year, or two-year embargo on the release of the student’s thesis to the public may be requested. During this period, GSSP will not release the thesis to the public. The hold period begins immediately after the official degree conferral date (last working day of graduation month). Students wishing to embargo the thesis must do so directly through the GSSP by following the procedure outlined below.

Students are required to request embargoes directly through the GSSP. A hold may be requested by completing a Thesis/Dissertation Hold Request form downloaded from http://policy.umn.edu/forms/otr/otr197.pdf. The form must be signed by the student’s adviser(s) and submitted to GSSP on or before the last working day of the intended month of graduation.
After the requested embargo time expires, the thesis will be released to Proquest
and the University Libraries, including the University Digital Conservancy for
circulation. Students will not be contacted once the embargo has expired and are
solely responsible for requesting to renew the embargo before the expiration
date. Students, who wish to renew the embargo, or have the embargo lifted prior
to the expiration date, must contact the GSSP at gsmast@umn.edu for master’s
students or gsdoc@umn.edu, for doctoral students

ProQuest has assembled information that may assist in deciding if a hold is
needed. The information can be found at,

University of Minnesota Digital Conservancy (UDC)
The University of Minnesota Digital Conservancy (Conservancy) is an open
access digital repository program administered by the University Libraries.
Depositing your thesis in the Conservancy means that it will be freely accessible
online to the public. Depositing your thesis in the Conservancy does not have
any impact on copyright or any other intellectual property rights, which are
retained by the student. Theses deposited in the Conservancy should be
considered permanently accessible.
SECTION 3: Appendices

Appendix A

Formatting Guidelines Checklist

This checklist will help to ensure that all prescribed formatting guidelines for the thesis have been met, and that formatting errors that will delay thesis submission and may delay degree conferral can be avoided.

___ The top, right, and bottom margins are at least 1 inch (2.6cm); the left margin is at least 1.5 inches (3.9cm).

___ The manuscript is formatted so that the page numbers, headers, footers, charts, graphs, etc. do not appear in the margins.

___ The title page and copyright page are not numbered; all other introductory pages are numbered in correct order, beginning with a lower case Roman numeral one (I).

___ The title page has the correct month and year listed. Month and year must correspond to the month and year that all requirements are completed (not necessarily month/year of the defense).

___ The name listed on the signature and title pages is the official name on record with the University of Minnesota.

___ The Table of Contents includes all sections (and the corresponding page numbers) following the Table of Contents.

___ The first page of the body of the text starts with an Arabic numeral one (1), and is numbered consecutively, on every page, through the rest of the body, including bibliography and appendices.

___ The bibliography is comprehensive and included as the last section of the thesis (unless appendices are included in which the appendices would be the last section).

___ Standard font (see acceptable fonts on page 3), in 10 point or larger is used; the manuscript is double or 1½ spaced.

___ Landscape pages have correct page number placement and margins. Please see the Figure 2: Format of Landscape Pages on page 8 for example.

___ No page numbers, figures, etc. appear in the left hand margin.
Appendix B

Ordering Thesis Copies for Graduate Program or Personal Use

To order copies of the thesis for graduate program or personal use, students can use any one of the following options: the University of Minnesota Bindery, the publishing company Proquest/UMI, or other printing companies such as Kinkos. Information about outside printing/binding companies is readily available online and in phone directories. Works that have been submitted to the University Digital Conservancy can also be downloaded and printed.

Note: The University of Minnesota does not endorse or recommend any printing(binding) company. Students are not required to use any of the options listed below for ordering personal/graduate program copies. GSSP does not provide binding services.

- University of Minnesota Bindery
  - Provides Class A and soft cover binding
  - Provides photocopy services
  - Several copy centers located around campus
  - Contact 612-626-0507 or [http://www.bindery.umn.edu/thesis.htm](http://www.bindery.umn.edu/thesis.htm) for up-to-date prices and services

- Proquest/UMI
  - Provides hard cover and soft cover binding
  - Copies are only available printed double-sided
  - More information regarding pricing contact ProQuest at 800 521 0600 ext. 77020
  - Delivery times may vary: average delivery time is 3-4 months.
  - Students who embargo the thesis will not have the copies shipped until after the embargo period expires.
  - For questions regarding thesis orders and delivery contact ProQuest at, 800-521-0600, ext. 77020.
# Appendix C

