



**Graduate Student
Policies and Procedures**
2017 Edition
Master of Music



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INTRODUCTION

Master of Music

University of Nebraska at Omaha

The University of Nebraska at Omaha is a comprehensive metropolitan institution dedicated to breadth and quality. It contributes to the community and to the state through strong academic programs, research and creative activity of its faculty, and a very special orientation to community outreach. Through these and through the accomplishments of its graduates, UNO takes advantage of its unique role in the area and serves both students and community through relevant programs of high quality.

The degree Master of Music at the University of Nebraska at Omaha is divided into three concentrations: Music Education, Music Performance, and Conducting. The Music Performance concentration is a thirty-hour program that emphasizes performance and applied music. Courses dealing with history, theory, and pedagogy as they relate to performance are included, and opportunities for internships and performances in local professional organizations such as Opera Omaha and the Omaha Symphony are enjoyed by students at UNO. The Music Education concentration is available in both a thirty-hour thesis and a thirty-six hour non-thesis option. Music Education graduate courses emphasize pedagogy and practical application of music skills and research for teachers at all levels. The conducting concentration is a thirty-hour program that emphasizes individualized instruction in conducting and maximizes experiences in front of an ensemble. Courses in music history, literature, and theory supplement the practical experience to help produce well-rounded graduates with considerable knowledge of techniques and literature.

The purpose of this handbook is to provide students and faculty with a convenient reference to information, procedures and policies developed by the Graduate Program Committee in Music at the University of Nebraska at Omaha. It is the responsibility of the student to be familiar with the policies and procedures in this handbook. If the information on the following pages does not answer your questions about the Master of Music program, refer to the current Graduate Catalog of the University of Nebraska at Omaha, or consult with the School of Music Graduate Program Chair.

GENERAL INFORMATION

Admission Requirements

1. If you have an undergraduate degree in music from an accredited institution and have an undergraduate GPA of 3.0 or a GPA of 3.0 or better in all music courses, you can be granted admission to graduate studies in the School of Music at the University of Nebraska at Omaha.
2. If you have an undergraduate degree in music from an accredited institution but your undergraduate GPA in all music courses is 2.7-2.99 or if you do not have an undergraduate degree in music, then you must take the School of Music Diagnostic Exam before enrolling in any graduate courses in music. The School of Music Diagnostic Exam will help determine what (if any) undergraduate foundation courses may be required. You will be granted provisional admission until foundation courses are completed. You must then apply to the Graduate Program Committee in Music for reclassification in order to receive unconditional admission. Students with an undergraduate GPA in all music courses of less than 2.7 will be denied admission to graduate study in the UNO School of Music
3. If you wish to take graduate-level courses but do not wish to complete the degree Master of Music (for example, to update your certification), you should enroll as a “Non-Degree” student. Courses taken while you have this status might not be accepted as part of a degree plan if you decide to complete the degree. You may take a maximum of 12 graduate hours as a non-degree student.
4. If you plan on enrolling in more than 12 graduate hours, but do not intend on completing the degree, you should apply as an “unclassified” student in music. Courses taken while you have this status might not be accepted as part of the degree plan if you decide to complete the degree.
5. If you do not have an undergraduate degree in music and your undergraduate GPA in all music courses is below 3.0, and you are unable to take the School of Music Diagnostic Exams in order to determine necessary undergraduate foundation courses, you will not be admitted to graduate studies in music.
6. Students wishing to pursue the performance or conducting concentrations must perform a formal audition for a panel of three graduate faculty members before admission can be granted. Performance applicants may have additional minimum standards of Admission to Graduate Study. These are outlined under **Performance Applicants Minimum Standards of Admission**.

Advisement

Upon admission into the Graduate College, the Graduate Program Chair in Music will assign you an academic advisor. This advisor will aid you in developing a plan of study and assist you in all other matters pertinent to your academic program. You must meet with your advisor prior to registering for your first semester. It is also recommended that you meet with your advisor at least once each semester.

Transfer of Credit

At the discretion of the Graduate Program Committee, up to one-third of the total hours in your degree program may be transferred from another accredited institution that is not part of the University of Nebraska System. In a thirty-hour program this means that you can transfer as many as 10 hours. In a thirty-six hour program you may transfer up to 12 hours. Classes accepted as transfer credit will only count as electives within the degree program. No UNO required courses may be substituted with transfer credits. All transfer credits must be reviewed and approved by the Office of Graduate Studies before they can be applied toward degree requirements. You must have official transcripts forwarded from the other institution(s) to the Office of Graduate Studies at UNO. If you would like to apply graduate credits that you earned prior your admission to your degree program, the transcripts must be sent to UNO during the first semester of study. Any subsequent transfer credits (acquired after admission to the program) should be transferred to UNO immediately after the coursework has been completed. Failure to observe these deadlines may result in transfer credits not being accepted as credits toward the UNO Master of Music degree.

You may also transfer credits from another institution in the University of Nebraska System through the above transfer procedure. There are no limits on the number of transfer hours within the University of Nebraska System. All grades for transfer courses must be the equivalent of a “B” (3.0 on a 4.0 scale) or higher. If you register for these courses via INTERCAMPUS REGISTRATION, the credits are automatically transferred to your UNO Graduate Transcript.

Quality of Work

Graduate students are expected to do work of high caliber. Failure to do so will result in dismissal. In particular, the following will result in automatic dismissal from the degree program:

Receiving a grade of “C-“, “D+”, “D”, “D-“, or “F” in any course taken in the student’s major field of study or in any course included in the plan of study or program of study.

A student may be dismissed from the program even though the quality of work standards have been maintained. Grounds for dismissal could include, but are not limited to:

1) failure to be accepted by an appropriate thesis advisor within stipulated time limitations; 2) failure to make timely progress toward the degree; and 3) failure to perform in course work, qualifying examination or research at an acceptable level.

