

# 2022 – 2023 DMA Handbook

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# Admission Procedures and Requirements

## General Admission Requirements

Applicants for the DMA must have an earned master's degree by August of the year of admission with a minimum GPA of 3.2. Students without a master's degree may apply to the master's program at Bowling Green State University. When the degree is completed, they may apply to the doctoral program. Students must also meet the admission requirements of the Graduate College and the College of Musical Arts. Following the review of all application materials required by both the Graduate College and the College of Musical Arts, qualified applicants will be invited to campus for an audition and interview.

## BGSU Graduate College Application Requirements

Applicants seeking admission to the Doctor of Musical Arts degree program are asked to complete the following as required by the BGSU Graduate College:

- BGSU Graduate College Application for Admissions
- Scanned copies of official or unofficial transcripts from all institutions attended. Upon admission, final official or notarized copies of transcripts from all institutions where degrees were earned (showing dates when the degrees were conferred) and diplomas from international institutions must be submitted.
- Test of English as a Foreign Language (TOEFL) for International Student Applications (79 IBT or 550 PBT)
- A nonrefundable application fee of \$45 (\$75 for international students)

In addition to the BGSU Graduate College Requirements, applicants must fulfill the admission requirements of the College of Musical Arts.

## DMA Application Requirements

The following College of Musical Arts DMA application materials must be received by January 5 for fall semester admission.

### Artistic Materials

**Composition Specialization:** Three scores of recent compositions, one of which is for large ensemble or resources, with performance recordings.

**Performance Specialization (conducting):** An MP4 recording uploaded online representing music of the 20th/21st centuries and other periods such as Romantic or Classical. The recording must include portions of rehearsals and live performances. Including commissioned works or premieres is encouraged. A variety of ensembles is acceptable, but the recording must include some conducting work with the ensemble appropriate to the specific area of specialization, i.e., orchestra, wind ensemble/band, chorus. All footage must be taped from the back of the ensemble, so that the conductor's face is visible.

**Performance Specialization (instrumental or vocal):** An MP4 recording uploaded online highlighting the candidate's proficiency in contemporary music performance. Approximately 50–60 percent of the recording must be 20th/21st century literature with the remaining works from other historic periods; a concerto or concert aria with ensemble accompaniment may be included. Single movements are acceptable. Edited or commercial recordings are permitted (identify the recording process); include at least one live performance. Including commissioned works or premieres is encouraged.

**Curriculum vitae:** Include degrees earned, work experience, honors and awards, names of teachers and any other relevant information.

## Repertoire list

**Composition Specialization:** A list of all works composed with instrumentation and date of composition.

**Performance Specialization (conducting):** A list of works performed, rehearsed and studied.

**Performance Specialization (instrumental or vocal):** A list of works performed, studied, commissioned and premiered.

## Sample research paper

**Letters of Recommendation:** In the application, provide contact information for three professionals in the field. They will be contacted by email to submit letters of recommendation online.

Following the review of all required application materials, qualified applicants will be invited to campus for an audition and interview. Every effort will be made to notify applicants by February 1. Travel costs are the responsibility of the applicant.

## Assistantships

All students accepted into the DMA in Contemporary Music will receive a graduate assistantship. Students work a maximum of 20 hours per week when classes are in session. The work assignment generally follows the formula of 10 hours per week teaching, 5 hours per week of service, and 5 hours per week for research/creative activity. The work assignment is made by the Department Chair, in consultation with the student's Mentor, the DMA Coordinator and the Director of Graduate Studies.

All Graduate Assistants receive a Tuition Scholarship Grant for the period of the award which includes full payment of the student's instructional and non-resident fees. The Graduate College does not pay for general fees. They also do not pay for excess credit fees. Assistantships do not cover health insurance. For more information on student health insurance, go to: <http://www.bgsu.edu/student-insurance-program.html>.

Funding as a graduate student is available for a maximum of four years. To retain an appointment, graduate assistants must be appropriately enrolled, must make satisfactory progress toward a degree, and must perform duties satisfactorily according to the terms of the appointment. A student's funding is terminated if he or she is suspended for ethical or legal misconduct as specified in the Student Code. Funding for the fourth year of study is contingent upon the student having a document proposal approved by the Graduate College by the end of the third year.

## Academic Information

### Enrollment and Registration

#### Academic Year and Scheduling

The academic year is divided into two semesters (fall and spring) of approximately 15 weeks each and a summer term. The summer term is conducted as a regular part of the academic program. While some courses are offered for the full term, most are offered in one of two consecutive sessions, each complete within itself so that the student may enroll for one session or for both sessions. Prior to continuing student registration, a listing of course offerings is available on-line at <https://services.bgsu.edu/ClassSearch/search.htm>. The Summer School Schedule is available on-line at the Registration and Records web site at <http://summer.bgsu.edu/>.

