



**Master of Music
Graduate Student
Policies and Procedures
2019 Edition**



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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 of curriculum and academic programs. It contributes to the community and the state through strong academic programs, faculty research and creative activity, and a special orientation to community outreach. Through these aspects and the accomplishments of its graduates, UNO takes advantage of its unique role in the area and serves students and community through high-quality relevant programs.

The Master of Music degree 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 include history, theory, and pedagogy as they relate to performance, and opportunities for internships and performances in local professional organizations such as Opera Omaha and the Omaha Symphony. The Music Education concentration is available in a thirty-hour thesis or a thirty-six hour non-thesis option. Music Education graduate courses emphasize pedagogy and practical application of music skills and research for individuals at all teaching levels. The Conducting concentration is a thirty-hour program that emphasizes individualized instruction in conducting and maximizes these experiences through conducting ensembles. Courses in music history, literature, and theory supplement the practical experiences to help produce well-rounded graduates with considerable knowledge of techniques and literature. The School of Music also offers a “Graduate Certificate in Kodály Methodology,” as well as certification courses.

The purpose of this handbook is to provide students and faculty 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 student’s responsibility 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 and/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, you must complete the School of Music Diagnostic Exam before enrolling in any graduate music courses. 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 completed during 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 completed during 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 your undergraduate GPA in all music courses is below 3.0, and you are unable to take the School of Music Diagnostic Exams, 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 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 outside 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. Official transcripts must be forwarded from the other institution(s) to the UNO Office of Graduate Studies. If you would like to apply graduate credits earned prior to degree program admission, 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 successful coursework completion. 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 within 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. Registering for these courses via INTERCAMPUS REGISTRATION results in credits automatically transferred to the UNO Graduate Transcript.

Quality of Work

Graduate students are expected to do high-caliber work. Failure to do so will result in dismissal. In particular, receiving a grade of "C-," "D+," "D," "D-," or "F" in any course within the student's major field of study or any course included in the plan of study or program of study will result in automatic dismissal from the degree program.

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 at an acceptable level in course work, qualifying examination, or research.

The School of Music graduate committee may recommend that the Dean of Graduate Studies either a) dismiss or b) 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 completed during the first 12 hours of graduate study for provisionally admitted students; or 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 included in the program of study, regardless of the average.

For students with non-degree admission status, the 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 meeting the quality of work as listed in the Graduate College's "Quality of Work Standards" as well as those of the School of Music. It is the student's responsibility to know when his/her previous coursework has failed to meet those standards. Students attending classes are still subject to dismissal if the School of Music recommends that action based on review of the students' previous performances.

Students in the School of Music who have been placed on probation must provide a written petition addressed to the Graduate Program Chair in Music for continuation in the program. Students must explain any circumstances that led to their dismissal and any extenuating circumstances to the Graduate Music Program Committee for possible removal of probation status or reinstatement. Each case will be decided on an individual basis. The final recommendation will represent a majority vote of the Committee. A recommendation to a 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 regarding 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.

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 marks the beginning of the time period in question. Courses completed more than ten years prior cannot be applied to a degree plan. New courses must be taken to replace them.

Standard Styles for Graduate Papers

The Graduate Program Committee in Music recommends that papers written 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. The instructor has the option of determining the requirements for completing the course and the requisite date for removal of the incomplete. Requirements should be submitted in writing to avoid miscommunication between 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 for students to focus on their 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 an aspect of the recital, thus combining the academic and performance aspects of music study into a meaningful experience. A formal audition is required before acceptance into this concentration. More specific information regarding vocal audition requirements can be found on page 28. The course requirements for this concentration are as follows:

Applied Music 9 hours
Research and Bibliography in Music.....3 hours
Music Analysis for Performance3 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

Electives are approved by the Graduate Advisor during the advising process.

Option A

Treatise.....3 hours
Recital3 hours

Option B

Recital 6 hours
(This option requires 2 recitals.)

