

UNIVERSITY FACULTY SENATE FORMS

Academic Program Approval

This form is a routing document for the approval of new and revised academic programs. Proposing department should complete this form. For more information, call the Faculty Senate Office at 831-2921.

Submitted by: Russell Murray phone number 831-2578

Department: Music email address remurray@udel.edu

Action: Revise concentration, policy change

(Example: add major/minor/concentration, delete major/minor/concentration, revise major/minor/concentration, academic unit name change, request for permanent status, policy change, etc.)

Effective term 14F

(use format 04F, 05W)

Current degree MM

(Example: BA, BACH, BACJ, HBA, EDD, MA, MBA, etc.)

Proposed change leads to the degree of: MM

(Example: BA, BACH, BACJ, HBA, EDD, MA, MBA, etc.)

Proposed name: _____

Proposed new name for revised or new major / minor / concentration / academic unit
(if applicable)

Revising or Deleting:

Undergraduate major / Concentration: _____

(Example: Applied Music – Instrumental degree BMAS)

Undergraduate minor: _____

(Example: African Studies, Business Administration, English, Leadership, etc.)

Graduate Program Policy statement change: X

(Must attach your Graduate Program Policy Statement)

Graduate Program of Study: MM: Music—Teaching Concentration (MUST)

(Example: Animal Science: MS Animal Science: PHD Economics: MA Economics: PHD)

Graduate minor / concentration: _____

Note: all graduate studies proposals must include an electronic copy of the Graduate Program Policy Document, highlighting the changes made to the original policy document.

List new courses required for the new or revised curriculum. How do they support the overall program objectives of the major/minor/concentrations)?

(Be aware that approval of the curriculum is dependent upon these courses successfully passing through

the Course Challenge list. If there are no new courses enter "None")

NONE

Explain, when appropriate, how this new/revised curriculum supports the 10 goals of undergraduate education: <http://www.ugs.udel.edu/gened/>

N/A

Identify other units affected by the proposed changes:

(Attach permission from the affected units. If no other unit is affected, enter "None")

NONE

Describe the rationale for the proposed program change(s):

(Explain your reasons for creating, revising, or deleting the curriculum or program.)

This proposal modifies the general entrance requirements for all majors.

The proposal does not change the credit count for the degree.

1) Modification of entrance requirement: this change relates to all graduate degrees. The following language will be added to the policy statement:

Prospective students without a degree in music must meet with the graduate studies coordinator who will complete an interdepartmental form that indicates a) relevant academic background and experience; b) whether remediation of equivalency for entrance into the MM program is needed; and c) stipulations regarding degree completion.

Program Requirements:

(Show the new or revised curriculum as it should appear in the Course Catalog. If this is a revision, be sure to indicate the changes being made to the current curriculum and **include a side-by-side comparison** of the credit distribution before and after the proposed change.)

N/A	(Showing Changes)
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Changes to Policy (Catalog Copy):

<p>Program Overview</p> <p>The Department of Music offers master's degree programs for students seeking advanced study in music. The degree Master of Music has two main purposes: (1) To provide instruction for gifted musicians as they enter the professional world of orchestral, recital, and solo performance; or, (2) To enhance and upgrade the credentials and abilities of K-12 music educators, individuals preparing to enter doctoral-level programs in performance, and students intending to teach in postsecondary level institutions where the master's degree is required.</p> <p>Students may choose between three concentrations: Performance (emphasizing studio instruction or conducting, and culminating in a public recital), Teaching (directed towards music educators in grades K-12 who desire a master's degree in this discipline), or</p>	<p>Program Overview</p> <p>The Department of Music offers master's degree programs for students seeking advanced study in music. The degree Master of Music has two main purposes: (1) To provide instruction for gifted musicians as they enter the professional world of orchestral, recital, and solo performance; or, (2) To enhance and upgrade the credentials and abilities of K-12 music educators, individuals preparing to enter doctoral-level programs in performance, and students intending to teach in postsecondary level institutions where the master's degree is required.</p> <p>Students may choose between three concentrations: Performance (emphasizing studio instruction or conducting, and culminating in a public recital), Teaching (directed towards music educators in grades K-12 who desire a master's degree in this discipline), or Composition.</p>
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Composition.