Materials for Submission Quick Reference Guide

<table>
<thead>
<tr>
<th>Item Submitted</th>
<th>Format Required for Submission</th>
<th>Where to Submit</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature Page</td>
<td>Hard copy</td>
<td>160 Williamson Hall</td>
<td>1 copy with original signature(s)</td>
</tr>
<tr>
<td>Title Page</td>
<td>Hard copy</td>
<td>160 Williamson Hall</td>
<td>1 copy</td>
</tr>
<tr>
<td>Deposit Agreement Form</td>
<td>Hard copy</td>
<td>160 Williamson Hall</td>
<td>Available online</td>
</tr>
<tr>
<td>University of MN Survey of Eamed Doctorates</td>
<td>Electronic</td>
<td>Online at: <a href="http://apps.grad.umn.edu/UMNSED/">http://apps.grad.umn.edu/UMNSED/</a></td>
<td>DOCTORAL STUDENTS ONLY</td>
</tr>
<tr>
<td>Thesis</td>
<td>Electronic</td>
<td>Online at: <a href="http://www.etdadmin.com/umn">http://www.etdadmin.com/umn</a></td>
<td>Must be one file in PDF format</td>
</tr>
<tr>
<td>Abstract</td>
<td>Electronic</td>
<td>Online at: <a href="http://www.etdadmin.com/umn">http://www.etdadmin.com/umn</a></td>
<td>Master’s: 150 words or less, Doctoral: 350 words or less, If word count is exceeded, UMI will truncate in print indices</td>
</tr>
<tr>
<td>Payment</td>
<td>Electronic</td>
<td>Online at: <a href="http://www.etdadmin.com/umn">http://www.etdadmin.com/umn</a></td>
<td>$55*—copyright (optional), *Fees are subject to change</td>
</tr>
</tbody>
</table>
Appendix D

UNIVERSITY OF MINNESOTA

Examples:

Signature Page (single adviser)  21
This is to certify that I have examined this copy of a [master’s thesis] or [doctoral dissertation] by
Title Page  22

[Official name on the University of Minnesota]

and have found that it is complete and satisfactory in all respects, and that any and all revisions required by the final examining committee have been made.

__________________________
Name of Faculty Adviser

__________________________
Signature of Faculty Adviser

__________________________
Date
[Title of the Thesis]

A [Thesis] or [Dissertation]  
SUBMITTED TO THE FACULTY OF  
UNIVERSITY OF MINNESOTA  
BY  

[Official name on record with the University of Minnesota]  

IN PARTIAL FULFILLMENT OF THE REQUIREMENTS  
FOR THE DEGREE OF  
[MASTER OF (ARTS OR SCIENCE)] [DOCTOR OF  
(PHILOSOPHY/EDUCATION)]  

[Name of Adviser, Name of Co-adviser (if applicable)]  

[Full Month and Year of Degree Conferral]  
(not necessarily the month you defend)
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Degree Completion Steps for Master’s Plan A (with thesis)

DEGREE COMPLETION STEPS

Master’s Plan A

In order to receive your degree, the following procedures must be completed. You must maintain active student status by registering every fall and spring semester until your degree is awarded. All forms must be submitted to the Graduate Student Services and Progress (GSSP) office unless otherwise noted. Contact your graduate program office for program-specific requirements and deadlines.

1. Complete Graduate Degree Plan
   Submit at least one semester prior to anticipated graduation

2. Assign members to master’s final exam committee
   Complete at least one month prior to exam via www.grad.umn.edu/students/forms/masters/index.html

3. Request Graduation Packet
   The packet will include the Graduate Application for Degree form and Reviewers’ Report form. You can request it in person or online up to one semester before your master’s final exam.

4. Submit Graduate Application for Degree
   Submit to One Stop by the first business day of anticipated month of graduation

5. Submit Reviewers’ Report
   Submit prior to master’s final exam to obtain the Final Examination Report form.

6. Submit Final Examination Report
   Must be submitted no later than the last business day of anticipated month of graduation.

7. Submit Thesis
   Submit by the last business day of anticipated month of graduation. Consult your Graduation Packet for formatting guidelines.

