

Guidelines for Graduate Education School of Music

University of Louisville

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GUIDELINES FOR GRADUATE EDUCATION SCHOOL OF MUSIC

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Graduate Program Information

The School of Music offers training toward two specific graduate degrees in music: Master of Music requiring a minimum of 36 hours of graduate credit, and Master of Music Education requiring 30 hours. All programs require a minimum of 24 hours of residence at the University of Louisville. Major subjects in the Master of Music curriculum are music performance with concentrations in choral, wind or orchestral conducting, instrumental or vocal performance, jazz performance or jazz composition and arranging, piano pedagogy, music history, music theory, and music composition. The Master of Music Education program allows an applied music minor in an instrument, voice, or conducting. Each degree program has specific prerequisites, entrance requirements, and programmatic expectations that are described in the relevant section of the catalog.

I. Academic Standards for Students in Graduate Programs in the School of Music

A. Admission Requirements

1. Applications for admission to a graduate program require the following:
 - (a) a completed application;
 - (b) an application fee;
 - (c) official transcripts for all previous post-secondary course work (all transcripts not in English must be certified as authentic and translated verbatim into English);
 - (d) at least two letters of recommendation;
2. Applications to specific degree programs require evidence of preparation for advanced study as follows:
 - (a) in performance, an acceptable audition;
 - (b) in academic specializations (music composition, music history, music theory), a portfolio of work appropriate to the field of study;
 - (c) in music education, evidence of classroom teaching experience.
3. Applicants whose primary language is not English must show English language proficiency in one of the following ways:
 - (a) a minimum TOEFL examination score of 213 on the computer-based test, or 79-80 on the internet-based test;
 - (b) Duolingo score of 105 or higher
 - (c) documentation of the award of a degree from a recognized English language institution.
4. Applicants must possess a baccalaureate degree from an accredited institution in the area to be pursued in advanced studies, or they must present evidence of equivalent preparation.
5. Applicants must have a minimum cumulative undergraduate grade point average of 2.75 on a 4-point scale.
6. Applicants who meet the requirements will be considered for admission for graduate study at the School of Music. For additional entrance requirements specific to the degree of interest, consult the section relevant to the degree program below.
7. Entrance examinations in music history, theory and, if appropriate, jazz, will be administered before the first term of study. The School of Music provides guidelines to assist in preparing for the entrance

examinations.

8. Any exception to the above expectations will be evaluated individually and will require a statement indicating criteria to be met in a specified time frame with provisions for monitoring progress and performance. Justification must be provided in writing and must be accepted by the faculty of the student's proposed program, the Director of Graduate Studies, and the Dean of the School of Music.
9. Students who fail to meet performance standards or who do not meet other requirements as outlined in the letter of admission, program of study, or the catalog of the University of Louisville are subject to dismissal from their programs.

B. General Information regarding Academic Policies

1. Detailed curricular and program offerings, including specific requirements and provisions for degree programs, are published in the university catalog at <http://louisville.edu/graduatecatalog>. Students have access to the *Graduate Student Handbook*, the "Guidelines for Preparation for the Graduate Music History Entrance Examination," and "Guidelines for Preparation for the Graduate Music Theory Entrance Examination" on the School of Music website at <http://louisville.edu/music/>.
2. Students will be required to address any deficiencies revealed by entrance examinations in courses taken within the first two semesters of study. Credit toward the degree is not granted for review course work.
3. All students are required to complete Bibliography and Research Methods (MUS 607) by the end of the second semester of study (part-time students by the completion of 15 hours of graduate study). Upon satisfactory completion of requirements stated in B.2 and B.3, students will be considered in good standing.
4. Students will complete a project appropriate to the field of study as defined by the faculty of their program. The completion of this project (public recital, thesis, professional paper) normally takes place in the last semester of graduate study. Preparation and presentation of a recital must follow the guidelines in the *Graduate Student Handbook* and the preparation of a thesis must follow the "Guidelines for the Preparation and Processing of Theses" issued by the Graduate School. The preparation of a thesis in music composition must also follow the "School of Music Thesis Formatting Guidelines for M.M. in Composition" available at <https://louisville.edu/music/academics/areas-of-study/music-composition/documents/ULCompThesisGuidelines.pdf>.
5. In order to graduate, a student must be in good standing with a minimum cumulative grade point average of 3.0. No more than six (6) hours with any "C" or "C+" grade will be accepted toward a degree, and no grade below a "B-" will be accepted for a course in the student's major subject area. Hours earned beyond the minimum in any curricular areas apply only to that area and cannot be assigned to another area in order to satisfy required credit. At least one-half of the total hours in graduate courses must be at the 600 level. Any exceptions to the program of study must be approved by the Graduate Studies Committee. A student whose cumulative GPA falls below 3.0, or who fails to satisfy the published performance criteria, will be placed on probation. Students are ordinarily not permitted to continue on probation for more than one semester.
6. When all course work and projects have been satisfactorily completed, the student becomes a candidate for the degree and is approved to take the graduate oral examination. A candidate who fails the oral examination may not be given a second one before the end of the next semester. A candidate who fails the second oral examination will not be granted the degree of M.M. or M.M.E. from the University of Louisville.