The school will recommend that the Dean for Graduate Studies either dismiss or place on probation with conditions for reinstatement as a student in good standing in the following cases:

A grade of “B-” or below in any course involved in the first 12 hours of graduate study for provisionally admitted students;

Receiving at least nine hours of graduate credit with the grade of “C+”, or “C” in any courses taken in the student’s major field of study or in courses included in the program of study, regardless of the average.

Failure to maintain a “B” average in all graduate work taken as a part of the degree program. In the School of Music, students who have been placed on probation must provide a written petition addressed to the Graduate Program Chair in Music. Students must explain any circumstances that led to their dismissal from the program and any extenuating circumstances that should persuade the Graduate Music Program Committee to reinstate the student. Each case will be decided on an individual basis. The final recommendation will represent a majority vote of the Committee. A recommendation to the petition may be one of the following: 1) Full Reinstatement, 2) Conditional Reinstatement with stipulations such as retaking a course with a certain grade, or 3) Denial of the Petition. All communications and petitions dealing with reinstatement in the Graduate Program in Music should be directed to the Graduate Music Program Chair, and must be received by 12:00 noon of the Friday before the beginning of the fall and spring semesters.

For students in the non-degree admission, the above quality of work standards apply to course work taken as if all such courses were included in a graduate plan of study.

Students are responsible for their own quality of work. They must be aware of the Quality of Work Standards of the Graduate College as well as those of the School of Music. It is the student’s responsibility to know when his or her previous course work has failed to meet those standards. Students who are attending classes are still subject to dismissal if the School of Music recommends that action based on its review of the students’ previous performances.

Time Limit for Master’s Degree

The master’s degree as defined in the plan of study must be completed within ten consecutive calendar years. The first day of class of the earliest course in the last thirty-six hours taken will be the beginning of the time period in question. Courses more than ten years old cannot be a part of your degree plan. New courses must be taken to replace them.

Standard Styles for Graduate Papers

The Graduate Program Committee in Music recommends that papers you write for your courses as well as your thesis or treatise conform in style to the guidelines found in the Publication Manual of the *American Psychological Association* or in the *MLA Handbook for Writers of Research Papers*. Individual instructors in courses may require you to use either or both of these or another format.

Incompletes

Incompletes in graduate courses in the School of Music will be given only under the circumstances outlined in the UNO Graduate Catalog. Normally there is no time limit for graduate students to remove an incomplete. However, the instructor does have the option of determining the requirements for completing the course and the requisite date for removal of the incomplete. It is helpful to have these requirements in writing to ensure there is no miscommunication between the instructor and student.

PROGRAMS OF STUDY

The Master of Music degree requires a total of 30 or 36 hours credit for completion, and may include a concentration in performance, music education, or conducting.

AREA OF CONCENTRATION - MUSIC PERFORMANCE

The graduate curriculum is designed so that you will focus on your instrument or voice throughout the program, including the areas of performance practice and pedagogy, history and literature for performance, and analysis for performance. If the treatise option is selected, the treatise topic should focus on some aspect of your recital, thus combining the academic and performance aspects of music into a meaningful experience. Note that a formal audition is required before acceptance into this concentration. More specific information regarding vocal audition requirements can be found on Pages 25 and 26. The course requirements for this concentration are as follows:

Applied Music.....	9 hours
Music Bibliography.....	3 hours
Music Analysis for Performance.....	3 hours
Music History and Literature.....	3 hours
To be selected from:	
Music 8546 Renaissance Music Literature	
Music 8556 Baroque Music Literature	
Music 8566 Classical Music Literature	
Music 8576 Romantic Music Literature	
Music 8586 Music from 1900 – 1945	
Music 8446 Music Since 1945	
Music Electives.....	6 hours
Option A	
Treatise.....	3 hours
Recital..	3 hours
Option B	
Recital..	6 hours
(This option requires 2 recitals.)	
TOTAL REQUIRED HOURS.....	30 hours

AREA OF CONCENTRATION - MUSIC EDUCATION

The music education program is designed to broaden musicianship, strengthen knowledge of the foundations of music education and research in music education, and provide practical knowledge of current techniques of teaching and performance. The thesis option is recommended only in those cases where research is appropriate to the student's situation. The course requirements for this concentration are as follows:

Research in Music Education..... 3 hours

Organization and Administration of Music..... 3 hours

Foundations of Music Education..... 3 hours

Music History and Literature..... 3 hours

To be selected from:

Music 8546 Renaissance Music Literature

Music 8556 Baroque Music Literature

Music 8566 Classical Music Literature

Music 8576 Romantic Music Literature

Music 8586 Music from 1900 – 1945

Music 8446 Music Since 1945

Pedagogy of Music Theory..... 3 hours

Pedagogy of Multicultural Music..... 3 hours

Electives..... 6 hours

Option A

Thesis..... 6 hours

Option B

Music Electives..... 6 hours

Music or Education Electives..... 6 hours

TOTAL REQUIRED HOURS..... 30 or 36 hours

Note: No more than 6 hours of workshop format courses may be included in any Music Education degree plan.

AREA OF CONCENTRATION CONDUCTING

This curriculum is designed so that you will focus on conducting throughout the program. Course work and electives combine the academic and conducting aspects of music into a well-rounded and meaningful experience. Note that a formal audition is required before acceptance into this concentration. The course requirements for this concentration are as follows:

Conducting Practicum..... 9 hours
Music Bibliography..... 3 hours
Music Analysis for Performance..... 3 hours
Music History and Literature..... 3 hours

To be selected from:

Music 8546 Renaissance Music Literature

Music 8556 Baroque Music Literature

Music 8566 Classical Music Literature

Music 8576 Romantic Music Literature

Music 8586 Music from 1900 – 1945

Music 8446 Music Since 1945

Music Electives..... 6 hours

 Recital.. 6 hours

 (Note that two recitals are required.)

