## DMA Handbook

### Table of Contents

**Admission Procedures and Requirements**

- Enrollment and Registration ................................. 4
- ESL Testing .............................................................. 5
- Advising ................................................................. 5
- Mentor ................................................................. 5
- Grading Policies ....................................................... 5
  - Incomplete Grades ............................................. 6
  - Grade Appeal Process ....................................... 6
  - Independent Study Registration ......................... 6
  - Drop/Adds .......................................................... 6
  - Changes in Registration .................................... 6
  - Withdrawing from a course after the drop date ....... 7
  - Dismissal/withdrawal from a course ..................... 7
- Juries ................................................................. 7
- Tentative Degree Program ..................................... 7
- Transfer of Credit .................................................. 8
- Processing Transfer Credit .................................... 8
- Application for Graduation ................................. 9
- Time Limits for Degree and Revalidation ................ 9
- Course Revalidation Policy/Procedures ................. 9
- Leave of Absence Policy ....................................... 10

**Degree Requirements** ....................................... 10

**Internships** ......................................................... 11

**Doctoral Committee** .......................................... 12

**Culminating Experiences** .................................... 13

- Recital Requirements ........................................ 13
- Composition Project ......................................... 14
- Document .......................................................... 14
- Electronic Portfolio .......................................... 16

**Examinations** ...................................................... 16

- Language Requirements .................................... 16
- Preliminary Examinations .................................. 17
- Candidacy .......................................................... 18
- Final Examinations/Defense .............................. 18

**Checklist for Graduation** .................................. 20
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 or send the following as required by the BGSU Graduate College:

- BGSU Graduate College Application for Admissions
- Two official transcripts from each college or university attended (except BGSU) must be requested and forwarded directly from the institution(s) to the Graduate College
- Graduate Record Examination (GRE) General Test
- Test of English as a Foreign Language (TOEFL) for International Student Applications (79 IBT or 550 PBT)
- A nonrefundable application fee of $30

In addition to the General Admission Requirements and 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 CDs or DVDs.

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

Performance Specialization (instrumental or vocal): A 45–60 minute CD or DVD recording 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.

**Documentation of Composition or Performance Activity:** Submit a document, separate from the curriculum
vitae, listing composition and/or performance activity within the past five years. Please give date and place of
performance and provide relevant programs, if available. Do not send programs only.

**Sample research paper**

**Letters of Recommendation:** Three letters of recommendation from professionals in the field should be sent
directly to the College of Musical Arts. Do not use the form from the master’s degree application web page.

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. Please include a self-addressed, stamped envelope for return of materials if
desired.

**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 Assistant Dean for 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 for students entering the program as of fall 2011. 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. The instructional and non-resident fees are paid by the University during the period of the appointment for graduate assistants. Registered graduate students receiving a tuition scholarship during the summer must pay the general fee.

**Academic Information**

**Enrollment and Registration**

**Academic Year and Scheduling**
The academic year is divided into two semesters (fall and spring) of approximately 16 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://webapp.bgsu.edu/ClassSearch/search.htm](https://webapp.bgsu.edu/ClassSearch/search.htm). The Summer School Schedule is available on-line at the Continuing and Extended Education web site at [http://summer.bgsu.edu/](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 Registrar's Office 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 at academic departments, on the web through MyBGSU (with a BGNET account), or at the Office of Registration and Records, 110 Administration Building. Students who register during continuing student registration will be billed by the bursar. In-person 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. Audits do not count toward minimum registration loads; GRAD 6000 may count. Graduate assistants completing a master’s thesis or 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 attended other English speaking universities or have lived in the United States prior to attending BGSU. 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 Assistant Dean for Graduate Studies and the student’s Mentor.

Mentor
DMA students choose a Mentor in consultation with the Assistant Dean for 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.

Grading Policy for Graduate Courses
Graduate courses approved for letter grade (A-F) and listed as such cannot be taken on a 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 Graduate College. The Graduate College deadlines for removal of incomplete grades for the respective academic semesters are:

- Fall semester: June 1
- Spring semester: September 1
- Summer semester: January 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 graduate dean designate has the authority to extend the deadline for an incomplete. The student must petition the graduate dean designate for such consideration in writing and prior to the expiration of the deadline. The instructor's support is required for approval of the request. See [http://www.bgsu.edu/graduate/documents-and-forms.html](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 Graduate Coordinator 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

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 semester or the first 3 calendar days of each summer session. After these dates exceptions may be granted only by the dean designate of the Graduate College.
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.

Tentative Degree Program
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 Assistant Dean for 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 the Graduate Secretary for the Transfer of Credit form.

**Processing Transfer Credit**
Transfer of credit is approved by the Graduate Dean designate upon the recommendation of the Assistant Dean for Graduate Studies of the program in which the student is enrolled. 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 Assistant Dean for 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 Assistant Dean for 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 TDP. Only graduate-level courses can be transferred to graduate degree programs;
2. within the six year time limit for completion of a master's degree or within eight years for the 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 18          Spring semester: January 26          Summer semester: June 5

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 for Degree and Revalidation
If a doctoral student has not completed all degree requirements eight years after completing the first course
required for the degree, he or she is no longer eligible to continue in the program until successfully taking a new,
second preliminary examination. Upon passing this second preliminary examination, the student has four years
to complete all degree requirements. Barring a verifiable personal emergency justifying an extension as
determined by the dean designate of the Graduate College, a doctoral student shall not be permitted to take
more than four additional years to complete the degree. If a doctoral student has not taken and passed a
preliminary examination within eight years after completing the first course required for the degree, she or he
shall be dismissed from the program.