## **Registration Deadlines**

Students must make a formal application for admission to the Graduate College prior to registering for classes in order to receive graduate credit. The Graduate College is located at 120 McFall Center. The University requests that ALL graduate students register for classes at the designated time listed on the Office of Registration and Records web site. This process will allow early evaluation of low enrollment courses and the possible cancellation of sections. Please register early to ensure that the graduate courses you are planning to take are offered. Registration may be completed on the web through MyBGSU (with a BGSU account). Students who register during continuing student registration will be billed by the bursar. Registrations after fees are due must be paid by the last business day prior to the start of the term. Funded students will automatically be prepaid. Graduate students who use University services must be regularly registered for credit.

## **Credit Hour Load**

A full-time graduate student is defined as a student registered for eight semester hours. A graduate assistant is required to register for the number of hours specified by the tuition scholarship awarded. Student in the first year of the program are required to register full-time. Audits do not count toward minimum registration loads. Graduate assistants completing a doctoral dissertation should consult their advisers for appropriate registration requirements. Excess credit hour loads (beyond 18 hours in an academic semester or beyond the 12-hour limit for summer) require approval from the dean designate of the Graduate College. An excess credit fee of \$200 per hour is charged for each hour over the limits stated above.

## **English as a Second Language Placement Tests**

Before the start of each semester the ESL Program conducts placement testing for all incoming students whose first language is not English. All non-native English speakers need to test regardless if they have lived in the United States prior to attending BGSU. Doctoral students who will have instructional duties may be required to take the spoken English test (SET). Any ESL courses required because of placement results must be completed within the first year of residency.

## **Advising**

Upon beginning the program each student will meet with the DMA Coordinator for advising. The DMA Coordinator meets with each student several times each semester and is responsible for helping the student plan the required course of study. The DMA Coordinator works closely with the Director of Graduate Studies and the student's Mentor.

## **Mentor**

DMA students choose a Mentor in consultation with the Director of Graduate Studies and the DMA Coordinator. The Mentor is usually the main private teacher of a student. While the Mentor serves to help a student in all phases of her/his doctoral education, the main role is to guide the student with regard to the specialization (composition or performance). The Mentor does not replace the DMA Coordinator in counseling a student on degree requirements. The Mentor also serves as the chair of the student's doctoral committee.

## **Grading Policies**

All courses numbered 5000 through 7000 carry graduate credit. Courses not approved for graduate credit cannot be added to a student's degree program for graduate credit. The course numbering scheme is as follows: 5000-level courses can be co-listed with 4000-level courses; 6000-level courses are primarily for master's students; 7000-level courses are primarily for doctoral students. The only courses that can be cross-listed at the graduate and undergraduate level are 5000- and 4000-level classes. Any graduate student enrolled in a graduate class open to undergraduates (5000 level) is required to do additional work of an individual nature to earn graduate credit for the course. The instructor is responsible for designating the type and amount of additional work. It is never appropriate for a graduate student to attend 1000-, 2000-, or 3000-level courses as partial

fulfillment of a graduate-level independent study course. If a graduate student wishes to take 1000-, 2000-, or 3000-level undergraduate courses, the courses must be taken for undergraduate credit. At the discretion of the instructor, a graduate student may attend a 4000-level undergraduate course that has not been approved for graduate credit in partial fulfillment of a 5000 level independent study course. It is never appropriate to do this for 6000- and 7000- level independent study courses. No more than 10 hours of 5000 level course work may be counted towards the doctoral degree.

### **Grading Policy for Graduate Courses**

Graduate courses approved for letter grade (A-F) and listed as such cannot be taken on an S/U basis (unlike undergraduate courses). The grading policy for individual graduate courses is approved by the Graduate Council based upon the recommendation of the graduate program in which the course is offered.

### **Incomplete Grades**

An INC (incomplete) may be given only when, for some justifiable reason, a student fails to take the final examination or to fulfill a specified requirement in a course. An INC may be removed and a grade substituted if the student completes course requirements to the satisfaction of the instructor prior to the deadline established by the Office of Registration and Records. The Office of Registration and Records deadlines for removal of incomplete grades for the respective academic semesters are:

Fall semester: March 1

Spring semester: August 1

Summer semester: November 1

However, an individual instructor may come to an agreement with his or her student for an earlier deadline for removal of an incomplete grade. The Director of Graduate Studies has the authority to extend the deadline for an incomplete. The instructor's support is required for approval of the request. See <http://www.bgsu.edu/graduate/documents-and-forms.html> for "Incomplete Extension Request." For courses taken S/U, any mark of INC not removed by these deadlines will change to U. For courses taken for a letter grade, any mark of INC not removed by these deadlines will change to F. A student cannot graduate with a grade of INC in a graduate level course.

### **Two or More Incompletes**

The Graduate College may inform all Graduate Coordinators about students who accumulate more than two incompletes on their academic record. The Graduate College may ask the Director of Graduate Studies to review the student's academic progress and to consult with the student as appropriate. Students who accumulate three or more incompletes on their transcript may not be eligible for a graduate assistantship.

### **Incompletes at Graduation**

All incompletes in course work (with the exception of thesis and dissertation hours) must be finished by the graduation deadline and the grade must be received in the Office of Registration and Records by the final graduation deadline in order for the student to be approved for graduation. The graduation deadlines take precedence over any other deadlines.

