School of Music
Student Handbook

Doctor of Musical Arts: Composition
Doctor of Musical Arts: Conducting
Doctor of Musical Arts: Interdisciplinary Digital Media + Performance
Doctor of Musical Arts: Performance

ASU Herberger Institute for Design and the Arts
Arizona State University
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MyASU
You can manage most of your academic affairs through MyASU (my.asu.edu). You may use this site to check your ASU Gmail, enroll for classes, check on any outstanding balance, view your grades, etc. As well, remember to update your contact information by clicking the PROFILE tab in the top center. If we need to contact you for any reason, this is the contact information we will use.

MUSIC SHAREPOINT
Online resources for current music students are housed on the Music Sharepoint website, links to which are referenced throughout this handbook. When entering Music Sharepoint, you will need to log in with your ASURITE credentials using the “ASU Login” option.

UNIVERSITY CORRESPONDENCE
Note that almost all official ASU business is sent electronically—but only to your ASU email address. We have found in that past that when some students have their ASU email forwarded to another account, some of it may get lost or end up in your spam folder. To avoid this, check your ASU Gmail account often. A brief tutorial on checking the settings of your ASU Gmail account is included at the end of this handbook.

FACULTY ADVISOR AND SUPERVISORY COMMITTEE
All graduate students in the School of Music are assigned to a faculty advisor in their area of study. Performance majors are typically advised by their studio instructors. Other majors should consult with the faculty area coordinator of their area of study. Incoming students should schedule an appointment with their advisors during their first week on campus. The faculty advisor will assist in determining a student’s plan of study and class schedule and later confer with the student to select an appropriate committee: A chairperson (usually the faculty advisor) and at least two other members, one of whom must have a primary faculty appointment in composition, history or theory. Before placing the names of the faculty whom you would like to serve on the committee on your iPOS, confirm with all of them that they are willing to serve. After the student submits the committee member names through the iPOS tab of MyASU, this committee is officially appointed by the dean of the Graduate College upon recommendation of the associate director for academic affairs in the School of Music. Your committee guides you through your doctoral studies and serves as the final examining committee for your work. You may change the members of your committee on your iPOS until the point when the final defense of your research paper or dissertation has been scheduled.

COURSE LOAD
The typical full-time student registers for 9–12 hours, although many part-time students take only 1–3 hours. Although you may be registered for up to 18 credits without submitting a Graduate Overload Petition Form, we strongly recommend that full-time students maintain course loads of no more than 15 hours. If you hold a graduate teaching assistantship, you must enroll in a minimum of six hours. Other awards (such as School of Music scholarships) require at least nine hours of enrollment per semester.

You must take and pass at least two ASU courses in music history and two ASU courses in music theory (regardless of which courses you took for your master’s degree). These courses must be approved for doctoral level study and may not be cross-listed as upper-division undergraduate-level courses. A list of Music Theory (MTC) and Music History (MHL) courses approved for doctoral study is published online each semester. Music bibliography is required for some degrees, but may be exempted based on your master’s work.

In extreme cases, it is possible to pursue a doctoral and master’s degree concurrently, but only nine credits may be shared between the two programs. Please see ASU Graduate Policies and Procedures for further details regarding concurrent degrees.
PLAN OF STUDY (iPOS)

During your second or third semester of study, you should file an interactive Plan of Study (iPOS), which serves as a contract between you, the School of Music and the Graduate College. The purpose of this contract is to outline your planned course of study for your degree, including the required courses you expect to take and when you expect to take them. You can access your Graduate Interactive Plan of Study (iPOS) electronically from the iPOS link in the “Programs” tab under the “My Programs” section of your MyASU page.

Your Plan of Study should be completed in consultation with your advisor and your program checksheet, which details the course requirements for your particular degree. Your iPOS must contain a minimum of 90 hours of graduate study. While you can take additional electives beyond these 90 credits hours, and those courses will show up on your official transcript, you should only list your required courses as delineated by your checksheet on the iPOS. Extra courses should not be listed. Thirty hours may be applied from a completed master’s degree approved by the Graduate College (see Pre-Admission Credit). Both the associate director (or designate) and your faculty advisor must sign off on your plan of study before it is forwarded for approval by the Graduate College. Any issues that arise will be communicated to you electronically via your ASU email address.