TOTAL REQUIRED HOURS..... 30 hours

Students from the music education or performance concentrations wishing to enroll in conducting practicum must first obtain permission from the primary instructor.

Note that any of the concentrations may be altered if the situation warrants by petitioning the Graduate Program Committee in Music for an exceptional program. Such alterations will be subject to availability of courses. Only logical substitutions for categories of courses already required in the above plans will be considered. The student must present a letter and a “Change in Plan of Study” form requesting an exceptional program to the Graduate Program Committee in Music in the semester before graduation or before. The Graduate Program Committee will discuss the proposal in a regular meeting and forward a copy of its recommendation to the student and to the Dean of Graduate Studies. If the recommendation is not to accept the proposed changes, the student must rework the plan with the major advisor and resubmit the plan. Students will be responsible for all materials on the Comprehensive Exams even if courses are not taken over subject matter on the exams.

More detailed information including specific audition procedures and recital requirements can be found on Pages 27 and 28.

PROCEDURES FOR ALL STUDENTS MASTER OF MUSIC

**The following procedures must be followed by all
students who wish to receive the degree
Master of Music from the
University of Nebraska at Omaha**

Application for Admission

BEFORE YOU ENROLL IN ANY CLASSES, PREFERABLY AT LEAST ONE SEMESTER BEFORE YOUR FIRST ATTENDANCE:

1. Apply for Graduate Admission online at “applynow.unomaha.edu”. This guide includes instructions for application and an application form. The application must be submitted electronically.

2. Request one copy of official transcripts from each university or college that you have attended using the form called Transcript Request on the back of the Graduate Application for Admissions. These must be forwarded directly from the college or university you attended. Hand-carried or student-submitted credentials or transcripts are not acceptable, even if they are official documents. Have these documents mailed to Office of Graduate Studies (See address above).

3. The deadlines for application are as follows:

Fall – June 15

Spring – November 15

Summer – April 15

If you are applying after the deadline, you must receive approval from the Graduate Program Chair in Music in order to enroll in classes.

4. If your undergraduate major or minor is not in music, you must take the School of Music Diagnostic Exam before enrolling in any graduate-level music courses for graduate credit. If you apply for admission after the deadline, you must complete the exam before enrolling in any classes in music.

5. If you plan to pursue the Performance or Conducting Concentrations, you must audition before being accepted into the program and enrolling in Applied Music or Conducting Practicum. If you apply for admission after the priority deadline, you may not enroll without first completing an audition.

Enrolling in Classes

DURING EVERY REGISTRATION PERIOD:

1. Consult with your major advisor about which courses you should take based on which courses are listed in the current Class Schedule. If you have an advising flag, your major advisor will remove it after consultation and resolution of any problems.

2. Registration for classes is done on-line. Directions for enrolling in classes can be found at:

<https://mavlink.nebraska.edu>

Filing for Graduation

AT THE BEGINNING OF THE SEMESTER IN WHICH YOU PLAN TO GRADUATE:

1. Application for graduation is also done on-line. Directions for applying for graduation can be found at:

<https://mavlink.nebraska.edu>

2. If you do not file for graduation before the announced deadline, you will not graduate that semester.

UNIVERSITY OF NEBRASKA AT OMAHA

TREATISE OPTION: PROCEDURES

The following are the procedures for completing the treatise option within the Master of Music Performance Concentration at the UNO School of Music.

- 1) You must obtain approval from your primary professor first before pursuing the treatise option.
- 2) You must enroll for one semester of Treatise (MUS 8970) for three credits either the semester before or the semester of your defense.
- 3) The Graduate Program Chair will select three full-time faculty members with graduate standing in the School of Music to serve as the treatise committee. Your primary professor is to be your treatise advisor as long as that committee member is a member of the graduate faculty. If not, the area coordinator will serve in this capacity. You should obtain the signatures for the committee members on the TREATISE COMMITTEE FORM. The signed form should be returned to the Graduate Program Chair.
- 4) You are to work with your advisor and other committee members in the selection of your topic and the actual writing of your treatise. The topic should relate to some aspect of your performance recital. Some examples of treatise topics are provided on the following pages.
- 5) Your paper should be a minimum of twenty-five pages not including the bibliography, appendices, etc. The document should include the title page and acceptance page utilizing the format provided on the following pages.
- 6) At least three weeks before graduation you must have your treatise completed and schedule your treatise defense. A copy of the document should be given to all committee members at least one week prior to the defense.
- 7) Following the defense, you must make any recommended revisions and the committee must sign the acceptance page.
- 8) Once the final document has been revised and all signatures are obtained, you should make five copies of the paper which should be distributed as follows: 1) one copy to the graduate program chair; 2) one copy to each of your committee members; 3) one copy you. All of this must be complete by the deadline for submission of materials established each semester by the Graduate Office.