Questions?
Contact the Graduate Student Services and Progress office (160 Williamson Hall).
www.grad.umn.edu/students/masters/index.html

Amber Cellotti
Degree Progress & Completion
gssp@umn.edu
612-625-4019

OTR201
3/13
Degree Completion Steps for Master’s Plan B & C (without thesis & course-work only)

DEGREE COMPLETION STEPS
Master’s Plan B
Master’s Plan C

In order to receive your degree, the following procedures must be completed. You must maintain active student status by registering every fall and spring semester until your degree is awarded. All forms must be submitted to the Graduate Student Services and Progress (GSSP) office unless otherwise noted. Contact your graduate program office for program-specific requirements, deadlines, and to determine if your program requires a committee.

1. Complete Graduate Degree Plan
   Submit at least one semester prior to anticipated graduation

2. Assign members to master’s final exam committee
   If applicable, complete at least one month prior to exam via www.grad.umn.edu/students/forms/masters/index.html

3. Request Graduation Packet
   The packet will include the Graduate Application for Degree form and the Final Examination Report/Final Report form. You can request it in person or online up to one semester before your master’s final exam.

4. Submit Graduate Application for Degree
   Submit to One Stop by the first business day of anticipated month of graduation

5. Submit Final Examination Report/Final Report
   Submit by the last business day of anticipated month of graduation

Questions?
Contact the Graduate Student Services and Progress office (160 Williamson Hall).
http://www.grad.umn.edu/students/masters/index.html

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OTR202 3/13
D.M.A. Degree Completion Steps

1. Complete Graduate Degree Plan
   Submit at least one semester prior to your preliminary oral exam

2. Assign members to preliminary oral exam committee
   Complete at least one month prior to exam via
   www.grad.umn.edu/students/forms/doctrinal/index.html

3. Complete Preliminary Written Exam
   Program staff report results to GSSP. Must be on file with
   GSSP to be authorized to take preliminary oral exam

4. Schedule preliminary oral exam
   Notify GSSP of scheduled exam at least one week in advance

5. Submit Preliminary Oral Report
   School of Music Thesis Proposal Form
   Submit for your record to reflect doctoral candidacy

6. Assign members to doctoral final exam committee
   Complete at least one month prior to exam via
   www.grad.umn.edu/students/forms/doctrinal/index.html

7. Request Graduation Packet
   Packet will include the Graduate Application for
   Degree form and Reviewer’s Report form. You
   can request it in person or online up to one
   semester before your doctoral final exam.

8. Schedule doctoral final exam
   Notify GSSP of scheduled exam at least one week in advance

9. Submit Graduate Application for Degree
   Submit to One Stop by the first business day
   of anticipated month of graduation

10. Submit Reviewers’ Report
    Submit prior to your defense

11. Submit Doctoral Final Exam Report
    Submit no later than the last business day of
    anticipated month of graduation

Questions?
Contact the Graduate Student Services and Progress office
(160 Williamson Hall)
www.grad.umn.edu/students/doctrinal/index.html

Stacia Madsen
Degree Progress & Final Exams
gssp@umn.edu
Prelim Exams
gssp@umn.edu
612-625-0168
DEGREE COMPLETION STEPS

Doctor of Philosophy
Doctor of Education

In order to receive your degree, the following procedures must be completed. You must maintain active student status by registering every fall and spring semester until your degree is awarded. All forms must be submitted to the Graduate Student Services and Progress (GSSP) office unless otherwise noted. Contact your graduate program office for program-specific requirements and deadlines.

1. **Complete Graduate Degree Plan**
   - Submit at least one semester prior to your preliminary oral exam

2. **Assign members to preliminary oral exam committee**
   - Complete at least one month prior to exam via www.grad.umn.edu/students/forms/doctrinal/index.html

3. **Complete Preliminary Written Exam**
   - Program staff report results to GSSP. Must be on file with GSSP to be authorized to take preliminary oral exam

4. **Schedule preliminary oral exam**
   - Notify GSSP of scheduled exam at least one week in advance

5. **Submit Preliminary Oral Report**
   - School of Music Thesis Proposal Form for your record to reflect doctoral candidacy

6. **Assign members to doctoral final exam committee**
   - Complete at least one month prior to exam via www.grad.umn.edu/students/forms/doctrinal/index.html

7. **Request Graduation Packet**
   - Packet will include the Graduate Application for Degree form and Reviewers’ Report form. You can request it in person or online up to one semester before your doctoral final exam.