CHANGES TO YOUR PLAN OF STUDY

Once the official plan of study is approved, you are required to initiate any future changes/updates to your iPOS through a “Course Change” request. These changes include, but are not limited to:

- Taking a course during a different semester, for example: Your approved iPOS includes MTC 598 Musical Acoustics under Fall 2016. You end up taking the same course in Fall 2017 instead. You need to submit a Course Change request to update the semester you are taking MTC 598 Musical Acoustics from Fall 2016 to Fall 2017.
- Taking a different course (including courses with the same subject and number), for example: Your approved iPOS includes MHL 598 Music and Film. You decided to take MHL 598 History of Opera instead. You need to submit a Course Change request to remove MHL 598 Music and Film and add MHL 598 History of Opera.

Note that any changes to your coursework that are not updated to your iPOS will ultimately delay you from graduating. It is your responsibility to maintain a current and accurate Plan of Study and to initiate Course Change requests for any updates/changes that occur. Make sure to check your approved iPOS at least once a semester to ensure you are on track!

PRE-ADMISSION CREDIT

The DMA at ASU requires 90 hours of credit, of which 30 “blanket” credit hours are automatically applied from a previously awarded master’s degree (recognized by the Graduate College). Therefore, a doctoral student with a completed master’s degree is required to complete only 60 credit hours at the doctoral level to fulfill coursework requirements for the DMA. The DMA degree checksheets indicate the courses that are typically covered by the blanket 30 hours.

In addition, other credit hours completed before admission to the DMA may be applied. With the approval of your committee, you may include a maximum of 12 graduate-level credit hours with grades of “B” or better, provided the credits were not used toward a previously awarded degree. These pre-admission credits must have been taken within three years of admission to the DMA in order to be accepted. Refer to ASU Graduate Policies and Procedures for information regarding Non-ASU Transfer Credits.

SATISFACTORY ACADEMIC PROGRESS

Graduate students must maintain a minimum 3.00 grade point average (GPA) to maintain satisfactory academic progress and to graduate. The minimum 3.00 GPA must be maintained on all GPAs (iPOS GPA, Overall Graduate GPA and Cumulative GPA):

- The iPOS GPA is calculated on all courses that appear on the student’s approved Plan of Study.
- Cumulative ASU GPA represents all courses completed at ASU during the graduate career.
- The Overall Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript after admission to a graduate program or graduate non-degree. This includes shared coursework if in an approved accelerated bachelor’s/master’s program.

Courses with grades of “D” (1.00) and “E” (0.00) cannot appear on the iPOS but will be included when calculating the Graduate GPA. Courses with an “I” grade cannot appear on the iPOS. All graduate students are expected to make systematic progress toward completion of their degree, as determined by their committee chair and the associate director for academic affairs.

RESIDENCY AND CONTINUOUS ENROLLMENT

The residency requirement for the doctoral degree is two consecutive semesters of full-time study (minimum nine semester hours or six semester hours for graduate teaching assistants) in full-
time residence at ASU. Summer sessions do not fulfill this requirement. In order to maintain continuous enrollment, you must be enrolled in at least one non-audited graduate-level course every semester, excluding the summer sessions, through the your semester of graduation. If you fail to register without obtaining an approved leave of absence or medical withdrawal, you will automatically be removed from the doctoral program and will have to re-apply to the Graduate College for admission, competing for placement with new applicants to the doctoral degree program in your field/area. If readmitted, you may bring forward only twelve hours of credit from your previous enrollment at ASU, and these only if completed within three years of the semester of readmission.