UNIVERSITY OF NEBRASKA AT OMAHA TREATISE DEFENSE PROTOCOL

- The treatise defense should be formally organized after the document has been given tentative approval by all members of the treatise committee. The date, time and place must be announced in advance and should be open to other students and faculty members to observe.
- The oral defense should take approximately 30 to 40 minutes and begin with an approximate ten-minute presentation by the writer of the treatise as to the overall content of the document, the means by which the research was done in preparation and the conclusions drawn by the treatise as applied to the student's performance area.
- After the student has given their presentation, 10 minutes will be allowed for questions from any individuals who are present and not on the committee. If there are no such questions the committee will then pose their own questions with a time limit of 10 to 15 minutes.
- The defender of the treatise and any individuals present who are not on the committee are then dismissed. The treatise committee will then deliberate about the overall presentation and the treatise itself insuring that the answers to the questions are in line with the treatise document. After conferring the committee will ask the student to rejoin the committee with an announcement of their decision which will be made in the following three categories: pass the defense, conditionally pass the defense, or the student is requested to do major changes and present another defense.
- If the student is given a conditional pass, he/she will be given three weeks to make the changes. The Treatise Acceptance page is not signed until changes have been implemented. If major changes are required, the student will be asked to schedule another presentation on a date agreed upon by the student and the committee members.
- Following a successful defense, the student must make any recommended revisions and the committee must sign the acceptance page.
- Once the final document has been revised and all signatures are obtained, five copies of the paper and are to be distributed as follows: 1) one copy to the graduate program chair; 2) one copy to each of your committee members; 3) one personal copy. All of this must be completed by the deadline for submission of materials established each semester by the Graduate Office.

UNIVERSITY OF NEBRASKA AT OMAHA TREATISE COMMITTEE FORM

This form serves as the Treatise Committee Form and should be signed by each of your committee members at the beginning of the semester in which your defense is to take place.

Treatise Advisor Date

Committee Member Date

Committee Member Date

SAMPLE TREATISE TITLE PAGE

(TITLE OF TREATISE)

A Paper

Presented to the
School of Music

In Partial Fulfillment
of the Requirements for the Degree
Master of Music

University of Nebraska at Omaha

by

(Name of Student)

(Month and Year of defense)

SAMPLE TREATISE ACCEPTANCE PAGE

Acceptance for the faculty of the School of Music,
University of Nebraska at Omaha, in partial fulfillment of the
requirements for the degree (name the degree),
University of Nebraska at Omaha.
Committee Signatures

_____, Treatise Advisor

Date _____

FORMER TREATISE TITLES

Below are some former titles of treatise papers that students in the UNO School of Music have completed. This may give you some idea of what is appropriate:

Treatise

- Modification in C trumpets as they effect performance practice among professional musicians.
- Influences of the keyed trumpet and Anton Weidinger in the Concerto in E-flat for trumpet by Johann Nepomuk Hummel.
- A performance edition of the Sonata for Trombone and Piano by Alec Wilder.
- A discussion of Schumann's setting of Goethe's Mignon-Lieder.

Recital Guidelines

PERFORMANCE & CONDUCTING CONCENTRATIONS

All students in the Performance Concentration must perform a recital, and may choose to do two recitals and no treatise. A single recital is half of a Project in Lieu of a Thesis as recognized by the Graduate College.

AS SOON AS POSSIBLE IN YOUR DEGREE PLAN, BUT NO LATER THAN NINE MONTHS BEFORE YOU PLAN TO GRADUATE:

1. The Graduate Program Chair will select your committee.
2. Plan your program with your Applied Teacher and have it approved by the Chair of your Supervisory Committee, if the Chair of your Supervisory Committee is not your applied teacher.
3. Obtain the **RECITAL CONFIRMATION FORM** from the School of Music Operations Coordinator.
4. Obtain possible dates and times for your recital when all members of your Supervisory Committee are free to attend.
5. Reserve the performance space and the recording of your recital with the Strauss Performing Arts Center Operations Coordinator during the first week of the semester in which you plan to do your recital.
6. You must play and pass a pre-recital hearing at least two weeks before your recital. **THIS IS REQUIRED, AND ALL MEMBERS OF YOUR COMMITTEE MUST BE IN ATTENDANCE.**
7. If a member of your committee is unable to attend the recital, you may arrange for that member to hear a recording of the recital. This is not an option for the pre-recital hearing.
8. Both recitals must be completed before the graduation deadline.

Music Education Concentration

Thesis Guidelines

General Thesis Procedures

1. You must obtain approval from your major advisor first before pursuing the thesis option.
2. You must register for Thesis (MUS 8990) in the two semesters prior to when you propose to graduate. You must have a total of 6 credit hours of Thesis (MUS 8990)
3. Obtain the form PROPOSED SUPERVISORY COMMITTEE from the Office of Graduate Studies, your major advisor, or on the web at: <http://www.unomaha.edu/graduate-studies/current-students/forms-resources.php>.
4. Consult with your major advisor regarding the makeup of your committee. For thesis committees it must consist of two full-time faculty members with graduate standing in the School of Music and one full-time faculty member with graduate standing outside the School of Music.
5. Contact all proposed members of your committee to determine their willingness and availability to serve on your committee.
6. Fill out the appropriate form and obtain signatures from all members of your proposed committee.
7. Have the Departmental Secretary make a copy of the form for your files.
8. Return the signed form to the Graduate Program Chair in Music. The Graduate Program Chair in Music will forward the students' forms to the Office of Graduate Studies and Research for final approval.
9. Thesis students should print a copy of Guidelines for the Preparing Thesis, Thesis Equivalent Projects, Ed.S. Field Projects and Dissertations from the Office of Graduate Studies website at: <http://www.unomaha.edu/graduate-studies/current-students/forms-resources.php>. This provides detailed information on formatting the final document.

Writing of the Thesis

1. Consult with the Chair of your Supervisory Committee and select a topic for your paper.

2. The thesis should be original work in the area of research in music education or development of new curricula or other work of sufficient length and scope to be appropriate for graduate study. The thesis may be not shorter than fifty (50) pages of text, not including title pages, bibliography, and appendices. Below are some former titles of thesis papers that students in the UNO School of Music have completed. This may give you some idea of what is appropriate:

“Finger size, strength, and flexibility and the effect on the success of sixth grade beginning clarinet players.”