Research Facilities

Music study is enriched by the well-equipped and modern facilities in the Amy E. du Pont Music Building and the Center for the Arts. These provide ample rehearsal, practice, and performance spaces. An excellent collection of scores, books, and music journals is housed in the University's Morris Library. In addition, the department's Music Resources Center contains a fine collection of audio and video recordings. The building also houses extensive electronic equipment to support the work in computer technology which has earned the department international acclaim.

Requirements for Admission for the Master's Degree

The entering student is expected to have an undergraduate degree in music or its equivalent from an accredited college or university. The applicant must also submit a transcript of all previous academic work to the Office of Graduate and Professional Education, revealing an acceptable grade-point average (normally 3.0). The student must also submit a statement of professional goals and three letters of recommendation to the Office of Graduate and Professional Education. Students applying for admission to the Performance Concentration must pass an audition.

Those unable to visit campus due to geographic constraints may submit a performance DVD in lieu of a live audition at the discretion of the major area professor. A video-conference interview is also required for applicants unable to visit in person.

Applicants must pass the department's music theory entrance exam prior to enrolling in [MUSC 695](#) (Advanced Analytical Techniques). Applicants must also pass the music history entrance exam in order to enroll in [MUSC 611](#) (Studies in Music History). Students who fail either exam will be required to complete remedial coursework in that area.

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Prospective students without a degree in music must meet with the graduate studies coordinator who will complete an interdepartmental form that indicates a) relevant academic background and experience; b) whether remediation of equivalency for entrance into the MM program is needed; and c) stipulations regarding degree completion.

Those unable to visit campus due to geographic constraints may submit a performance DVD in lieu of a live audition at the discretion of the major area professor. A video-conference interview is also required for applicants unable to visit in person.

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<p>Admission is selective and competitive based on the number of well-qualified applicants and the limits of available faculty and facilities. Those who meet stated minimum academic requirements are not guaranteed admission, nor are those who fail to meet those requirements necessarily precluded from admission if they offer other appropriate strengths.</p> <p>Financial Aid</p> <p>Graduate and teaching assistantships and tuition scholarships are available to a select number of full-time students. The applicant should contact the department for information. Please refer to Graduate Fellowships and Assistantships for additional information.</p>	<p>Diction Review (MUSC571).</p> <p>Admission is selective and competitive based on the number of well-qualified applicants and the limits of available faculty and facilities. Those who meet stated minimum academic requirements are not guaranteed admission, nor are those who fail to meet those requirements necessarily precluded from admission if they offer other appropriate strengths.</p> <p>Financial Aid</p> <p>Graduate and teaching assistantships and tuition scholarships are available to a select number of full-time students. The applicant should contact the department for information. Please refer to Graduate Fellowships and Assistantships for additional information.</p>
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ROUTING AND AUTHORIZATION: (Please do not remove supporting documentation.)

Department Chairperson _____ Date _____

Dean of College _____ Date _____

Chairperson, College Curriculum Committee _____ Date _____

Chairperson, Senate Com. on UG or GR Studies _____ Date _____

Chairperson, Senate Coordinating Com. _____ Date _____

Secretary, Faculty Senate _____ Date _____

Date of Senate Resolution _____ Date to be Effective _____

Registrar _____ Program Code _____ Date _____

Vice Provost for Academic Programs & Planning _____ Date _____

Provost _____ Date _____

Board of Trustee Notification _____ Date _____

Revised 5/02/06 /khs

University of Delaware
Department of Music
Master of Music
Program Policy Statement
July 2014

Introduction

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Introduction

Welcome to the University of Delaware's vibrant music community, a challenging and supportive environment that emphasizes musical growth, entrepreneurship, innovation, and scholastic rigor. Through study with our distinguished faculty, graduate students in the Department of Music acquire the necessary skills for success in their chosen career path. Our graduate students excel in the highly competitive field of music and have been successful in attaining important positions within the profession.