**LEAVE OF ABSENCE + MEDICAL WITHDRAWAL**

If your program must be interrupted for a semester or year, you may petition a leave of absence. Graduate students are permitted two semesters of leave of absence, which may be taken consecutively or separately. The Doctoral Request to Maintain Continuous Enrollment form must be approved by your committee and the associate director for academic affairs before being forwarded for approval by the dean of the Graduate College (or designate). Your request must be filed by the first day of the semester in which you would like to take leave. For unanticipated emergencies that cause you to withdraw after the start of the semester, submit a Medical/Compassionate Withdrawal form. Students on leave of absence or medical withdrawal status do not have access to university services, including faculty and library resources.

**CONTINUOUS ENROLLMENT STATUS**

When all the credits toward your DMA degree have been completed, you may enroll in MXX 795 Continuing Registration or additional credits of MUP 792 Research (performance students) MTC 799 Dissertation (composition students) for the purpose of maintaining continuous enrollment. MXX 795 and additional hours of MUP 792/MTC 799 (beyond the requisite number of credits) should not be included on your Plan of Study (iPOS).

**INTERNATIONAL STUDENTS**

To maintain SEVIS compliance, F-1 and J-1 international students must be enrolled full-time (9 credit hours or 6 credit hours with a teaching assistantship) by the start of each fall and spring semester through the final semester on their Plan of Study (iPOS). Refer to the ISSC Maintaining a Full Course of Study website for further details, including residency requirements. International students completing the final semester of their Plan of Study—and with fewer than 9 hours (or 6 hours with a TA) remaining to fulfill degree requirements—may be permitted to take a reduced course load by submitting the Graduate Certificate of Completion of Coursework (CCC) form, which may be downloaded on the ISSC Requesting a Reduced Course Load website. Following completion of all Plan of Study course requirements, the CCC form must be submitted by the start of each semester through the semester of graduation while the student is in continuous enrollment status.

The CCC form requires you to indicate your anticipated completion date (final day of the semester in which you plan to graduate). Choose this date carefully in consultation with your committee chair, as it should remain the same on each subsequent CCC form that you submit, and any future postponement will require a letter of justification to be submitted by your chair. Submit each CCC form to the Office of Academic Affairs (E167) for the department stamp. You will be notified once the form has been processed (typically within 3 business days) and is ready for pick up and submission to ISSC.

**CURRICULAR PRACTICAL TRAINING (CPT)**

CPT is a type of off-campus employment authorization for international students on an F-1 visa who must complete an internship course in order to graduate from their current degree program. Graduate students who have determined with their faculty mentor that a music internship is required for their program of study may be eligible. Visit issc.asu.edu/employment/students-fl/f-1-cpt for more information. If you and your faculty mentor determine that it is appropriate for you, please follow the instructions below to apply for CPT. Students are strongly encouraged to wait until their second year to apply for CPT.

1. Student and academic advisor determine that an internship is beneficial to the student’s professional goals and agree to include an internship requirement in the student’s degree plan. The academic advisor notifies the Office of Academic Affairs.
2. Student submits an Interactive Plan of Study (iPOS) that includes the requisite number of internship credits agreed upon by the student and advisor. An iPOS that has been approved showing the course MUP 684 Internship by the academic unit is required for all CPT applications. Contact hour requirements are as follows:
   - 1 credit = 45 hours
   - 2 credits = 90 hours
   - 3 credits = 135 hours
3. Students with a planned internship and approved iPOS who receive an offer for a contract that fulfills the contact hour terms of ASU internships are eligible to apply for CPT. One-time
music engagements do not qualify.

4. Student informs the School of Music Academic Affairs Office once an internship opportunity has been secured and provides an offer letter or contract that clearly outlines the contact hours for the internship. If approved, the academic advisor or departmental letter will be prepared for the student.

5. Student prepares the CPT I-20 application: issc.asu.edu/employment/students-fj/f-1-cpt.

For information on Optional Practical Training, please see issc.asu.edu/employment/students-fj/f-1-opt.

INDEPENDENT STUDY COURSES

Students who have secured the agreement of a music faculty member who is willing to supervise an independent study are to complete the following procedures to formalize the agreement and enroll for the proper course.