TOTAL REQUIRED HOURS30 hours

AREA OF CONCENTRATION - MUSIC EDUCATION NON-THESIS OPTION

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 teaching and performance techniques. The course requirements for this concentration are as follows:

| | |
|--|---------|
| MUS 8630 Research and Bibliography in Music | 3 hours |
| MUS 8610 Organization and Administration in Music..... | 3 hours |
| MUS 8640 Foundations of Music Education | 3 hours |
| MUS 8660 Pedagogy of Theory | 3 hours |
| MUS 8686 Pedagogy of Multicultural Music | 3 hours |
| MUS 8460 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.....9 hours

To be selected from conducting practicum, ensembles, applied lessons, additional music history or theory courses, or other music/music education courses. Music electives must be approved by the Graduate Advisor during the advising process.

Additional Electives in Music or Education.....6 hours

Additional electives in music or education must be approved by the Graduate Advisor during the advising process.

TOTAL REQUIRED HOURS36 hours

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

AREA OF CONCENTRATION - MUSIC EDUCATION THESIS OPTION

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 teaching and performance techniques. 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:

| | |
|--|---------|
| MUS 8630 Research and Bibliography in Music | 3 hours |
| MUS 8610 Organization and Administration in Music..... | 3 hours |
| MUS 8640 Foundations of Music Education | 3 hours |
| MUS 8660 Pedagogy of Theory | 3 hours |
| MUS 8686 Pedagogy of Multicultural Music | 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

Electives in Music or Education.....6 hours

Electives must be approved by the Graduate Advisor during the advising process.

Thesis.....6 hours

TOTAL REQUIRED HOURS30 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 |
| Research and Bibliography in Music..... | 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 |
|----------------------|---------|

Electives must be approved by the Graduate Advisor during the advising process.

| | |
|--------------|---------|
| 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: Any of the concentrations may be altered, if the situation warrants, by petitioning the Graduate Program Committee in Music for a program exception. 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 a program exception 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 the Dean of Graduate Studies. If the recommendation does not accept the proposed changes, the student must rework the plan with the major advisor and resubmit the plan. Students are responsible for all materials on the Comprehensive Exams including subject matter for courses not taken due to a program exception.

More detailed information including specific audition procedures and recital requirements can be found on pages 29.

Kodály Graduate Certificate Program

Vision Statement

The Kodály graduate certificate program is designed provide music educators with an opportunity to enhance their pedagogical skills with a program that promotes music literacy through experiential learning in singing, movement, and reading activities. The Kodály program—named for the methods developed by Zoltán Kodály, a Hungarian composer and ethnomusicologist—includes courses that provide classroom applications of the method, folksong literature research, conducting experiences, instruction in solfege, and choral ensemble rehearsal delivery.

Program Contact Information

Dr. Shelly Cooper, Program Director
 School of Music, Strauss 211
 402-554-4897
 scooper@unomaha.edu

Admissions

Application Deadlines

Fall: April 15
 Summer: June 1
 Spring: November 15

Program-Specific Requirements

| Required Courses | | | |
|---------------------|-----------|--|-----------|
| TRACK ONE | | TRACK TWO | |
| Course | Credits | Course | Credits |
| MUS 8670 Kodály I | 4 | MUS 8670 Kodály I | 4 |
| MUS 8680 Kodály II | 4 | MUS 8680 Kodály II | 4 |
| MUS 8690 Kodály III | 4 | MUS 8690 Kodály III | 4 |
| MUS 8710 Kodály IV | 4 | <i>Select One Course</i> from the following options: | 3 |
| | | MUS 8610 Org & Admin in Mus Education | |
| | | MUS 8630 Research and Bibliography in Music | |
| | | MUS 8640 Foundations of Music Education | |
| Total: | 16 | Total: | 15 |

Note: All courses completed for the Kodály Graduate Certificate Program can be applied to the Master of Music degree in Music Education.