7. Upon request, a maximum of six (6) hours of earned graduate credit with a minimum grade of “B” may be transferred from accredited institutions that offer advanced degrees. Credit for applied music will not be transferred, but advanced standing may be awarded at a jury. Ensemble credits appropriate to the student’s degree program may be considered for transfer, but not to exceed one (1) hour per semester. Music history and music theory credits will be evaluated for transfer by the Director of Graduate Studies and the respective faculty. Transfer of more than six (6) hours may be requested provided that they are not earned by extension, or as thesis or practicum hours, and that the residency requirement of 24 semester hours is maintained by the addition of University of Louisville credits to the total program. Transfer of graduate hours within the University of Louisville toward a graduate degree in music may be requested provided that the minimum residence requirement of 24 hours is maintained.
8. Students receiving a graduate assistantship (teaching, research, or service) will be provided adequate training and will be required to adhere to university policies. Performance of duties in research and service by graduate assistants will be periodically evaluated. Students with teaching assistantships will be evaluated each semester.
9. Part-time students (with the exception of those in the M.M.E. degree program) must participate in one ensemble for each 18 hours of completed course work. If part-time study precludes completing ensemble degree requirements, other course work may be substituted.

C. International Students

1. International students must comply with the regulations of the U.S. State Department of Immigration and Customs, its Student and Exchange Visitor Program, and all related policies of the University of Louisville International Center.
2. International students must be registered with the University of Louisville International Center and must present evidence of financial resources adequate to support their educational and living expenses in the United States for the duration of their studies.

D. Academic Program Administration

1. Policies for administration of academic programs are promulgated by the Dean of the Graduate School following appropriate consultation with (a) an advisory body of deans or their designees, (b) directors of graduate programs, (c) representatives of the Graduate Student Council, and/or (d) the Graduate Council. Final approval of these guidelines is the responsibility of the University Provost.
2. These administrative policies are published in the University catalog (see <https://catalog.louisville.edu/graduate>) and include policies and procedures for the academic calendar and catalog maintenance, requirements for maintenance of good academic standing, course credit and degree requirements, grades and grading policies, honors and awards, requirements for theses and dissertations, residency policies, and policies for award of stipends, benefits, tuition, and fee remission.

E. Conflict Resolution

Any student who believes that he or she has been treated unfairly, discriminated against, or has had rights abridged may seek resolution of this conflict. Students, faculty, and administrators must first seek to resolve the matter through informal discussion, through administrative channels, and through the University Student Grievance Officer. Should this fail, a student may initiate a grievance at the unit level within one year of the event giving rise to the complaint. The Graduate Student Academic Grievance Committee (Graduate School Bylaws 2.3.5) will hold original jurisdiction for students enrolled in the Graduate School and appellate jurisdiction for all other graduate students. All grievance procedures will be conducted in accord with Redbook Section 6.8.

II. Faculty Participation in Graduate Education

- A. Faculty who participate in teaching graduate level courses must meet the requirements of the University of Louisville Faculty Credentials Policy. This policy is consistent with the guidelines of the Southern Association of Colleges and Schools stating that faculty teaching graduate and post-baccalaureate courses should possess an earned doctorate or terminal degree in the teaching discipline or a related discipline. The School of Music also considers other qualifications, for example, relevant work experience, creative activity, or research, to determine qualifications for teaching graduate level courses. Such exceptions must be documented and approved by the Dean of the School of Music and recorded by the Dean of the Graduate School.
- B. In addition to the above requirements, faculty who serve as a mentor of graduate students or chair a master's thesis committee must: 1) be Senior Members of the Graduate Faculty in the area of the student's program; 2) show evidence of active research, scholarship, or creative activity as defined by the faculty of the School of Music; 3) have this responsibility specified in the annual faculty work plan; and 4) make provisions for substantive student guidance.
- C. Faculty who serve as members of thesis or graduate recital committees must show evidence of experience in independent research, scholarship, performance, or creative activity.
- D. A master's thesis or a graduate recital committee must comprise a minimum of three qualified faculty members, one of whom must come from a School of Music division other than the division of the student's home program. A graduate recital committee must include one Senior Member of the Graduate Faculty.
- E. Faculty certified for participation in graduate education will be evaluated periodically for continuation of such status. The criteria for certification and continuation in graduate faculty and mentor status for Senior Members of the Graduate Faculty will be determined by the faculty member's annual review. Members of the graduate faculty will be appointed for terms of one to three years and will be approved annually by the Dean of the School of Music in consultation with the Director of Graduate Studies. Faculty hired as Professor or Associate Professor will be automatically appointed to Senior Member status.
- F. Thesis committees must provide sufficient expertise in the area of study and faculty committee members must agree to be available to provide necessary student guidance.
- G. The School of Music will certify eligibility of faculty for participation on master's thesis committees and will forward committee rosters and notices of any change in the roster to the Dean of the Graduate School.
- H. Exceptions to these guidelines governing involvement in graduate education at the master's level must be documented and approved by the Dean of the School of Music and by the Dean of the Graduate School.