The University of Delaware offers the Master of Music degree with concentrations in Performance, Teaching, and Composition. Located between New York, Philadelphia, Baltimore, and Washington DC,

students are immersed in the country's pre-eminent performing arts region. They have access to internationally recognized guest artists and pedagogues, support and guidance for exploring their own projects, touring opportunities with our renowned ensembles, and a variety of programs for performance and study both domestically and abroad.

All of these exceptional resources and opportunities make the University of Delaware an excellent choice for the next step in your musical development. We hope you will consider joining our musical family.

Part I. Program Description

A. Program Statement

The University of Delaware offers the Master of Music degree with concentrations in Performance, Teaching and Composition for students seeking advanced study in music. The Master of Music degree has two main purposes: to provide instruction for gifted musicians as they enter the professional world of orchestral, recital and solo performance, and to enhance and update the credentials and abilities of K-12 music educators. The Master of Music degree also assists individuals preparing to enter doctoral-level programs, and those who intend to teach in post-secondary level institutions where the master's degree is required.

B. Administration

The Department of Music's Graduate Committee is responsible for oversight of all graduate programs. The committee is composed of faculty members from all disciplines, the departmental Director of Graduate Studies and the departmental Graduate Coordinator.

C. Degree Offered

The degree awarded to students who complete this program will be a Master of Music (MM) with a concentration in one or more of the following areas: **Performance** (emphasizing studio instruction or conducting, and culminating in a public recital), **Teaching** (directed towards music educators in grades K-12 who desire a master's degree in this discipline), or **Composition**.

Part II. Admission

A. University Policy on Admission

Admission to the graduate program is competitive and selective. Those who meet stated minimum requirements are not guaranteed admission, nor are those who fail to meet all of those requirements necessarily precluded from admission if they offer other appropriate strengths.

B. University Admission Procedures

Applicants must submit all of the following items to the Office of Graduate and Professional Education before admission can be considered:

- A completed Admission Application must be submitted no later than February 1 for funding consideration with the Department of Music. Applicants should complete the electronic admissions application found at <http://www.udel.edu/gradoffice/apply/>.
- A nonrefundable application fee must be submitted with the application via check or credit card. Checks must be made payable to the *University of Delaware*.
- Applications received without the application fee will not be processed. Foreign students may utilize either a check or an International Postal Money Order to remit payment in U.S. currency.
- An official transcript of all previous college records must be sent directly from the institution to the Office of Graduate and Professional Studies. Students who have attended the University of Delaware need not supply a transcript from Delaware. Transcripts issued in a language other than

English must be accompanied by an official translation into English. If the rank of the student is not displayed on the transcript or diploma, an official letter of explanation and ranking from the institution where the degree was earned is required.

- Applicants must submit at least three letters of recommendation and a statement of professional goals.

International student applicants must demonstrate a satisfactory level of proficiency in the English language if English is not their first language. This requirement can be met by applicants taking either the Test of English as a Foreign Language (TOEFL) or the Interactive English Language Testing System (IELTS). TOEFL scores more than two years old cannot be validated or considered official. International students must be offered admission to the University and provide evidence of adequate financial resources before a student visa will be issued. The University has been authorized under federal law to enroll nonimmigrant alien students. International students are required to purchase the University-sponsored insurance plan or its equivalent.

It is a Delaware State Board of Health Regulation and a University of Delaware mandate that all entering graduate students born after January 1, 1957 give proof of proper immunization for measles, mumps, and rubella. If immunization requirements are not met, the student will not be eligible to register for classes. Specific information may be obtained from the Student Health Service (302) 831-2226.