### **Grade Appeal Process**

See the Graduate Catalog.

### **Independent Study Registration**

Generally, students should not take more than 9 hours of independent study at the doctoral level.

## **Drop/Adds (Schedule Change)**

See the Graduate Catalog.

## **Changes in Registration**

The Graduate College will not approve an add of a regularly scheduled class nor the change to or from an Audit after the first 14 calendar days of fall and spring semesters or the first 3 calendar days of each summer session. After these dates exceptions may be granted only by the Director of Graduate Studies.

## **Withdrawing from a course after the drop date**

Instructors assign a grade of "W" (withdrawn) or "WF" (withdrawn failing) if a student withdraws from a course after the last day to drop but before (1) the 10th week of a course in the fall and spring semesters, (2) the twenty-fifth calendar day of the eight-week summer session, or (3) the nineteenth day of a six-week summer session. For flexibly scheduled courses, the instructor assigns a "W" or "WF" if a student withdraws after completing at least 13% but not more than 60% of the course. During the specified time intervals, "W" is assigned if the student is passing at the time of withdrawal or if the instructor determines there is insufficient evidence to judge the student's progress at the time of withdrawal. "WF" may be assigned if the instructor determines the student is failing at the time of withdrawal. A grade of "WF" also is assigned if the student withdraws after the intervals described above, stops attending without processing a withdrawal, or has never attended and fails to process a withdrawal. A student who officially withdraws from the University receives a "W" in all courses for the semester, unless the student has previously withdrawn from a course with a "WF." These provisions apply to all grading options, including "S/U." The grade of "WF" is used with zero quality points in computing the grade point average; "W" is not used in computing the grade point average.

## **Dismissal/Withdrawal from a Course**

The University reserves the right to withdraw any graduate student from any course when the student's continuance is not in the interest of the student, the class, or the University. The dismissal of a graduate student from a course and the grade and/or notation in the official record are determined by the dean designate of the Graduate College and the Vice President for Academic Affairs, after consultation with the instructor of the course. Students have the right of appeal as prescribed in the Student Affairs Handbook.

## **Juries**

The Doctoral Committee will conduct DMA juries at the end of each semester. Each student will submit a semester report listing activities in the areas of teaching, research/creative activity, service, as well as plans for the coming semester. Normally only first and second year students are required to have juries, although every student in the program is required to submit a semester report to the DMA Coordinator. At the jury the Doctoral Committee will review each student's accomplishments and future plans, ask questions, and comment on the student's progress.

Pre-recital juries for degree recitals will follow the guidelines established by each applied area.

## **Check Sheet**

The Check Sheet lists courses students plan to take to meet the requirements of the DMA in Contemporary Music degree program. An approved check sheet constitutes an agreement that successful completion of the proposed course of study, and the general degree requirements set down in the Graduate Catalog, will result in the awarding of the degree.

The check sheet should be completed in consultation with the student's academic advisor (DMA Coordinator) and submitted to the Director of Graduate Studies before submitting the Preliminary Exam Application, normally at the end of the second year of study.

The check sheet is to list only those courses required for completion of the degree program, and is used to verify eligibility for graduation at the end of the degree program. If the student needs to change the check sheet after

submitting it for approval, the student should contact the DMA Coordinator or Director of Graduate Studies to make the change.

### Transfer of Credit

In order to be eligible for transfer to a graduate degree program, *a course must be part of a graduate degree program* at a regionally accredited university and, in the judgment of the Director of Graduate Studies, be of appropriate content and quality to warrant inclusion in the student's planned course of study. **Courses that have already been applied in whole or in part in any way toward any other degree or certificate may not be transferred.** See <https://www.bgsu.edu/graduate/documents-and-forms.html> for the course transfer request form.

### Processing Transfer Credit

Transfer of credit is approved by the Graduate Dean designate upon the recommendation of the Director of Graduate Studies of the program in which the student is enrolled. Students must have completed at least 8 credits in their BGSU program before credit transfer can be approved. It is the responsibility of students to document that course(s) are appropriate for their course of study by submitting the following items to the Director of Graduate Studies:

1. Verification that the course is part of a degree program at the institution where it was taken. This verification can be either:
  - a. A copy of the page from the graduate catalog of that institution which indicates that the course counts toward a degree program, or
  - b. A letter to this effect from the graduate dean of that institution
2. An official transcript sent from the institution directly to the Graduate College showing the credit earned for the course. Transcripts "issued to student" will not be accepted. It is suggested that the Director of Graduate Studies review the documentation to determine whether the course has the appropriate content and quality to warrant inclusion in the student's planned course of study.

Credits to be transferred must be:

1. Listed on the student's check sheet. Only graduate-level courses can be transferred to graduate degree programs;
2. Within the eight year time limit for completion of a doctoral degree. Transfer credit cannot be revalidated; and
3. Only courses in which the student received a grade of A or B. Credit for an S grade will only be permitted if documentation shows that a grade of S is regarded as a B or better. Credit hours, not grades, are transferred to the student's degree program. Therefore, transfer credit does not affect the student's cumulative grade point average at BGSU.