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, AND PREFERABLY AT
LEAST ONE SEMESTER BEFORE YOUR FIRST ATTENDANCE:**

1. Apply for Graduate Admission online: applynow.unomaha.edu
This guide includes instructions for application and an application form. The application must be submitted electronically.
2. Request one copy of an official transcript from each university or college you have attended have it forwarded directly to the Office of Graduate Studies. Hand-carried or student-submitted credentials or transcripts are not acceptable, even if they are official documents. (See link above).
3. The deadlines for application are as follows:
 - Fall – June 15
 - Spring – November 15
 - Summer – April 15

Applications submitted after the deadline must receive approval from the Graduate Program Chair in Music 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. The Diagnostic Exam must be completed 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.

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 completed online. 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 completed online. Directions for applying for graduation can be found at: <https://mavlink.nebraska.edu>
2. Students not filing for graduation before the announced deadline will not graduate that semester.

UNIVERSITY OF NEBRASKA AT OMAHA TREATISE OPTION FOR PERFORMANCE CONCENTRATIONS: 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. Approval must be obtained from your primary professor 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 your treatise advisor if he/she is a member of the graduate faculty. If not, the area coordinator will serve in this capacity. You must obtain committee member signatures on the TREATISE COMMITTEE FORM. The signed form must be returned to the Graduate Program Chair.
4. You are to work with your advisor and other committee members in the topic selection and the writing of your treatise. The topic should relate to some aspect of your performance recital. Some treatise topic examples are provided on the following pages.
5. Your paper should be a minimum of twenty-five pages in length not including the bibliography, appendices, etc. The document must include the title page and acceptance page utilizing the format provided on the following pages.
6. You must have your treatise completed and schedule your treatise defense at least three weeks prior to graduation. A copy of the document must be given to all committee members at least one week prior to the defense.
7. Following the defense, you must complete all recommended revisions and the committee must sign the acceptance page.
8. Once the final document has been revised and all signatures obtained, you must make five copies of the paper to be distributed as follows: 1) one copy to the graduate program chair, 2) one copy to each of your committee members, and 3) one personal copy. The entire process 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 FOR PERFORMANCE CONCENTRATIONS

- The treatise defense should be formally organized after the document has received tentative approval by all treatise committee members. 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 document's overall, the means and preparation by which the research was done, and the conclusions drawn by the treatise as applied to the student's performance area.
- After student 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 each committee member will pose individual 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 deliberate about the overall presentation and the treatise document 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, conditionally pass, or the student is requested to complete 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 defense 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 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
FOR PERFORMANCE CONCENTRATIONS**

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 FOR PERFORMANCE CONCENTRATIONS

(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 FOR PERFORMANCE CONCENTRATIONS

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 completed by students in the UNO School of Music. 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 and Conducting Concentrations must perform a recital, and may choose to complete 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 receive approval by your Supervisory Committee Chair, if the Chair of your Supervisory Committee is not your applied teacher.
3. Obtain the **RECITAL CONFIRMATION FORM** from the School of Music Operations Manager.
4. Obtain possible dates and times for your recital when all members of your Supervisory Committee are able 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 perform 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 your proposed graduation date. You must complete 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 committee members. 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 committee members.
7. Have the Departmental Staff Assistant 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 for Music Education Concentration

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 must be a minimum of fifty (50) pages of text, not including title pages, bibliography, and appendices. Below are former titles of thesis papers completed by students in the UNO School of Music. 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 committee members 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 to check with committee members as to their availability.
5. As you near a final draft, make sure to work closely with the Chair or your major advisor so that all technical details are addressed appropriately.

Final Approval of Thesis for Music Education Concentration

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 other related subjects or material covered in your course work, and other topics deemed appropriate. You may contact each committee member to 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 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 submit according to the criterion found in the Guidebook for Preparing Theses.
8. Once the final document has been revised and all signatures obtained, follow the following submission procedures:
 - A. When the final PDF version of the thesis is 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 documents are submitted to the Office of Graduate Studies, the student will upload the 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 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.