“A comparative study of the effect of Kodály based music instruction on the vocal pitch accuracy of their grade students.”

“An investigation of attrition in instrumental music students grades six, eight, ten, and twelve.”

“An investigation of the characteristics and functions of band parent organizations.”

3. Work closely with the Chair of your Supervisory Committee to complete the project.

4. Allow enough time for turnaround of readings. It is unreasonable to expect members of your committee to be able to read, correct, and make suggestions to a draft of your paper overnight. Over the summer term, it is unlikely that all committee members may be able to read your paper if they are not on duty. Make sure you check with your members first as to their availability.

5. As you near a final draft, make sure that you work closely with the Chair or your major advisor so that all technical details are addressed appropriately.

Final Approval of Thesis

1. Contact all members of your Supervisory Committee to set up a date, time, and place for your oral defense. The defense of your thesis must be scheduled at least four weeks before the last day of classes for that particular semester. You should allow approximately one hour for the defense.
2. At the defense, you and your committee will discuss your thesis. Members of your committee are free to ask questions or request verbal descriptions of the material covering your thesis as well as about other related subjects or about material covered in your course work or other topics they deem appropriate. If you like, contact each member of your committee and ask for suggestions of material to prepare for the defense.
3. Take the following to the defense:
 - a. The original of the final draft of your paper printed on the required paper.
 - b. Copies of the final draft (if the committee members do not already have them).
 - c. The original of the acceptance page for your thesis on the required paper.
4. At the end of the defense, the Supervisory Committee will discuss your thesis, and may request final alterations.
5. If the Committee agrees the thesis is completed, obtain their appropriate signatures on the original acceptance page.
6. Make appropriate changes to the original of your thesis, if requested.
7. Make copies of your thesis and turn it in according to the criterion found in the Guidebook for Preparing Theses.
8. Once the final document has been revised and all signatures are obtained, you need to follow the following submission procedures:
 - A. When the final PDF version of the thesis has been approved by the Supervisory Committee, the student must submit the following to the Office of Graduate Studies for the final, administrative step in the approval process:

One paper copy each of the Abstract and of the Title Page
Report on Completion of Degree form, signed by supervisory committee

NOTE: If the thesis is to be held pending patent issuance, etc., the student must specify this at the time the PDF file is submitted to ProQuest (UMI).
 - B. After the documents are submitted to the Office of Graduate Studies, the students will upload their thesis to ProQuest at: <http://dissertations.umi.com/unomaha/>
Be certain the electronic version, in PDF format is exactly as was approved by the Supervisory Committee. ETDs are to be checked for formatting, pagination, spelling, grammar, and typos by the student and the student's Committee. For help with conversion of files from word processing to PDF, see the Library staff members who are available to assist. Since errors may occur when converting from a word processor file to a PDF file, the student must review the final version of the file. Please note that there is a fee to submit the ETD through ProQuest.
 - C. After uploading the thesis the Office of Graduate Studies will be notified by ProQuest and asked to provide final approval. Final approval of the thesis will be granted only if steps 1-2 above are completed. These steps must be completed prior to the end of the day of the Graduate deadline which is 12 working days prior to commencement.
 - Formatting Instructions
 - Submission Instructions

MISCELLANEOUS PROCEDURES AND POLICIES FOR ALL GRADUATE STUDENTS IN MUSIC

Graduate Level Applied Music Descriptions

Graduate Applied Music (Music 8150) may be taken for 1, 2, or 3 credit hours by students in any concentration area pending a successful audition and permission of the applied instructor. Descriptions of appropriate enrollments in this class are:

1 hour: entering graduate level music student unsure of major, or entering graduate level music student with restricted time, or continuing graduate level music student not in the performance concentration, or continuing graduate level music student in a performance concentration different from the primary performance medium.

Note: This is not remedial level. The student must be able to perform graduate level literature, have had previous training such as private lessons, and should have a bachelor's degree in music or a professional equivalent.

2 hours: graduate level music student, instrumentalist, vocalist, or conductor.

3 hours: graduate performance majors who have passed the entrance audition or graduate music education majors who have passed the entrance audition.

Final Comprehensive Examinations

All students who do not complete a thesis or treatise must take final comprehensive examinations. Students can take comprehensive exams before the semester before they graduate. However all required course work in the program must be completed. The exception is if a student has not completed one required course and is enrolled in that course the semester that they are taking their comprehensive exams. Only students in the Music Education concentration who write a thesis do not have to take the examinations. Comprehensive exams will be offered three times during the course of the year – Fall, Spring and Summer. Normally the exams are administered on the last Saturday of October or first Saturday in November (Fall Semester), the last Saturday of March or first Saturday in April (Spring Semester), and the last Friday of June or the first Friday of July (Summer Term).

AT THE BEGINNING OF THE SEMESTER IN WHICH YOU PLAN TO GRADUATE OR COMPLETE THE DEGREE:

1. You must sign up for Final Comprehensive Examinations with the Graduate Program Chair via email. This must be done within the first four weeks of the semester in which you plan to take the exams.
2. Comprehensive exams consist of four portions: Music History, Music Theory, Research or Bibliography, and the student's area of concentration (Music Education, Music Performance, or Conducting). Contact instructors who taught the courses you took to get an idea of what questions on the Final Comprehensive Examinations will be like so you can study effectively for them. If you did not take courses at UNO that cover some portion of the examinations, you are still responsible for that section. If a student took more than one course in a given area such as Music History they may request the course from which their comprehensive exam question will come. However, the final decision will be made by the Graduate Program Chair. In some cases one portion of the exam may cover material from two different courses such as Organization and Administration of Music and Foundations of Music Education.