Course Revalidation Policy/Procedures
If the extension is approved by the Assistant Dean for Graduate Studies and the Graduate College, revalidation
of outdated courses will be necessary for doctoral students entering before summer 2008. All courses that will
be more than eight years old at the time of graduation will require revalidation. See the Graduate Catalog for
revalidation procedures.

Leave of Absence Policy
Students who wish to request a leave of absence from the University must do so in writing. The letter must
clearly 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 letter of
request must be endorsed by the Assistant Dean for Graduate Studies and the Chair of the department or
Director of the program before it is forwarded to the Graduate College for approval. 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 six- or 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 18-21 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 5th 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 Assistant Dean for 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) 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 Doctoral Implementation Committee.

The program and sites for each recital will be submitted to and approved by the student’s doctoral committee the semester before the recital takes place. Any changes in the program must be reported to the doctoral committee. The doctoral 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 a required recital before the completion of Preliminary Exams must petition the Doctoral Implementation Committee for permission. A letter stating the reasons for the request and a projected timetable, along with the proposed program, should be submitted to the committee during the previous semester’s jury. If permission is granted, the College of Musical Arts members of the student’s doctoral committee must be in place by the end of the second week of the following semester.

Students must submit two recordings and two programs of each recital to the Assistant Dean for Graduate Studies as part of the culminating experiences. To ensure proper processing, storage and use of this material, students should adhere to the following criteria in recording and editing:

1. CD or DVD formats are to be used;
2. Recordings are to be submitted in appropriate containers with the student’s name and the date;
3. Programs must be attached to the recording medium and should contain the following information:
   a. Name of student
   b. Degree program (Doctor of Musical Arts in Contemporary Music)
   c. Composer(s) of works performed
   d. Titles of compositions
   e. Names of performers
   f. Date of recording

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)

For a DMA music document, the preferred guide will be the Chicago Manual of Style, 15th edition, 2003. The following music writing guides will also be helpful:


The document proposal should contain the following information:

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

The student’s Doctoral Committee determines if the proposal is acceptable and may grant approval with no more than one dissention. Once the committee approves the proposal, the student is responsible for obtaining signatures on the Thesis/Dissertation Topic Approval Form (located on the Graduate College Documents and Forms webpage at: http://www.bgsu.edu/graduate/documents-and-forms.html). The student will then forward this to the CMA Assistant Dean for Graduate Studies. 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 Human Subjects Review Board (HSRB) 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 and forwarding them to the Review Board located in the Office of Compliance at BGSU. Copies of these forms are available on-line or in the OSPAR office. All students and document chairs must also complete a Human Subjects 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 Assistant Dean for Graduate Studies. A copy of the Electronic Thesis/Dissertation Approval Submission form (ETD Approval/Submission Form), signed by all committee members, should also be included when submitting the manuscript to the Assistant Dean for Graduate Studies. Please type committee members’ names into the form before printing it. A copy of the manuscript title page and abstract must be attached to this form. The ETD Approval/Submission Form may be downloaded from 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 Assistant Dean for 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 ETD Approval/Submission form must be received by the Graduate College 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 the Graduate College Documents and Forms webpage for more SED information: http://www.bgsu.edu/graduate/documents-and-forms.html

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, submitted on DVD-ROM, 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 Preliminary Exam Application Form may be downloaded from the Graduate College Documents and Forms webpage at: [http://www.bgsu.edu/graduate/documents-and-forms.html](http://www.bgsu.edu/graduate/documents-and-forms.html). Complete the top portion of the form (Application for Preliminary Examination), with typed names of the student’s doctoral committee, and submit to the Assistant Dean for Graduate Studies. 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*, 8th 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 20th-21st 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, Techniques for Analysis of 20th-Century Music (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 6800, 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 Assistant Dean for 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 Assistant Dean for Graduate Studies will report the results of the Preliminary Exam to the student.
The student should bring the Preliminary Exam Application Form to the specialization exam, with the bottom portion completed (Preliminary Examination Report) with typed names of the committee members. The Preliminary Exam Application Form may be downloaded 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 College Doctoral 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 Assistant Dean for Graduate Studies, the student’s doctoral committee, and the Graduate College. The Topic Approval Form may be downloaded from the Graduate College Documents and Forms webpage at: [http://www.bgsu.edu/graduate/documents-and-forms.html](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 bring the ETD Approval/Submission Form to the examination, complete with typed names of the committee members. The ETD Approval/Submission Form may be downloaded from the Graduate College Documents and Forms webpage at: [http://www.bgsu.edu/graduate/documents-and-forms.html](http://www.bgsu.edu/graduate/documents-and-forms.html). The Assistant Dean for Graduate Studies will not sign and forward the ETD Approval/Submission 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 and should be submitted to the Graduate Secretary. 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 Assistant Dean for 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)

_____ Tentative Degree Program. Filled out in consultation with the DMA Coordinator. The Graduate College requires that the TDP be submitted before taking Preliminary Exams.

_____ 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 Assistant Dean for 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 Assistant Dean for 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 a recording and two programs for each degree recital to the Graduate Secretary.

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 file the ETD Approval/Submission Form with the Assistant Dean for Graduate Studies after passing the Final Examination.

A PDF of the final error-free version of the document is sent to the Assistant Dean for Graduate Studies; following approval, the final PDF copy of the document is uploaded to Ohiolink, and a signed copy of the ETD Approval/Submission Form is sent to the Graduate College by the Assistant Dean for Graduate Studies.

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.norc.org/showRegister.do, 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.