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 (e.g., 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 must take final comprehensive examinations. Students can take comprehensive exams the semester prior to intended graduation; 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 they are taking their comprehensive exams. Comprehensive exams will be offered three times during the academic school year – Fall, Spring and Summer. The exams are typically 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 and Bibliography, and the student's area of concentration (Music Education, Music Performance, or Conducting). Contact instructors who taught your courses for study suggestions of the Final Comprehensive Examinations. 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 (e.g., Music History), he/she may request the course to be included in the comprehensive exam; 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 via your UNO email account from the Graduate Program Chair informing you of the details of the Examination, including date, time, and place of administration.
4. ON THE DAY OF THE EXAM, report at 8:00a.m. to the designated location. Two portions of the exam will be administered from 8:30a.m.-11:30a.m. The remaining two exam portions will be administered from 1:00p.m.-4:00p.m.
5. Return each portion of the exam to the monitor (who will be identified 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. Exam results will be reported to the Office of Graduate Studies and Research within two weeks of the exam date. Results—reported as “pass” or “retake”—will be reported to you by the School of Music via email.
7. If the exam result is “retake,” contact the Graduate Program Chair. The Chair will inform you which section or sections of the exams were below standard.
8. If a retake is assigned to one or more exam portions, the student will be allowed to retake the exam at the next scheduled School of Music 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. Upon failing 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 to count as part of the degree plan need to follow this procedure.

AT LEAST ONE SEMESTER BEFORE GRADUATION YOU MUST:

1. Request all official transcripts from other institutions for graduate courses wishing to be transferred. Transcripts must be sent to:

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

2. Confirm your major advisor knows the courses selected for transfer.
3. If you wish to transfer courses not yet completed from another institution (e.g., 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 a grade has been posted for the work. It is necessary in the memo to your advisor to explain the nature of the course and the rationale for its application to your degree. 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 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” (UNL, UNK, or the UNMC). Before registering you must have approval from your major advisor for inter-campus registration.

1. In order to register, you must complete the Inter-Campus Registration form which can be found at: https://intercampus.nebraska.edu/pre_inter_campus.aspx
2. The Inter-Campus Registration Form remains active for only one semester or term. You must refile each semester you use inter-campus registration.

Removal of Incomplete

If you receive the grade “I” (Incomplete) in any course, it is important to complete the course requirements in a timely fashion. There is no time limit for graduate students to remove an incomplete; however, the instructor has the option of determining the requirements for completing the course and the requisite date for the Incomplete removal. Having these requirements/stipulations in writing ensures no miscommunications between instructor and student.

As soon as possible upon receiving an “I” in any course:

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

Graduate Readmission

If more than four years has passed 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 filed the form for your thesis or recital committee and wish to change committee members, you must follow the procedure. As soon as possible upon wanting to change your committee:

1. Consult with your major advisor and the Graduate Program Chair in Music about proposed changes.
2. Upon approval from your advisor and the Graduate Program Chair, the Graduate Program Chair will inform the Office of Graduate Studies.

Change of Department

Students who changing from another department to the School of Music should follow the same procedures found under the “Application for Admission” section. (Note: there is no need to reorder transcripts.)

Grade Appeal

Students who believe 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 to 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, will review the written appeal and accompanying documentation as well as a written response by the faculty member. Allotted time frame to attempt to bring the appeal to resolution is six weeks.

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 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 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), 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 has 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 of 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, 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; and

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 an audition time, 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 the principal conducting teacher(s) and the student. The 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 may be utilized for a portion of the recital with prior committee approval. 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 by following the procedures outlined below.
 - 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 to the recital committee a proposal of works to be presented to satisfy the recital requirements with the specific ensemble to perform those works. The literature should represent a wide variety of instrumentation and style. For each ensemble involved, the principal conductor's approval 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 have been admitted to the Graduate College.
2. Request that all undergraduate and graduate transcripts for course work 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 Include a current resume with your application. Personal recommendations are encouraged but not required. The deadline for receipt of application material is March 1, 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 graduate assistantship decisions by April 15.
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 having been dismissed until receiving reinstatement 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 assigned duties. Your assistantship is considered a half-time job, and your class work is considered a full load. It is unlikely 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. Graduate student duties vary greatly, but typical examples 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 confirm specific duties with your supervisor well in advance of beginning 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. The agreement will be 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. Tuition is covered in addition to your salary. Once required 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 or are working as a graduate assistant during the summer, tuition may be waived preceding fall or spring semesters.