1. Contact the instructor with whom you would like to complete the course.
2. Submit an Independent Study Agreement form to the Office of Academic Affairs (Music E167). This form serves as the syllabus for the course.
3. The instructor submits an override request at music.asu.edu/override. Submission of this request will not automatically enroll you in the course.
4. Email notification will be sent to you and the instructor once the override has been processed.
5. Add MXX 790 Reading and Conference (in the subject area designated on your Independent Student Agreement Form) to your schedule through My ASU to finalize enrollment.

INCOMPLETE GRADE REQUESTS

A grade of “I” (incomplete) may be requested when a student, who is doing otherwise acceptable work (defined as having a passing “grade earned to date” of C or higher), is unable to complete a course because of illness or other conditions beyond the student’s control. Follow these procedures to request an incomplete grade.

1. Submit a Request for Grade of Incomplete form (completed through all unshaded sections) to the Office of Academic Affairs (Music E167) by the last day of final exams in the semester for which the incomplete grade is requested.
2. If approved by the associate director for academic affairs, your instructor will award a grade of I (incomplete). If not approved, you will receive the grade earned in the course, including missing work.
3. Students approved for an incomplete have one calendar year to submit incomplete work, measured as the Last Day to Process Transactions in the semester that the work is due. Do not re-enroll for the course while you are completing incomplete work. Once the incomplete work has been satisfactorily submitted (and by the Last Day to Process Transactions in the semester that the work is due), your instructor will change the grade from I to the final letter grade. If the missing work is not submitted by the Last Day to Process Transactions in the semester that the work is due, the final course grade will be converted from I to the “Grade To Be Awarded If Work Not Completed” indicated on the Request for Graduate of Incomplete form.
4. All students who request and receive a grade of I are strongly encouraged to remove it as quickly as possible by completing the missing work.

GRADUATE COLLEGE

The Graduate College seeks to promote and support the integrity, quality, and vitality of ASU graduate programs including master’s degrees, professional degrees, and doctoral degrees. All potential graduate music students must be admitted to both the Graduate College and the School of Music. Consequently, graduate students in the School of Music should also become familiar with ASU Graduate Policies and Procedures. In particular, students should be aware of all published graduation requirements and deadlines.

The Graduate College is responsible for over 18,000 graduate students at ASU. When submitting forms or paperwork, realize that processing will typically take 5–15 working days and plan accordingly.

PETITIONING THE GRADUATE COLLEGE

A formal request for an exception to Graduate College policy requires a petition completed by the student and approved by the committee chair and the associate director for academic affairs. The Graduate College will review the petition and make a final determination.
If you already have an approved Plan of Study, most petitions may be filed electronically via the iPOS. However, certain types of petitions (e.g., time extensions) require a paper petition form signed by the student's committee and the associate director for academic affairs prior to final review by the Graduate College. If you do not yet have an approved Plan of Study, or if you are petitioning for a time extension, a paper petition form is required. Confirm with the Office of Academic Affairs to ensure that the correct type of petition is submitted.

ACADEMIC INTEGRITY AND STUDENT CODE OF CONDUCT

The university and the School of Music expect the highest standards of academic integrity from all students. Failure to meet these standards may result in suspension or expulsion from the university or other sanctions as specified in the University Student Academic Integrity Policy, which lists violations in detail. These violations fall into five broad areas that include but are not limited to:

- Cheating on an academic evaluation or assignment.
- Plagiarizing.
- Academic deceit, such as fabricating data or information.
- Aiding academic integrity policy violations and inappropriately collaborating.
- Falsifying academic records.

In addition, ASU adheres to a university-wide Student Code of Conduct. The philosophy behind this policy states:

The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change, and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals. The Student Code of Conduct is designed to promote this environment at Arizona State University.

FOREIGN LANGUAGE REQUIREMENT

Composition, vocal performance and collaborative piano performance doctoral students are required to pass a reading examination in one or two foreign languages before being eligible to complete the comprehensive examinations. The committee must approve the language(s) chosen, and the committee chair should select the text for the exam(s). The text must contain at least 200 pages and can be on any subject that is approved by the committee. Special requirements concern the following areas:

Composition: One foreign language approved by the committee.