3. You will receive notification on your UNO email account from the Graduate Program Chair informing you of the details of the Examination, including the date, time, and place of its administration.
4. ON THE DAY OF THE EXAM, report at 8:00am to the designated location. Two portions of the exam will be administered from 8:30am-11:30am. The remaining two portions of the exam will be administered from 1:00pm-4:00pm.
5. Return each portion of the exam to the monitor (who will be identified to you on the day of the exam) as soon as you have finished it. You will receive the next portion of the exam as per the schedule.
6. The results of the exams will be reported to the Office of Graduate Studies and Research within two weeks after you have taken them. The results will be reported to you by the School of Music via email. Results will be reported as pass or retake.
7. If the result of the exam is retake, contact the Graduate Program Chair. The Chair will inform you which section or sections of the exams were in question.
8. If a retake is assigned to one or more portions of the exam the student will be allowed to retake the exam at the next scheduled Music Department Comprehensive Exam date. However, during the Fall and Spring Semesters a student may petition the Graduate Program Committee and receive permission to retake the exam within a period of two to four weeks from the date the exam was taken.
9. After the initial exam students will be given two opportunities to retake the exam. If the student does not receive a passing grade on the second retake the student will be dismissed from the UNO Master of Music program.

Oral Defense of Thesis Only students in the thesis option of the Music Education concentration must defend a thesis. (Refer to Thesis Section.)

Transfer of Credit

Only students who wish to transfer credit hours or courses taken at another institution that will count as part of the degree plan need to follow this procedure.

AT LEAST ONE SEMESTER BEFORE YOU GRADUATE YOU MUST:

1. Request that all official transcripts from other institutions where you have taken graduate courses you wish to transfer be sent to:

**OFFICE OF GRADUATE STUDIES
Eppley Administration Building 203
University of Nebraska at Omaha
Omaha, Nebraska 68182-0209**

2. Make sure that your major advisor knows which courses you wish to transfer.
3. If you wish to transfer courses you have not yet taken from another institution, such as a summer workshop, inform your major advisor in writing and request that a transcript of the course be forwarded to the Graduate Office as soon as possible after you have received a grade for the work. It will be necessary in your memo to your advisor to explain the nature of the course and the reason you wish to take it. You will need to submit a "Change in Plan of Study" with all required signatures to the Office of Graduate Studies for final approval of the transfer hours.

Intercampus Registration

The Inter-Campus Registration form is used if you want to take a course in the University of Nebraska system on a campus other than your “Degree Campus,” which would be UNL, UNK, or the UN Medical Center. Before you register you must have the approval of your major advisor for inter-campus registration.

1. In order to register you must complete the Inter-Campus Registration form which can be found online at: https://intercampus.nebraska.edu/pre_inter_campus.aspx
2. The Inter-Campus Registration Form is good for only one semester or term. You must refile each time you wish to do this.

Removal of Incomplete

If you receive the grade “I” (Incomplete) in any course, it is very important that you complete the requirements for the course. Normally there is no time limit for graduate students to remove an incomplete. However, the instructor does have the option of determining the requirements for completing the course and the requisite date for removal of the Incomplete. It is helpful to have these requirements in writing to ensure there is no miscommunication between the instructor and the student. As soon as possible after you have received an “I” in any course:

1. Contact the instructor who issued the grade and find out the requirements for completion of the course.
2. Complete the requirements as soon as possible.
3. Give the instructor due time, but make sure that the instructor computes your grade and completes a “Change of Grade or Removal of Incomplete” form.
4. Check on your transcript three weeks after you turned in the necessary work to complete the course. If no change of grade is posted, check with your instructor.

Graduate Readmission

If it has been more than four years since you attended graduate courses at UNO, you must submit an APPLICATION FOR GRADUATE ADMISSION. Procedures for readmission are the same as those for standard graduate admission.

Courses More than Ten Years Old

NOTE: COURSES TAKEN MORE THAN TEN YEARS AGO CANNOT BE VALIDATED AS PART OF YOUR MASTER’S DEGREE. THERE ARE NO EXCEPTIONS.

Change of Supervisory Committee

If you have already filed the form for your thesis or recital committee and you wish to change the personnel on that committee, you must follow this procedure. As soon as possible when you learn you want to change your committee:

1. Consult with your major advisor and the Graduate Program Chair in Music about any proposed changes.
2. Once your advisor and the Graduate Program Chair have approved the changes, the Graduate Program Chair will inform the Office of Graduate Studies.

Change of Department

Students who are changing from another department to the School of Music should follow the same procedures found under the “Application for Admission” section except you will not need to reorder your transcripts.

Grade Appeal

Students who believe that the final grade in a graduate course has been prejudiced or capricious must first attempt to resolve the matter with the course instructor. If resolution is not achieved the student must contact the Graduate Program Chair in Music and file an appeal. The appeal must be in writing by the student and filed with the Graduate Program Chair within six weeks following receipt of the grade. The Graduate Program Chair in conjunction with the Music Graduate Program Committee shall be given six weeks to attempt to bring the appeal to resolution. The committee will review the written appeal and accompanying documentation as well as a written response by the faculty member.

If the matter is not resolved by the Music Graduate Program Committee, the student may file an appeal in writing to the campus Dean for Graduate Studies within two weeks of receiving notification from the School of Music. The Graduate Dean shall inform the student of the grade appeal procedures approved by the UNO Graduate Faculty and shall forward the appeal to the committee which is designated to hear graduate-level course grade appeals. Since awarding grades in courses occurs at the individual campus level, the decision of the UNO campus committee designated to hear the case shall be final and is not subject to further appeal.