NOTE: Courses taken for "professional development" cannot be transferred for graduate credit. A student may transfer up to a maximum of 9 semester hours of post-master's credit into a doctoral program subject to approval of the program and the Graduate College.

### Application for Graduation

To become a candidate for a doctoral degree the student must file an application for graduation by the published deadlines below.

Fall semester: September 23

Spring semester: February 3

Summer semester: June 16 (tentative)

Students applying for graduation must do so on-line through MyBGSU – Registration Services. Please consult the Graduation Checklist to ensure completion of degree requirements before submitting the application. Please read the instructions and complete the application carefully. Once you submit your application on-line, you will get a confirmation screen. You are strongly advised to print the confirmation screen for your records.

## Graduation-Minimum Registration Requirements

Graduate College policy requires that all graduate students be registered for at least one semester hour during the term in which they graduate.

## Time Limits and Policy for Degree and Revalidation

The time limit to complete all degree requirements for doctoral students is eight years from the end of the earliest course used to fulfill degree requirements.

If a course has been taken more than eight years before graduation (doctoral), students should consult their graduate program coordinator. The graduate program coordinator will determine if that course needs to be retaken, or if a revalidation experience can be offered. If offered, a revalidation experience may include a special examination or other written assignment, a portfolio, a new comprehensive or preliminary examination, or another academically appropriate experience. A thesis or dissertation may also serve as a revalidation method if approved. Students may be required to register for academic credit to accompany the academic revalidation experiences. If the revalidation is successful (e.g., passed by a grade of B or better), then the original course grade will be retained and the student's transcript will reflect revalidation. If the revalidation is unsuccessful, then no change will be made to the student's record. More than one attempt to revalidate a course is permitted if supported by a recommendation from the graduate coordinator of the degree program and approved by the dean designate of the Graduate College.

### Limits to Revalidation

- (a) Revalidation opportunities are offered at the discretion of the program, and may not be offered in all situations.
- (b) A successfully revalidated course can be used to fulfill degree requirements for up to two years from the semester in which it was revalidated.
- (c) Students may not revalidate courses with a grade of C or lower, courses that are internships or other forms of practicum, or courses taken at other institutions.

## Leave of Absence Policy

Students who wish to request a leave of absence from the University must initiate the Leave of Absence form, found at: <https://www.bgsu.edu/graduate/documents-and-forms.html>. In the form, students explain the reason(s) for their request, when they need to begin their leave, and when they intend to return. Leaves of absence are not awarded without compelling reasons and, in the case of medical emergencies, supporting documentation from the student's medical doctor should accompany their request. The leave of absence must be approved by the Director of Graduate Studies. A leave of absence must be for a designated period of time. Typically, a leave is from 6 to 12 months. If a student is on an approved leave of absence, the time of the leave does not count against the eight-year time limit for degree completion; the student cannot use University services during a leave of absence. Students may not take a leave of absence for the purpose of taking undergraduate courses.

## Degree Requirements

The Doctor of Musical Arts in Contemporary Music with specializations in composition or performance is a four-year program that requires a minimum of 66 hours beyond the master's degree. Any required remedial work in history, theory or research methodology will be added to the applicant's program and will not be counted in the required 66 hours toward degree completion. The coursework normally requires a minimum of two years of residency.



## Required Coursework

1. Specialization: Private study in composition or performance (16 hours)
2. Cognate in one of three minor areas of study (12 hours):
  - Culture
  - Digital Media
  - Music Cognition

The cognate in culture emphasizes aesthetics, history and philosophy. The digital media cognate is concerned with the utilization of technology in new performance and creative contexts. The music cognition cognate focuses on theory, perception and pedagogy. These are intended to be of professional use to the student.

3. Multidisciplinary music seminars focusing on the collaborative process in the development and creation of new works and the examination of common issues in culture, digital media and music cognition (9 hours)
4. Off-campus internship designed to develop nonacademic career options (4-12 hours) because the time commitment of the internship may vary greatly, the opportunity for flexible credit exists. The individual's doctoral committee will help determine the amount of credit that can be earned. Examples might include work in foundations, orchestral management, museums or the entertainment industry. (see pgs. 13-14 for more information)
5. Electives in and outside of music (9 hours)
6. Culminating experiences (16-30 hours) (see pgs. 15-18 for more information)
  - Composition
    - Recital of original works
    - Composition project (original work for large resources)
    - Written document that combines the individual's major and minor areas of study
  - Portfolio (a collection of papers written during the degree program, as well as scores, tapes and programs of works written and/or performed in addition to the required recital)
  - Performance
    - Three solo/chamber music/ensemble programs composed of contemporary music (at least one off-campus). In some cases a major concerto performance with orchestra may be substituted for one of the recitals. Permission for any alternative to this requirement must be secured from the doctoral committee.
    - Written document that combines the individual's major and minor areas of study.
    - Electronic Portfolio (see pg. 18 for contents)

## Examinations

Language Requirement: Doctoral students must show a reading knowledge of one foreign language, as is appropriate to the particular specialization. As an alternative, a computer programming language can be substituted for this requirement with permission of the student's doctoral committee. The language proficiency examination must be completed before the final semester of study.