8. **Schedule doctoral final exam**
   - Notify GSSP of scheduled exam at least one week in advance

9. **Submit Graduate Application for Degree**
   - Submit to One Stop by the first business day of anticipated month of graduation

10. **Submit Reviewers’ Report**
    - Submit prior to your defense

11. **Submit Doctoral Final Exam Report**
    - Submit no later than the last business day of anticipated month of graduation

12. **Submit dissertation/project**
    - Submit by the last business day of anticipated month of graduation. Consult Graduation Packet for formatting guidelines.

**Questions?**
Contact the Graduate Student Services and Progress office
(160 Williamson Hall)
http://www.grad.umn.edu/students/doctrinal/index.html
SCHOOL OF MUSIC

Thesis/Project Proposal Transmittal

Instructions:

1. Complete the form; submit it to your advisor for approval and signature, then submit the signed form to the GSSA for DGS approval. Please note, this form can only be submitted after passing your preliminary exams.

2. Refer to the Graduate Student Handbook (found at [https://music.umn.edu/current-students/graduate](https://music.umn.edu/current-students/graduate)) for final examination committee composition requirements. You must obtain preliminary approval from all committee members listed on this form.

3. Once approval is communicated via email, you may go online to the Graduate School website to complete the "Assign/Update Final Oral Examining Committee" form. This must be completed one month prior to your final exam.

Name:  
ID#: 1234567

Email: jdoe@umn.edu

Committee Composition: Chair (Chr) and Reviewers (Rev)

Major Field
(minimum required: three examiners; the advisor and one other must be designated reviewers)

- Paul Jones  
  - Rev  
  - Chr
- Janet Field  
  - Rev  
  - Chr
- John Grimm  
  - Rev

Supporting Program Field or Minor
(minimum required: one examiner who must be a designated reviewer)

- Ruth Polly  
  - Rev  
  - Chr

Advisor Name (please print)  
Signature  
Date  

Co-Advisor Name, if applicable (please print)  
Signature  
Date

DGS Name  
DGS Signature  
Date
Doctoral Thesis/Project (working) Title:

Piano Erotica: Gender & Sexuality in the 19th Century Western European Piano Partor

In 250 words or less, describe the research to be undertaken and the methods to be employed. Please use the space below or attach a separate document.

Please see attached document.
Quick Links

Bookstore http://www.bookstore.umn.edu
Campus KIOSK Information http://lighthouse.micro.umn.edu/kiosk
Change of Address http://www.onestop.umn.edu
Change of Status and Readmission Information http://www.grad.umn.edu/admissions/registration/readmission/index.html
Commencement Attendance Approval Form http://grad commencement.umn.edu/
Computer Helpline Information http://www.oit.umn.edu/help/contacts/
Counseling and Consulting Services http://www.ucss.umn.edu/
Degree Program Outlines On-line https://music.umn.edu/degrees-programs/grad
Degree Plan Form http://policy.umn.edu/forms/otr/otr198.pdf
Doctoral Degree Completion http://policy.umn.edu/prod/groups/president/@pub/@policy/@esl/documents/policy/doctoralcompletion_appc.pdf
Final Oral Examination Scheduling Form http://www.grad.umn.edu/students/finalschedule/index.html
GLBT Programs Office http://www.umn.edu/glbt
Graduation Packet Request http://www.grad.umn.edu/students/doctoral/index.html
Graduate School http://www.grad.umn.edu
Graduate School Petition http://www.grad.umn.edu/current_students/forms/gs59.pdf
Internet Account Initialization Home https://www.umn.edu/initiate
Lab Reservation System http://onestop.umn.edu/u_resources/computing_and_technology/
Language Certification Form GS82 http://policy.umn.edu/forms/otr/otr192.pdf
Language Certification Form GS82a http://policy.umn.edu/forms/otr/otr193.pdf
Master’s Degree Completion Procedures http://www.grad.umn.edu/students/masters/index.html
OneStop Student Services Office http://www.onestop.umn.edu
Preliminary Oral Examination Scheduling Form http://www.grad.umn.edu/students/prelimschedule/index.html
Registration Cancel/Add Form http://www.neurosci.umn.edu/courses/5540/Registration_Cancel-Add_Form04_Sec2.pdf
Student Computer Lab Information http://www.oit.umn.edu/computer-labs/
Technology Helpline http://www.oit.umn.edu/help/
U-Pass http://www1.umn.edu/pts/bus/upass.html