Vocal Performance Applicant Standards for Admission

Vocal performance applicants must:

- a. Sing an entrance audition before being allowed to register for 3 hours credit in voice. A singer must be in at least the second semester of private voice for 3 hours credit in order to sing a graduate recital. The requirements for the recital are described in the following paragraphs.
- b. Provide an updated repertoire list of music studied, both for credit and privately. This list should include art songs, arias from both opera and oratorio and songs from music theater. This list must be provided before the audition.
- c. Demonstrate diction proficiency, both verbal and written in IPA (International Phonetic Alphabet), in English, Italian, German, and French before the audition. If the singer is found deficient, the appropriate diction course(s) may be taken or the student may study and retake the test(s). The singer may have three chances to take the test(s). The singer must successfully pass all four tests before the graduate recital.
- d. Have completed a minimum of one year of grammar in either Italian, German, or French before the entrance audition.
- e. Demonstrate piano proficiency, which would enable the singer to use functional piano skills by playing chords to a provided melody, a simple accompaniment, and vocal warm-up exercise. If the student is found deficient, he/she must work on piano skills by taking private lessons, or a piano lab or accompany class until the proficiency is passed. The singer must pass piano proficiency before singing his/her graduate recital, but not necessarily before the audition.
- f. Demonstrate diction proficiency in English, Italian, German, and French before taking conducting practicum. If the applicant is found deficient, the appropriate diction course(s) must be taken, after which the student will retake the diction test(s). The student will have three chances to retake the test(s). The student must successfully pass all four tests before the graduate recital.

Vocal Performance Majors Audition Requirements

An entrance audition must be sung before official entry into the program is granted. At that time the student may register for 3 hours credit.

A pre-screening CD is not required.

For the audition:

Perform twenty minutes of music;

Languages must include English, French, German and Italian;

Repertoire required: Art Songs, one Opera Aria, one Baroque or Classical Aria, and one 20th or 21st century work;

An accompanist is required and will be provided. You may bring an accompanist at your own discretion

The singer will be judged on quality of voice, diction, musicianship and potential. To set a time for an audition, the singer should contact the voice area coordinator. A committee of at least three members of the Graduate Faculty must be present at the audition.

Master of Music Degree Conducting Policies and Procedures

ADMISSION

Prospective students must complete a conducting audition with literature agreed upon in advance by both the principal conducting teacher(s) and the student. This conducting audition must be observed by a committee of three graduate faculty members who will vote for acceptance/non-acceptance of the student in the conducting program. (A videotaped audition of the prospective student's conducting may be submitted in lieu of a live audition.)

DEGREE REQUIREMENTS

Students must complete the coursework prescribed in the Performance Track for the MM degree in conducting. Additional requirements for the conducting degree include the following:

- Student will complete a minimum of three semesters of conducting practicum (applied conducting lessons).
- Student will complete the required conducting and literature courses.
- Degree program will include conducting performance to include live performance to total a minimum of 60 minutes including a minimum of 8 works with at least two different performance settings.

Performances may include conducting a portion of a program with existing University ensembles such as Symphonic Wind Ensemble, Chamber Orchestra, Concert Choir, Brass Choir, University Chorus, University Band, Heartland Philharmonic Orchestra, etc. The remainder of the recital program requirement may be achieved by the following:

1. Performances with existing external groups such as Nebraska Wind Symphony, Nebraska Choral Arts Society, Air Force Band, Omaha Municipal Orchestra, etc. with the approval of the candidate's committee.
2. Other existing ensembles also may be utilized for a portion of the recital with prior approval of the committee. Other groups may include high school musical ensembles, community choral or instrumental groups, etc.
3. In the event that appropriate existing ensembles are not available, the candidate may recruit "ad hoc" ensembles to perform specific works provided the following procedures have been followed.

a. Prior approval by the candidate's committee of the specific musical composition, rehearsal publications including time and duration, and performance venue.

b. All relevant faculty members have been consulted including applied faculty and ensemble conductors.

During the first semester of study, the conducting student in consultation with the principal conducting teacher will submit a proposal of works to be presented to satisfy the recital requirements with the specific ensemble that will perform those works to the recital committee. The literature should represent a wide variety of instrumentation and style. For each ensemble involved, the principal conductor's approval also must be acknowledged. The recital committee must approve any proposal before rehearsals or performances can commence.

PROCEDURES FOR GRADUATE ASSISTANTS

Application and Eligibility for Graduate Assistantships

1. Apply for admission to the UNO Graduate College. You are not eligible for an assistantship until you are admitted to the Graduate College.
2. Request that all undergraduate and graduate transcripts for course work you already have taken at any institution be sent to the Office of Graduate Studies.
3. Apply for a Graduate Assistantship in Music by emailing a cover letter stating your interest and qualifications to:

Dr. Peter Madsen at petermadsen@unomaha.edu

A. Include a current resume with your application.

B. Personal recommendations are encouraged but not required.

The deadline for receipt of application material is: March 15, for entry in the Fall Semester.

Applications received after the priority deadline will be given secondary consideration to those received before the deadline.

4. You will be notified of the award of a graduate assistantship by April 15 if you have applied by the March 15 deadline.
5. If you are offered an assistantship, sign the Letter of Agreement and return one copy to the School of Music.
6. Graduate assistantships are awarded on an academic year basis.
7. No student may hold an assistantship for more than four semesters (not counting summers) without a recommendation from the Graduate Program Committee in Music.

Academic Standards for Graduate Assistants

1. Graduate Assistants must be students in good standing in a degree or certificate program in the Graduate College.
2. Dismissal from a graduate program for any reason shall result in simultaneous dismissal from any Graduate Assistantship position.
3. You will not be eligible for an assistantship after you have been dismissed until you are fully reinstated in a graduate degree or certificate program.