Vocal Performance: Two foreign languages approved by the committee.

Collaborative Piano: Two foreign languages approved by the committee. In addition, collaborative piano students must demonstrate proficiency prior to graduation in the three main lyric languages: German, French and Italian. The collaborative piano faculty will administer proficiency tests twice a year in pronunciation, the International Phonetic Alphabet, and translation of lyric poetry in each language. Students may waive the pronunciation and IPA portion of the exam by taking a lyric diction class at ASU and receiving at least a grade of B.

The Application for Graduate Foreign Language Exam is available online and must be submitted to the School of International Letters and Cultures at least one month before the examination date. Further details, including examination dates and approval deadlines, may be accessed through the Foreign Language Exam webpage in the Music Sharepoint website.

Students must be enrolled for a minimum of one credit hour during the term in which they take the examination. In the case of failed exam, a student may petition the Graduate College for a re-examination but must pass the examination in no more than three attempts. You must have an approved iPOS, complete with your full committee, before your Foreign Language Exam result may be posted to your iPOS.

READING KNOWLEDGE COURSES

The School of Letters and Cultures (SILC) accepts Reading Knowledge courses in French (FRE 550), German (GER 550), Italian (ITA 550) and Spanish (SPA 550) in lieu of the Foreign Language Exam when a grade of B or better is achieved. If you decide to take a Reading Knowledge course in lieu of the exam, it is your responsibility to notify the Office of Academic Affairs via email (including your full name and ASU ID) to musicstudents@asu.edu after a grade of B or better has been posted so that it may be applied to the Foreign Language Exam requirement on your iPOS. You must have an approved iPOS, complete with your full committee, before your Foreign Language Exam status will be updated on your iPOS.
COMPREHENSIVE EXAMINATION

The Doctoral Comprehensive Examination is the final examination of coursework and comprehensive knowledge for all DMA students, comprised of a two-day written component followed by an oral component. You must be registered for at least one graduate credit during the semester(s) in which the written and oral exam components are taken. To be eligible for the exam, you must be in good academic standing (meeting Graduate College GPA requirements) and have fulfilled the following:

- Filed an approved Plan of Study (iPOS).
- Have a complete and approved committee in your iPOS.
- Passed the Foreign Language Exam requirement (if applicable).
- Completed work to make up any deficiencies.
- Completed coursework on an approved iPOS (minus recital and research/dissertation credits).

Students planning to take the doctoral comprehensive exam in the same semester as their research project/dissertation defense must pass both the written and oral comprehensive exam by the end of the third week of classes in that semester.

Refer to the Doctoral Comprehensive Exams website for instructions on scheduling written and oral comprehensive exams through your committee chair.

WRITTEN COMPONENT

Your committee devises the questions for your written exam. The content of the exam varies according to the area of specialization and the concerns of the committee, so you should be in close contact with your committee chair about the scheduling and content of the exam.

The written exam is taken over the course of two consecutive days of eight hours each, and is typically comprised of 10–15 questions. Exams are scheduled by your committee chair through the School of Music Office of Academic Affairs. Refer to the Doctoral Comprehensive Exams website for instructions on scheduling written comprehensive exam through your committee chair.

The written exam provides a forum for reviewing the content of your degree concentration as well as your broad knowledge of music history, theory, and pedagogy relative to your concentration. A minimum of two questions are submitted by the history/theory member of the committee. The theory and history questions should be closely related to your major area of study, but other relevant areas may be included.

Students are expected to adhere to the University Student Academic Integrity Policy when taking their comprehensive examinations. Violations include, but are not limited to, the use of notes or the internet for purpose of answering questions. Failure to meet these standards may result in suspension or expulsion from the university.

ORAL COMPONENT

After successfully completing the written exam, you will take an oral exam with your committee to follow up on answers in the written portion and to discuss any other material that is deemed relevant by your committee. The oral exam may be requested by your committee chair at the same time that the written exam request is submitted. The School of Music does not require a minimum period of time between the written exam and oral exam, however your specific area or committee may maintain internal requirements.