C. Specific Requirements for Admission into the MM Program

The entering student is expected to have:

- An undergraduate degree in music, or its equivalent, from an accredited college or university.
 - Prospective students without a degree in music must meet with the graduate studies coordinator who will complete an interdepartmental form that indicates: a) relevant academic background and experience; b) whether remediation of equivalency for entrance into the MM program is needed; and c) stipulations regarding degree completion.
- An undergraduate GPA of 3.0 or higher.
- For foreign applicants, an officially reported minimum TOEFL score of 100 (iBT) is required.
- Performance concentration applicants must perform a live audition. Those unable to visit campus due to geographic constraints may submit a performance DVD in lieu of a live audition at the discretion of the major professor. A video-conference interview is also required for applicants unable to visit in person.
- Teaching concentration applicants must have an interview with music education faculty.
- Applicants must pass the Department's music theory entrance exam prior to enrolling in [MUSC 695](#) (Advanced Analytical Techniques). Applicants must also pass the music history entrance exam in order to enroll in [MUSC 611](#) (Studies in Music History). Students who fail either exam will be required to complete remedial coursework in that area.
 - Applicants in the Choral Conducting and Vocal Performance tracks must also pass an exam testing knowledge of the International Phonetic Alphabet (IPA) as well as competency in pronunciation in English, Italian, German and French. Students who fail exam will be required to complete the Graduate Diction Review (MUSC 571).

D. Admission Status

Upon completion of the application, audition and/or interview process, applicants will be informed of their admission status, usually by March 31st of the calendar year.

E. Funding and Contractual Responsibilities

The Department of Music offers competitive Graduate Assistantships, Teaching Assistantships and Tuition Scholarships to qualified full-time graduate students. Assistantships pay full tuition and a stipend and

require students to teach or do other work. Tuition scholarships pay up to full tuition and do not have a work-related requirement.

Graduate Assistants (GA)

Graduate assistantships are awarded to students in exchange for work in a variety of capacities as administrative assistants to faculty and/or administrators. Tasks may or may not be related to the student's program. The Department of Music typically awards graduate assistantships based on ten hours of service per week, with the annual stipend adjusted accordingly. Graduate assistants must maintain full-time status by enrolling in a minimum of six graduate credit hours per semester. All graduate assistants are subject to two evaluations each semester as criterion for renewal of their appointments. Per University policy, graduate assistants on a ten-hour contract may accept remuneration for employment inside or outside of the University.

Teaching Assistants (TA)

Teaching assistants are required to perform teaching and other instructional activities. The Department of Music typically awards teaching assistantships based on ten hours of teaching-related service per week, with the annual stipend adjusted accordingly. Teaching assistants must maintain full-time status by enrolling in a minimum of six graduate credit hours per semester. All teaching assistants are subject to two evaluations for teaching effectiveness each semester as criterion for renewal of their appointments. Per University policy, teaching assistants on a ten-hour contract may accept remuneration for employment inside or outside of the University.

Tuition Scholars

Tuition scholarships provide up to full tuition but do not pay a stipend. There is no work requirement for the tuition scholarship. Tuition scholars must maintain full-time status by enrolling in a minimum of nine graduate credit hours per semester. Per University policy, tuition scholars may accept remuneration for employment inside or outside of the University.

Guidelines for Graduate Students on Fellowship or Assistantship Contracts

Students who are awarded a fellowship or an assistantship for the fall and/or spring semester assume a contract with the University and are expected to give their full-time attention to graduate study in those semesters. Students are classified as "on contract" if paid at least 50% of the U.D. minimum stipend in the fall and/or spring semester and are matriculated as a full-time student. Students who receive no stipend but receive a departmental tuition scholarship of at least 50% in the fall and/or spring semester and are matriculated as full-time students are also classified as "on contract." Students who are classified as research assistants and are paid at least 100% of the minimum stipend in the months of June and July and/or August are classified as "on contract" in the summer months.

- Nine graduate credits or sustaining in the fall and spring semesters is the minimum registration requirement to be classified as a full-time student for those who receive a fellowship.
- Six graduate credits or sustaining in the fall and spring semesters is the minimum registration requirement for students to be classified as a full-time student for those who receive an assistantship. Programs may require that students register in more than six credits if holding an assistantship as stated in the plan of study for that program.
- Three graduate credits in research or sustaining in the 7 1/2-week summer session is the minimum registration requirement for students to be classified as a full-time student for those who receive a 100% research assistantship in the summer.
- Registration is not required in Winter Session for students who are classified "on contract" when the contract is written to include the fall and spring semesters.
- Students classified as graduate or research assistants are required to provide an average of 20 hours of service per week in the winter session as part of their fall and spring award.