Workload and Duties

1. The workload for a graduate assistant should average 20 hours per week for the duration of the appointment. Your supervisor may require you to keep a log for purpose of documentation.
2. You should not hold an additional job which may interfere with satisfactory performance of your assigned duties. Your assistantship is considered a half-time job, and your class work is considered a full load. It is unlikely that you will have time for an additional job.
3. Graduate assistants are expected to carry a minimum of six graduate hours per semester.
4. Graduate assistants may not register for more than 12 graduate hours per semester.
5. Duties of graduate students vary greatly, but typical examples of the kinds of duties to expect include:
 - a. Teaching courses or laboratories at the undergraduate level.
 - b. Tutoring undergraduate students.
 - c. Grading of papers or evaluation of performances at the undergraduate level.

- d. Collecting or processing research data or aiding in creative activities for faculty members.
- e. Preparation of materials for classroom or other use.
- 6. Graduate assistants should not be utilized solely for clerical duties.
- 7. You should work out your specific duties with your supervisor well in advance of the beginning of your appointment. This will result in an agreement that should be reviewed by you, your supervisor and the Chair of the Graduate Program Committee in Music and then filed in the School of Music Office.

Salaries, Fees, Monetary Matters

- 1. Your stipend will be stated in your appointment letter. The amount usually increases every year (standard cost of living increase) and is subject to withholding and other appropriate deductions.
- 2. Your tuition is paid for above and beyond your salary. Once the necessary paperwork has been submitted to the Office of Graduate Studies by your department, Cashiering/Students Accounts will be notified and your account will be credited for the courses covered by your assistantship. You are responsible for student fees.
- 3. Tuition for undergraduate courses can be waived only if that course work is listed as an undergraduate foundation requirement on your program of study.
- 4. If you wish to take courses during the summer, your tuition may be waived preceding fall or spring semesters or are working as a graduate assistant during the summer.

GRADUATE FACULTY SCHOOL OF MUSIC

Jeremy Baguyos, M.M., The Peabody Conservatory of the John Hopkins University, 2005;
Associate Professor, PKI 283B, (402) 554-2673 (Double Bass and Technology)

Christine E. Beard, D.M.A., University of Texas, 2003; Professor, SPAC 225, (402) 554-2685
(Flute)

Melissa Berke, Ph.D., University of Arizona, 2000; Assistant Dean, WFAB 318 (402) 554-3609
(Music Education)

Shelly C. Cooper, D.M.A., Arizona State University, 2004; Assistant Professor, SPAC 211
(402) 554-4897 (General Music and Early Childhood Education)

Karen M. Fannin, D.M.A., University of Colorado, 2005; Associate Professor, SPAC 222
(402) 554-3446 (Conducting, Literature)

Derrick A. Fox, D.M.A., Michigan State University, 2013; Assistant Professor, SPAC 216
(402) 554-3350 (Choral Conducting)

Washington A. Garcia, D.M.A., The Peabody Conservatory of the John Hopkins University,
2003; Director, School of Music, SPAC 209, (402) 554-5939 (Piano Performance)

Peter Madsen, D.M.A., University of Illinois, 2000; Professor, SPAC 226, (402) 554-2297
(Trombone and Jazz)

Mary Perkinson, D.M.A., University of Wisconsin-Madison, 2011; Assistant Professor,
SPAC 224, (402) 554-3416 (Violin)

Darren Pettit, D.M.A., University of Nebraska, Lincoln 2016; Assistant Professor, SPAC 206,
(402) 680-4286 (Theory and Jazz)

Tomm Roland, D.M.A., State University of New York - Stony Brook, 2001; Professor, SPAC
214, (402) 554-3155 (Percussion and Ethnomusicology)

Shelby VanNordstrand, M.M., Michigan State University, 2009; Assistant Professor, SPAC 228,
(402) 554-4944 (Voice)

GRADUATE LECTURERS AND ARTIST FACULTY UNO SCHOOL OF MUSIC

Patrick Brown, M.M., Winthrop University, 2008; Instructor, SPAC 227, (402) 554-2645
(Special Topics)

LeAnne Foust, D.M.A., University of Iowa, 2003; Artist Faculty, SPAC 265, (402) 554-2251
(Voice)

Gamerl, Darci, M.M., Cincinnati College Conservatory of Music, 2002; Instructor, SPAC 248,
(402) 554-2251 (Oboe)

Jason Johnson, M.M., Arizona State University, 2009; Instructor, SPAC 212, (402) 554-4026
(Trumpet)

Wayne Kallstrom, D.M.A., Eastman School of Music, 1971; Artist Faculty, SPAC 231,
(402) 554-2251 (Organ)

Yulia Kalashnikova, M.M., Kazan State Conservatory, 1998; Artist Faculty, SPAC 213,
(402) 554-3411 (Piano and Piano Pedagogy)

Anne Madison, M.M., Baylor University, 1996, Artist Faculty, SPAC 213, (402) 554-3411
(Piano)

Brian Sherwood, M.M., Boston Conservatory, 2009; Instructor, SPAC 208, (402) 554-2251
(Viola)

Scott Shinbara, D.M.A., University of Arizona, 2012; Instructor, SPAC 220, (402) 554-3943
(Percussion, Special Topics, and Music Bibliography)

Laurel Swinden, D.M.A., University of Toronto, 2014; Artist Faculty, SPAC 213, (402) 554-
3411 (Flute and Music from 1900-1945)

Brad Thomson, M.M., University of Denver, 2000; Instructor, SPAC 129, (402) 554-2251
(Guitar)

Joseph (Jay) Wise III, D.M.A., University of Iowa, 1987; Instructor, SPAC 247, (402) 554-2251
(Trombone, Baroque Music Literature)