Written and oral comprehensive examinations must be concluded no later than the end of the third week of classes in the semester of the research project/dissertation defense.

EXAM RESULTS

All comprehensive examination results must be reported to the Graduate College immediately upon completion. Failure in the comprehensive exam is final unless re-examination is recommended by your committee and the associate director for academic affairs, and a paper petition to re-take the exam is approved by the dean of the Graduate College. Only one re-examination is permitted, and it may be administered no sooner than three months and no later than one year from the date of the original examination.
DEGREE REQUIREMENTS AND RESEARCH PROJECTS

Each concentration of the Doctoral of Musical Arts degree has a specific set of requirements for completing doctoral work. Read the guidelines for your specific degree program below, then read the guidelines and suggested timelines for completing the Research Project in the Research Timeline and Oral Defense section of this handbook. Each concentration of the doctoral degree has its own requirements for the research paper/dissertation. Because projects vary, there is no required minimum or maximum length.

Note: “Research Paper” is the official terminology used in reference to the culminating degree requirement for the DMA in Performance and Conducting. “Dissertation” is the official terminology used in reference to the culminating degree requirement for the DMA in Composition.

COMPOSITION

Dissertation: A dissertation must be completed consisting of a significant original work of music or composition, which demonstrates the following:

- Mastery of writing for the performance medium involved.
- Coherent organization of a substantial amount of musical material.
- Sophisticated handling of the musical style employed.

Research Project: One of the following as a demonstration of other professional competencies. Note that analysis of the dissertation composition is one acceptable path, but is not required.

- An extended analytical or theoretical paper on a topic approved by the committee.
- Two articles of publishable quality on approved topics.
- Substantial analysis of the aesthetic and technical issues embraced by the candidate’s doctoral composition if the composition involves non-traditional techniques or technical resources.

CONDUCTING

Research Paper: Research of an original nature.
Lecture Recital: 45–60 minutes
Rehearsal/Performance experiences with ensembles.

PERFORMANCE

Three Recitals: Post-master’s degree, with at least two of these on the ASU campus, each containing separate repertoire prepared following admission to the DMA program. Collaborative Piano students must complete five recitals post-master’s degree, with at least four of these on the ASU campus. The committee may require pre-recital hearings.

Each doctoral recital is typically fulfilled by a full recital of ordinarily 60 minutes, but one recital may also be fulfilled by one of the following. Repertoire is chosen in consultation with the studio instructor.

- A major operatic role.
- Solo performance with orchestra or ensemble.
- Lecture recital of ordinarily 60 minutes.

Enrollment in 12 hours of MUP 796 is required during the course of the degree to represent preparation for all required degree recitals. However, MUP 796 need not be on your schedule during the specific semester the recital is performed. Submit a Doctoral Recital Result Form within 60 days of each recital required for your degree as evidence of successful completion of the recital.

Research Paper: Enrollment in 12 hours of MUP 792 is required during the course of the degree to represent work toward the doctoral research project. The research paper may constitute any research into musical performance or performance practice that the doctoral committee agrees will fulfill the 12-unit requirement. This may be one of the following:

- A scholarly research paper/article of publishable quality
- A lecture-recital (of ordinarily 60 minutes) with accompanying written commentary of publishable quality
- A recording with accompanying written commentary of publishable quality
The research is expected to make a significant contribution to the understanding of performance practices. The final document will be published electronically through UMI/ProQuest and must adhere to Graduate College Format Review standards. Refer to the Graduate College Format Manual for guidelines that ensure compliance. Choose the type of project that best presents your research, taking full advantage of ideas from the committee.

INSTITUTIONAL REVIEW BOARD

Research projects that involve human subjects (e.g., interviews, tests, surveys) must be submitted to ASU’s Institutional Review Board to ensure that subjects are treated ethically and that their rights and welfare are adequately protected. IRB approval (designating the study as Exempt, requiring Expedited Board Review, or requiring Full Board Review) must be received before data collection can begin. Follow these steps to apply for approval.