Preliminary examinations (written and oral) are taken after completing 40 hours of course work, not including the internship, and will test the student's knowledge in music history, theory, literature, and the area of specialization. With the exception of the music history exam, the primary focus will be on contemporary music. Successful completion of these exams will allow the student to begin the culminating experiences in composition or performance.

Final examinations/defense (oral) are taken in the last semester of study and focus on the culminating experiences.

For more detailed information on the examinations, please see pages 13-15 of this handbook.

## Internships

Students enrolled in the degree Doctor of Musical Arts in Contemporary Music at Bowling Green State University are required to fulfill an internship in a non-academic setting. Examples might include work in foundations, orchestral management, museums, and the entertainment industry. The opportunity for flexible credit exists depending on the student's commitment to the internship site. A student must earn at least 4 hours of credit and should be onsite for approximately 160 hours. The student will work under the guidance of a Mentor both at the internship site and at Bowling Green State University. During the semester of the internship, a student must register for MUS 7880 or MUS 7890.

### Protocol for DMA Internships

An internship is an important part of the education of the students in the DMA program in Contemporary Music. The internship takes place after the completion of 40 hours of required course work or in the 5<sup>th</sup> semester of study. An internship is normally unpaid; however, the possibility of a stipend will be considered. A student who chooses to complete an internship while on assistantship may not be in conflict with assistantship duties or other course work.

A student who wishes to complete an internship should follow the suggested protocol approved by the Doctoral Implementation Committee on 11/20/09:

1. Research possible internship sites at least one or two semesters before intended semester of internship.
2. Identify at least 10 viable possibilities and gather the following information— thorough examination of website which includes mission of organization and organizational structure; onsite contact person for internship information; personal and financial considerations.
3. Check possibilities with BGSU DMA Internship Coordinator and student's DMA Mentor.
4. Mutually decide on who to contact at the site and how to contact them, when you might do the internship, what you can offer the organization, and why this particular experience would be beneficial to you.
5. Secure internship with internship coordinator; coordinator contacts site and works out official agreement with site supervisor.
6. Coordinator sends official letter and outlines expectations.
7. Student registers for MUS 7880 or 7890 and adheres to the syllabus requirements.
8. Final portfolio—student's internship experience will form a part of the final portfolio as outlined by the portfolio requirements.

## Doctoral Committee

Each student is responsible for organizing a doctoral committee, which consists of a minimum of three professors from the College of Musical Arts and a graduate faculty representative (to be appointed by the Graduate College). The student's Mentor is the chair of the committee, and all members must have graduate faculty status. The doctoral committee should be formed no later than the spring semester before the student takes the preliminary exams.

The doctoral committee oversees the preliminary examination and administers the specialization portion of the preliminary examination. The committee also oversees the culminating experiences, including attendance at degree recitals, reading and approving the proposal and document, reviewing the portfolio, and administering the final examination.

For the culminating experiences, students may retain original committee members or change committee members after passing the preliminary examination. Any changes in committee membership must be approved by the Director of Graduate Studies and filed with the Graduate College. It should be noted that results of examinations conducted without the participation of the representatives are not acceptable.

## Culminating Experiences

### Recital Requirements

Instrumentalists, vocalists, and conductors must present three solo/chamber music/ensemble programs (45-60 minutes of music each) of contemporary music (written after 1945) after the completion of Preliminary Exams. One of these recitals must be presented outside the city of Bowling Green. This requirement is intended to help the student develop entrepreneurial skills required of every professional. A major concerto performance with orchestra or band may be substituted for one of the recitals. Students in conducting have the option of compiling 45-60 minutes of performances (approved by the student's doctoral committee or the DMA committee) as a substitute for each recital.

Composers must present one concert of original works (45-60 minutes of music).

Permission for any alternative to these requirements must be secured from the student's doctoral committee or the DMA Committee.

The program and sites for each recital will be submitted to and approved by the student's doctoral committee or the DMA committee the semester before the recital takes place. Any changes in the program must be reported to the appropriate doctoral committee. The committee will attend the recital if on-campus. Pre-recital juries will follow the guidelines established by each applied area.

Any student wishing to present one required recital before the completion of Preliminary Exams must petition the DMA Committee for permission. A letter stating the reasons for the choice of literature and the proposed program with timings and personnel (using the student recital program template) must be submitted to the committee for review.

Doctoral students are required to use Recording Services to record all degree recitals. To submit a Student Recording Request, go to: <https://www.bgsu.edu/musical-arts/college-information/recording-services/student-degree-recitals.html>. You must submit and pay for the request two weeks before the date of the recital, and upload a recital program at that time. At the conclusion of your recital, Recording Services will send a download link to you and to the University Library for archival purposes. For documentation of performance compilations of conducting students and for documentation of off-campus doctoral recitals, please see the Director of Graduate Studies.