- Students who receive 100% of the minimum stipend and a 100% tuition scholarship may not hold additional employment on or off campus. As with any professional appointment, the amount of service may vary from week to week, but the average is usually expected to be no more than 20 hours of service per week for the U.D. minimum stipend. Dean's permission is required for any exception to this "no other employment policy" and must be notified to the Office of Graduate and Professional Education.
- Students who receive less than a 100% minimum stipend and are expected to provide service of less than 20 hours per week may accept additional work on or off campus.
- Students who receive a departmental tuition scholarship only (no stipend) may accept additional work on or off campus.
- Students who are classified as "on contract" are eligible to receive the medical and/or dental insurance reduction benefit.
- Students who withdraw or are dismissed from the University during the time of the contract appointment will become responsible for the tuition in that semester.
- The appointment is for the time period as indicated on the contract form and the unit does not need to report non-renewal to the student.
- Federal and state taxes, if applicable, will be withheld from the stipend check.
- Tuition scholarships are not taxed.
- Attendance at the Graduate Teaching Assistant (GTA) workshop is required for all first time GTAs. International GTAs must also attend the ELI ITA training program and meet the SPEAK/UDIA score requirements to be eligible for a GTA appointment.
- Students holding assistantships are expected to be at the assistantship site except for times when the University is officially closed or as noted on the contract form in the reporting hours section. Winter session is considered a regular session and graduate and research assistants are required to be at their assignment site during the winter session time period if the contract has been written from 9/1 through 5/31.
- This contract does not provide for payment of the Student fees that are charged by the University each semester unless so noted as part of the contract.
- An offer of continuation of the appointment is contingent upon satisfactory performance of assigned duties each semester, continued academic eligibility in each semester (minimum cumulative GPA of 3.00), compliance with the University's Code of Conduct, availability of funds and stated policies of the program as to the number of semesters that a student is eligible to receive fellowships or assistantships.
- Any exception to the policies stated must be presented in writing by the appropriate departmental/college office to the Office of Graduate and Professional Education for consideration and action.

Part III. Degree Requirements for the Master of Music

A. Course Requirements

1. Performance Concentration: Instrumental (non- keyboard)

Students are required to complete 35 credit hours (maintaining a cumulative grade point average of B or better) to be granted the degree Master of Music: Performance. All students take the following:

MUSC 601	Master's Recital	1
MUSC 603	Chamber Music Literature	3
MUSC 605	Symphonic Literature	3
MUSC 611	Studies in Music History	3

MUSC 620	Large Ensemble	4
MUSC 621	Chamber Ensemble	1
MUSC 622	Materials and Methods of Research	3
MUSC 661	Advanced Private Study	2
MUSC 662	Advanced Private Study	2
MUSC 663	Advanced Private Study	2
MUSC 664	Advanced Private Study	2
MUSC 681	Pedagogy and Literature	3
MUSC 695	Advanced Analytical Techniques	3
	Music or Non-Music Elective	3

Other Requirements:

The culmination of the degree is a public recital ([MUSC 601](#)), which is preceded by an acceptable recital-approval hearing. In addition, toward the end of the course of study, the student must pass an oral examination.

2. Performance Concentration: Instrumental (keyboard)

Students are required to complete 34 credit hours (maintaining a cumulative grade point average of B or better) to be granted the degree Master of Music: Performance. All students take the following:

MUSC 601	Master's Recital	1
MUSC 602	Advanced Keyboard Literature	3
MUSC 603	Chamber Music Literature	3
MUSC 611	Studies in Music History	3
MUSC 621	Chamber Ensemble	4
MUSC 622	Materials and Methods of Research	3
MUSC 661	Advanced Private Study	2
MUSC 662	Advanced Private Study	2
MUSC 663	Advanced Private Study	2
MUSC 664	Advanced Private Study	2
MUSC 681	Pedagogy and Literature	3
MUSC 695	Advanced Analytical Techniques	3
	Music or Non-Music elective	3

Other Requirements:

The culmination of the degree is a public recital ([MUSC 601](#)), which is preceded by an acceptable recital-approval hearing. In addition, toward the end of the course of study, the student must pass an oral examination.