- Your project must have a Principal Investigator (PI) who is a member of the faculty and who must supervise the research. While not required, it is strongly recommended that the PI be a member of the Supervisory Committee. You will be the Co-Principal Investigator (Co-PI).
- All researchers conducting human subjects research, including the PI and Co-PI must complete the Human Subjects CITI Training Course before applying to the IRB for approval. The training takes several hours, but may be completed in several 20- to 30-minute increments. Keep multiple paper and electronic copies of the Certificate of Completion, which is valid for three years. See researchintegrity.asu.edu/training/humans.
- Submit an application to the ASU IRB through the ASU Office of Research Integrity. Allow several weeks to complete this process. See researchintegrity.asu.edu/humans.
- Your contact with human subjects may begin after your application to conduct research has been approved by the ASU Office of Research Integrity.

SCHEDULING RECITALS

School of Music facilities are available for student recitals that are required for your degree program. Due to space and service limitations, student recitals held in School of Music facilities are limited to those required for performance credit or for small student ensembles as defined below. Please contact MusicEvents@asu.edu if you have any questions regarding scheduling recitals.

Degree recitals are those scheduled for Solo Performance credit (MUP 796) will be graded for class credit by the instructor. Students must be registered for the appropriate Solo Performance credit and require a total of 12 credit hours. Doctoral students may or may not be registered for solo performance credit during the semester in which they schedule a recital. Doctoral students can schedule recitals in Katzin Concert Hall, Organ Hall and Recital Hall according to the recital sign-up dates listed on the Music Sharepoint website.

NON-DEGREE AND SMALL CHAMBER ENSEMBLE RECITALS

Non-degree recitals are solo recitals that are both required by and approved by the studio instructor, but for which the student is not receiving academic credit. Small student ensembles: include trios, quartets, quintets or other student groups formed as part of a program of study with a faculty advisor. Non-degree and small student chamber ensembles recitals must be scheduled in the Recital Hall or Organ Hall between August–October or January–February. All other recital fees and policies apply.

To schedule your recital and to review complete recital policies and procedures, go to the Student Recitals website.

Doctoral students must submit the Doctoral Recital Result form to the Office of Academic Affairs within 60 days following each recital. Recital Result Forms for all required degree recitals must be submitted prior to advancement to candidacy.

ADVANCEMENT TO CANDIDACY

Candidacy is awarded from the dean of the Graduate College upon completion of the following, with appropriate result forms filed with the Office of Academic Affairs.

- Approved Plan of Study (iPOS), with a complete committee.
- Passed foreign language examination, if applicable.
- Passed the written and oral comprehensive examinations.
- Passed the proposal defense.
- Passed all required degree recitals.
Written notification of candidacy (e.g., candidacy letter) is issued by the Graduate College and is available for your review on MyASU (under the iPOS tab). Even after you have advanced to candidacy, you are required to maintain continuous enrollment until all degree requirements have been completed.

COMPLETION DEADLINES

All work for a doctoral degree must be completed within ten consecutive years. In addition, the final oral defense of the research paper/dissertation must take place within five years of the written comprehensive examination. Therefore, the maximum time limit to graduate is the shorter of either a) ten years from initial enrollment or b) five years from the semester the written comprehensive exam was taken.

RESEARCH TIMELINE AND ORAL DEFENSE

A research paper (DMA Performance, Conducting) or dissertation (DMA Composition) is an independent scholarly work connected to the student’s area of study in performance, composition, or conducting. Papers and projects (e.g., recordings, editions, other creative works) may vary across degree programs; however, a written document must be part of the final presentation.

Work on the research paper or dissertation may begin at any time during the program of study and concludes with an oral defense conducted by the committee, typically during the final semester of study. The following paragraphs outline the steps and timeline for completion of the DMA research paper or dissertation, henceforth collectively referenced as the "research project."

RESEARCH PAPER/DISSERTATION STEPS

1. **Identify a Topic:** Work directly with the chair of your committee to establish a topic for your research project. You may identify a topic at any time and may explore the feasibility of the project prior to writing a proposal. Your topic is officially approved after a successful proposal exam, as described below. You and your committee chair may designate another member of the committee as project co-chair, depending on the research topic and the faculty member’s area of expertise. If a project co-chair is named, your iPOS must be updated accordingly prior to scheduling your defense. You may not have any pending committee changes at the time you schedule your defense, and changes to your committee are not permitted after your defense has been scheduled.