### Composition Project

As part of the culminating experiences, a composer is required to write an original work for large resources. The scope of the project must be presented to and approved by the student's doctoral committee.

### Document

The document proposal will be developed under the guidance of the student's Doctoral Committee chair. Other committee members will review the proposal, so that appropriate suggestions and assistance may be offered prior to the formal presentation of the proposal. The chair of the student's committee will determine when the student's proposal is ready for presentation to the student's Doctoral Committee. The chair of the student's Doctoral Committee is responsible for scheduling a meeting of the full committee to review and approve the

student's proposal. The student is responsible for providing a final draft proposal to each member of the committee approximately two weeks in advance of the scheduled committee meeting. The document is expected to be an original contribution to research and should demonstrate the student's potential as a scholar. The student should consult the Graduate College Thesis/Dissertation Handbook for preparing the correct format and writing style. (<http://www.bgsu.edu/graduate/thesis-and-dissertations/thesis-dissertation-handbook.html>)

To be approved for a fourth year of funding, it is expected that the proposal be submitted and approved during the spring semester of the third year of a fulltime student's program.

For a DMA music document, the preferred guide will be the Chicago Manual of Style, 18<sup>th</sup> edition, 2020. The following music writing guides will also be helpful:

Bellman, Jonathan. *A Short Guide to Writing about Music*. New York: Pearson Longman, 2007.

Holoman, D. Kern. *Writing about Music: A Style Sheet*. 2nd ed. Berkeley: University of California Press, 2008.

Wingell, Richard. *Writing about Music: An Introductory Guide*. 4<sup>th</sup> ed. New York: Pearson Longman, 2008.

The document proposal should contain the following information:

- Title
- Problem
- Purpose
- Terminology
- Methodology
- Limitations and Boundaries of Study
- Significance of Study
- Chapter Outline
- Bibliography

For the title page, use the Graduate College title page template, found at:

<https://www.bgsu.edu/graduate/thesis-and-dissertations/recommended-file-formats.html>. The student's Doctoral Committee determines if the proposal is acceptable and may grant approval with no more than one dissent. Once the committee approves the proposal, the student should email a copy of the proposal to the Director of Graduate Studies, and is responsible for initiating the Topic Approval-Dissertation Form located on the Graduate College Documents and Forms webpage at: <http://www.bgsu.edu/graduate/documents-and-forms.html>. A copy of this form is placed in the student's file and the original report is sent to the Graduate College.

All proposed research projects involving human subjects, including DMA document proposals, must be reviewed by the Institutional Review Board (IRB) to provide assurance to the University that research conducted under its auspices does not violate the rights and welfare of any human subjects involved in that research. The student is responsible for obtaining this approval by completing the appropriate forms through the Office of Research Compliance at BGSU. All students and document chairs must also complete an Institutional Review Board training workshop before an application for Human Subjects Review can be submitted.

After receiving approval of the DMA document proposal, the student may commence with actual research and development of the formal document. Continuous registration of at least one credit hour of MUS 7990 per semester (excluding summers) is required until completion and final approval of the document. Upon completion of the DMA document and after tentative approval from the committee chair and committee, the student must pass an oral defense conducted by the student's Doctoral Committee. At least one week prior to

the defense, the student will provide a copy of the abstract of approximately 150 words to all committee members and will make the complete PDF file of the document available to the committee.

After the final oral defense and portfolio review, a PDF of the manuscript is submitted for approval to the CMA Director of Graduate Studies. The student will initiate the Dissertation Defense and Manuscript Form, found at the Graduate College Documents and Forms webpage at: <http://www.bgsu.edu/graduate/documents-and-forms.html>

Once the manuscript has been defended, approved by the Doctoral Committee, converted to a PDF document and approved by the Director of Graduate Studies, the student is ready to upload it to OhioLINK. Complete instructions on converting the document to PDF format and electronic submission are found at <http://www.bgsu.edu/graduate/thesis-and-dissertations/submission-and-approval-of-your-manuscript.html>. The document must be uploaded and the Dissertation Defense and Manuscript Approval Form must be signed by all members of the committee and the Director of Graduate Studies by the posted deadline of the intended semester of graduation. In addition, the Survey of Earned Doctorates (SED) must be completed and submitted to the Graduate College. Please visit this webpage for more SED information: <https://sed-nces.org/login.aspx>

### **Electronic Portfolio**

The student will submit an electronic portfolio to the chair of the Doctoral Committee two weeks before the examination date. The student and the chair of the doctoral committee must verify that the content of the portfolio is complete. Compiling and maintaining the portfolio is the responsibility of the student. Content of electronic portfolio, with indexing:

- Current biography (PDF).
- Curriculum vitae (PDF).
- One-page narrative of teaching philosophy (PDF).
- Syllabi of courses taught (PDF).
- Videos of teaching.
- List of all courses taken during graduate study.
- Research papers from classes (PDF).
- Document (PDF).
- Concert programs.
- Documentation of other creative activity (examples might include presentations at conferences, publications, awards received or competitions won).
- Recordings/videos of performances both as a composer and/or performer. These should be indicative of what you might submit for a job application.
- Scores (composers) (PDF).
- Repertoire list (performers).
- List of works (composers).
- Internship Paper.