3. Performance Concentration (voice)

Students are required to complete 32 credit hours (maintaining a cumulative grade point average of B or better) to be granted the degree Master of Music: Performance. All students take the following:

MUSC 601	Master's Recital	1
MUSC 608	Vocal Literature I	3
MUSC 609	Choral Music Literature I	3
OR MUSC 610	Choral Music Literature II	3
MUSC 611	Studies in Music History	3
MUSC 618	Vocal Literature II	3
MUSC 620	Large Ensemble	1
MUSC 621	Chamber Ensemble	1
MUSC 622	Materials and Methods of Research	3
MUSC 661	Advanced Private Study	2
MUSC 662	Advanced Private Study	2
MUSC 663	Advanced Private Study	2
MUSC 664	Advanced Private Study	2
MUSC 681	Pedagogy and Literature	3
MUSC 695	Advanced Analytical Techniques	3
Music or Non-Music elective		3

Other Requirements:

The culmination of the degree is a public recital ([MUSC 601](#)), which is preceded by an acceptable recital-approval hearing. In addition, toward the end of the course of study, the student must pass an oral examination.

4. Performance Concentration (conducting)

Students are required to complete 33 credit hours (maintaining a cumulative grade point average of B or better) to be granted the degree Master of Music: Performance. All students take the following:

MUSC 600	Master's Performance in Conducting	2
MUSC 603	Chamber Music Literature	3

MUSC 611	Studies in Music History	3
MUSC 620	Large Ensemble	1
MUSC 621	Chamber Ensemble	1
MUSC 622	Materials and Methods of Research	3
MUSC 661	Advanced Private Study	4
MUSC 662	Advanced Private Study	4
MUSC 695	Advanced Analytical Techniques	3
Music or Non-music elective		3

Students specializing in Instrumental Conducting:

MUSC 605	Symphonic Literature	3
MUSC 606	Wind Literature	3

Students specializing in Choral Conducting:

MUSC 609	Choral Literature I	2
MUSC 610	Choral Literature II	2
MUSC 612	Choral Literature III	2

Other Requirements:

The culmination of the degree is a public recital ([MUSC 600](#)), which is preceded by an acceptable recital-approval hearing. In addition, toward the end of the course of study, the student must pass an oral examination.

5. Teaching Concentration

Students are required to complete 30 credit hours (maintaining a cumulative grade point average of B or better) to be granted the degree Master of Music: Teaching. All students take the following:

Core Courses (9 cr.):

MUSC 611	Studies in Music History	3
MUSC 622	Materials and Methods of Research	3
MUSC 695	Advanced Analytical Techniques	3

Music Education Courses (6 cr.):

MUSC 640	Philosophical Issues in Music Education	3
MUSC 676	Seminar in Music Education	3

Specialization Component (3-4 cr.):

Students can elect one of three areas of specialization: Choral, Instrumental, or General Music

K-12. The courses for each are as follows:

Choral

MUSC 636	Advanced Choral Conducting	3
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OR

Instrumental

MUSC 637	Advanced Instrumental Conducting	3
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OR

General Music K-12

MUSC 675	General Music K-12	3
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Thesis or Project (6 cr.):

Students can elect to write a thesis or pursue a project in which they develop and implement a teaching portfolio. The courses for each are as follows:

Thesis

MUSC 869	Master's Thesis	6
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OR

Project

MUSC 679	Professional Development Project I	3
MUSC 680	Professional Development Project II	3

Elective Courses (6 cr.):

All elective courses must be approved by the Music Education Advisor. The courses must be graduate-level courses, and they may be taken in music or in other departments.