## **Examinations**

### **Language Requirements**

Doctoral students must show a reading knowledge of one foreign language, as is appropriate to the particular specialization. As an alternative, a computer programming language can be substituted for this requirement with permission of the student's doctoral committee.

To fulfill the requirement students must pass the appropriate (i.e. 6000 level) language course at BGSU or pass a proficiency exam administered by the appropriate language department. Non-native speakers of English are exempt from this requirement.

Complete the DMA language form, available from the graduate secretary, to indicate how the requirement will be fulfilled (course, exam or exemption). If taking the language proficiency exam, please obtain the form before taking the exam. The language requirement must be completed before achieving candidacy.

### **Preliminary Examinations**

Preliminary examinations (written and oral) are usually administered at the beginning of the fall semester and are taken after completing 40 hours of course work, not including the internship. With the exception of the music history exam, the primary focus will be on contemporary music. Students must register to take preliminary examinations in the spring semester before the fall semester in which the examinations are given. The student will initiate the Preliminary Exam Application Form from the Graduate College Documents and Forms webpage at: <http://www.bgsu.edu/graduate/documents-and-forms.html>. Upon successful completion of the Preliminary Examinations, the student will be allowed to begin the culminating experiences in composition or performance.

### **CONTENT and PREPARATION for Preliminary Exams**

#### **Music History**

- The test will cover the contents of *A History of Western Music*, 10<sup>th</sup> Edition, by Burkholder, Grout and Palisca.
- Review Course: MUS 7980 Readings for Preliminary Exams (2 hours).
- Test Format: Written; 6 hours (in two parts); no notes.

#### **Music Theory**

- The test will utilize analytical knowledge as applied to excerpts from the 20<sup>th</sup>-21<sup>st</sup> Century with regard to all relevant musical elements. Student will present findings in well-prepared analytical papers of around 7-10 pages per excerpt.
- Review Course: MUCT 6170, Post-Tonal Analysis (3 hours).
- Test Format: Written; take home for one week; can use any reference materials, but should not consult others for answers.

#### **Multidisciplinary Seminars (Culture, Digital Media, Music Cognition,)**

- The test will cover the content of seminars required of all DMA students.
- Review: Strongly suggest careful re-examination of syllabi and organization of class notes and required readings.
- Test Format: Written; 3 hours; open notes (no computers); materials can be referenced during exam.

#### **Styles and Literature**

- The test will focus on several short excerpts of post-1945 literature. Student will be asked to give a coherent explanation of the music with as much relevant detail as possible.
- Review Course: MUCT 6700, Contemporary Styles and Literature (2 hours).
- Test Format: Aural exam with written response; 1 hour; no notes.

#### **Specialization**

- The test will focus on student's area of specialization—composition or performance (specific instrument, voice or conducting). It will be broadly organized in 4 sections—history, pedagogy, literature, and the profession.

- The student's Mentor is the primary architect of the exam with input from the student's committee. All will be present at the exam.
- The student's Mentor will help guide the student's preparation accordingly.
- Students may confer with each member of the committee regarding the area and general nature of the questions.
- Test Format: Oral; 2 ½ hours; no notes.

At the conclusion of the specialization exam, the student's Doctoral Committee will review the results of each section of the Preliminary Exam (written and oral), and grade the entire Preliminary Examination as Pass, No Pass, or Pass with Conditions. The student's Mentor will write a report to the Director of Graduate Studies summarizing the results within one week of the specialization exam. If the student's Doctoral Committee recommends Pass with Conditions, the conditions will be clearly stated, with a timetable for completion. Examples of conditions are: writing a paper, a retest of a section, or taking a class. A Pass can only be given if the vote is unanimous or there is one dissenting vote. Therefore, two Pass votes and two No Pass votes would not constitute an overall Pass. A copy of the specialization exam questions should also be included with the final memo. The Director of Graduate Studies will report the results of the Preliminary Exam to the student.

The student should initiate the Preliminary Exam Form, which may be accessed from the Graduate College Documents and Forms webpage at: <http://www.bgsu.edu/graduate/documents-and-forms.html>.

If the preliminary examination is failed, the student may, after a lapse of six months or more, take a second examination upon the recommendation of the DMA Committee. Dismissal from the doctoral program will result if the second examination is failed.

### **Candidacy**

After completing the foreign language requirement and passing the preliminary examination, a student may achieve candidacy by securing approval for the document topic from the Director of Graduate Studies, the student's doctoral committee, and the Graduate College. The student should initiate the Dissertation Topic Approval Form, which may be accessed from the Graduate College Documents and Forms webpage at: <http://www.bgsu.edu/graduate/documents-and-forms.html>.

### **Final Examination/Defense**

The final examination will take place at the end of the degree program, no later than one week before the Graduate College's final examination deadline. The student will submit an electronic portfolio as outlined in the Culminating Experiences section of this document. The contents of the final examination will be based on the culminating experiences, including a defense of the document, as well as the contents of the electronic portfolio. The student and the chair of the doctoral committee must verify that the contents of the portfolio are complete. Compiling and maintaining the portfolio is the responsibility of the student.

Students must submit the portfolio to the chair of the doctoral committee two weeks before the examination date. Both the student and the committee will review the document and portfolio to determine the scope and the general content of the exam.

The final examination is in two parts: (1) A 30 minute oral presentation by the student on the contents of the document, followed by committee questions about the presentation and the document and (2) Committee questions about the contents of the portfolio.

The student should initiate the Dissertation Defense and Manuscript Approval Form, which may be accessed from the Graduate College Documents and Forms webpage at: <http://www.bgsu.edu/graduate/documents-and-forms.html>. The Director of Graduate Studies will not sign the Dissertation Defense and Manuscript Approval

Form until all culminating experiences have been completed and the DMA Culminating Experiences Report has been filed by the doctoral committee chair with the Graduate Secretary. The chair of the committee will submit a written summary of the examination to the Graduate Secretary.



## Checklist for Graduation

The checklist below is designated to facilitate the completion of degree requirements and to help the student move smoothly through the process of graduation. All forms (with the exception of the Language Requirement Form, Transfer of Credit Form and the DMA Culminating Experiences Report, available from the CMA Graduate Secretary) are available on the Graduate College web site. The checklist is for your personal use and does not have to be filed in any university office.

- \_\_\_\_\_ Selection of Mentor. The Mentor is selected by the student at the beginning of the degree program, in consultation with the Director of Graduate Studies and the DMA Coordinator. The Mentor will guide the student through the degree program and serve as chair of the Doctoral Committee. (first semester)
- \_\_\_\_\_ Selection of Cognate. In consultation with the Mentor and DMA Coordinator, select a cognate by second semester and find courses to fulfill the 12 required cognate hours. (second semester)
- \_\_\_\_\_ Submit official transcripts at the office of the Graduate College for all approved transfers of course credit from other universities (up to nine hours of coursework taken at other universities may be approved). (first semester)
- \_\_\_\_\_ Check Sheet. Filled out in consultation with the DMA Coordinator. This should be submitted by the end of the second year.
- \_\_\_\_\_ Completion of all course work, normally done by the end of the first two years of full-time study.
- \_\_\_\_\_ Internship. This takes place after the completion of 40 hours of required course work.
- \_\_\_\_\_ Selection of Doctoral Committee. Must consist of a chair (the Mentor) and at least two members of the CMA graduate faculty. The graduate faculty representative will be appointed by the Graduate College. All appointments are subject to approval by the Director of Graduate Studies and the Dean of the Graduate College. The Doctoral Committee must be formed and the Preliminary Exam Application filed in the semester before taking Preliminary Examinations.
- \_\_\_\_\_ Preliminary Examination. Offered annually in September, the preliminary examination is taken after completing 40 hours of course work (normally by all third-year doctoral students). The examination must be passed and all conditions met before the student can be admitted to candidacy.
- \_\_\_\_\_ Language Requirement. This must be passed before being admitted to candidacy. The form is available from the CMA Graduate Secretary
- \_\_\_\_\_ Admission to Candidacy. After passing the preliminary examination, a student may achieve candidacy by filing the Dissertation Topic approval form, thereby securing approval for the document topic from the Director of Graduate Studies, the student's Doctoral Committee and the Dean of the Graduate College.
- \_\_\_\_\_ Culminating Experiences. The student will complete all culminating experiences. The culminating experiences will begin after passing the Preliminary Exams.
- \_\_\_\_\_ The student submits documentation of off-campus recital(s) per instructions from the Director of Graduate Studies.
- \_\_\_\_\_ The student must have continuous registration of at least one hour (excluding summer) from the time of matriculation until graduation. The student must be registered for at least one hour in the semester of

graduation.

- \_\_\_\_\_ Portfolio. The student compiles a portfolio as outlined in the Doctoral Handbook and submits to the chair of his/her doctoral committee two weeks before the Final Examination.
  
- \_\_\_\_\_ Final Examination. Upon completion of all degree requirements and culminating experiences, the student will take the Final Examination/Defense of Document. The student will initiate the Dissertation Defense and Manuscript Approval Form before passing the Final Examination.
  
- \_\_\_\_\_ A PDF of the final error-free version of the document is sent to the Director of Graduate Studies; following approval, the final PDF copy of the document is uploaded to OhioLINK, the Director of Graduate Studies signs the Dissertation Defense and Manuscript Form.
  
- \_\_\_\_\_ The chair of the student's Doctoral Committee submits the DMA Culminating Experiences Report with the Graduate Secretary.
  
- \_\_\_\_\_ The student is encouraged to fill out the Survey of Earned Doctorates, found at: <https://sed-nces.org/login.aspx>, and forward it to the Graduate College prior to graduation.
  
- \_\_\_\_\_ Application for Graduation. Apply during the semester of graduation. Consult the Graduate College for deadlines.