6. Composition Concentration

Students are required to complete 32-33 credit hours (maintaining a cumulative grade point average of B or better) to be granted the degree Master of Music: Composition. All students take the following:

MUSC 601	Master's Recital	3
MUSC 611	Studies in Music History	3
MUSC 621	Chamber Ensemble: Still Breathing	3
MUSC 622	Materials and Methods of Research	3
MUSC 661	Advanced Private Study: Conducting	3
MUSC 661	Advanced Private Study: Composition	2
MUSC 662	Advanced Private Study: Composition	2
MUSC 663	Advanced Private Study: Composition	2
MUSC 684	Recording Techniques	3
MUSC 688	Principles of Music Industry Practice	3

MUSC 695	Advanced Analytical Techniques	3
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One of the following electives:

MUSC 631	Advanced Arranging	3
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or

MUSC 664	Advanced Private Study: Composition	2
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or

MUSC 697	Advanced Jazz Harmony	3
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Part IV. General Information

A. Graduate Course Numbering System

Graduate credit may be earned only for courses numbered 600 through 969.

B. Application for Advanced Degree

To initiate the process for degree conferral, candidates must submit an "Application for Advanced Degree" to the Office of Graduate and Professional Education. The deadline for degree application is September 15 for December degree conferral, December 15 for Winter degree conferral, February 15 for May degree conferral, and May 15 for August degree conferral. The application fee payment is required when the application is submitted.

C. Graduate Grade Point Average

Students must have a minimum overall cumulative grade point average of 3.0 to be eligible for the degree. In addition, the grades in courses applied toward the degree program must equal at least 3.0. All graduate-numbered courses taken with graduate student classification at the University of Delaware are applied to the cumulative index. Credit hours and courses for which the grade is below "C-" do not count toward the degree even though the grade is applied to the overall index.

D. Time Limits for the Completion of Degree Requirements

Time limits for the completion of degree requirements begin with the date of matriculation and are specifically expressed in the student's letter of admission. Students entering a doctoral program with a master's degree are given ten consecutive semesters to complete the requirements. Students who change their degree plan and have transferred from one degree program to another degree program are given ten consecutive semesters from the beginning of the first year in the latest program.

E. Extension of the Time Limit

An extension of time limit may be granted for circumstances beyond the student's control. Requests for time extensions must be made in writing and approved by the student's adviser and the School of Education Director or Designee. The Director/Designee will forward the request to the Office of Graduate Studies. The Office of Graduate Studies will determine the student's eligibility for a time extension and will notify the student in writing of its decision to grant an extension of time.

F. Transfer of Credit Earned as a Continuing Education Student at the University of Delaware

Students who complete graduate credits with the classification of CEND (Continuing Education Non-Degree) at the University of Delaware may use a maximum of 9 graduate credits earned with this classification

toward their graduate degree. The CEND credits, grades, and quality points become a part of the student's academic record and grade point average. CEND credit can be transferred provided that (1) the course was at the 600 to 800 level, (2) the course was taken within the time limit appropriate for the degree, and (3) the course was approved by the student's adviser and the Department of Music Director of Graduate Studies.

G. Transfer of Credit from Another Institution

Graduate credit earned at another institution will be evaluated at the written request of the student. Such a request should be submitted first to the student's advisor using a Request for Transfer of Graduate Credit form. A maximum of 9 credits required for the degree will be accepted provided that such credits (1) were earned with a grade of no less than B-, (2) are approved by the student's adviser and the Department of Music Director of Graduate Studies, (3) are in accord with the student's program requirements, (4) are not older than five years, and (5) were completed at an accredited college or university. The credits, but not the grades or quality points, are transferable to University of Delaware graduate records. Graduate courses counted toward a degree received elsewhere may not be used. Credits earned at another institution while the student was classified as a continuing education student at that institution are not eligible to be transferred to one's graduate degree at the University of Delaware. Credits from institutions outside of the United States are generally not transferable to the University of Delaware.

H. Transfer of Credit from the Undergraduate Division at the University of Delaware

Students who wish to transfer credits from their undergraduate record to their graduate record may transfer a limited number by arranging with the department to have these courses approved by their instructors before the courses are taken. These courses must be at the 600 level, and the student must perform at the graduate level. These courses must be in excess of the total required for the baccalaureate degree, must have grades of no less than B-, and must not be older than five years. The credits, grades, and quality points will transfer.