2. **Write a Proposal:** When you and your chair and/or project co-chair have determined that your topic is feasible, prepare a proposal for your research project. Proposals may vary depending on topic and project, however, every proposal must include:
   - A cover sheet that lists the names of the committee members.
   - A clear thesis statement or a statement of purpose for the research project.
   - A description of the method of inquiry to be used to conduct the research, or a description of means of completing the project.
   - A review or description of prior and related research on the topic.
   - A timeline for completion.
   - A working reference list.

   Note: If your project requires direct contact with human subjects, you must obtain permission to do your project from the ASU Institutional Review Board (IRB). IRB approval takes time and **must be done in advance.** Learn about preparing for the IRB process under the Degree Requirements and Research Projects section of this handbook. Information about the IRB process is available on the ASU Research Integrity and Assurance Office website.

3. **Proposal Exam:** When your chair or project co-chair determines the proposal is ready, the chair will schedule a proposal exam.
   - **Ten working days prior to the proposal exam,** submit the proposal to all members of the committee.
   - Following a successful proposal exam, obtain each member’s **signature** on the Doctoral Dissertation or Research Paper Proposal Result Form and submit it, along with your proposal document and IRB approval documentation (if applicable), to the School of Music Office of Academic Affairs as instructed on the form.

   **Proposals (including IRB) must be approved by the last day of exams in the semester prior to the semester of document defense (usually corresponding to the semester of graduation).**

4. **Work on the Research Project:** Establish a working schedule with your committee chair or project co-chair. Submit writing or progress reports regularly. Expect to make multiple drafts and revisions. Use the Graduate College **formatting tool** for written documents, particularly as you near the end stages of your paper, and refer to the Graduate College Format Manual for guidelines that ensure compliance with ASU standards maintained during the Format Review process.

   At the discretion of the committee chair or project co-chair, sections or complete drafts of the research project may be submitted to one or more committee members for preliminary review during the research and writing process. For example, if the project includes theoretical analysis, the composition/theory member of the committee should review work in progress prior to the final paper. Committee members should communicate any expectations for major changes in content or format of the document during the review process.
Note: If your committee chair becomes unavailable for any reason, you may choose a new chair from among the committee members or other School of Music faculty. However, you must make the appropriate adjustments to your iPOS and inform the School of Music Office of Academic Affairs. You may not have any pending committee changes at the time you schedule your defense, and changes to your committee are not permitted after your defense has been scheduled.

5. **Final Draft, Format Review and Oral Defense Scheduling:** The oral defense of your research project normally occurs during the final semester of study and is conducted by your committee. You must have a complete final draft and the approval of your committee chair and project co-chair (as appropriate) to schedule a defense. Scheduling an oral defense involves you, your committee chair and project co-chair (as appropriate), your committee, the associate director for academic affairs of the School of Music, and the dean of the Graduate College. The following steps must be completed in the listed order.

- **Final Draft:** At least 15 working days before the intended defense date and with your committee chair or project co-chair’s approval, submit a final edited draft of the document to each member of your committee.
- **Chair Requests Defense:** At least 15 working days before the intended defense date, your chair must submit the Defense Request Form to schedule the defense. Your chair or project co-chair must confirm that they have read and edited your document and that it is ready for defense before the request may be submitted. An email with the confirmed date, time and room number will be sent to you and your chair once the request has been processed. This confirmation email will include further instructions for you to schedule your defense through MyASU and to submit your Z-Y Template spreadsheet (see Z Grades).
- **Student Schedules Defense:** At least 10 working days before the planned defense date, you must schedule your defense with the Graduate College through MyASU. You must include the date, time and room number confirmed by the School of Music in order to complete the scheduling form. This is the official university scheduling procedure. As a reminder, you may not have any pending committee changes at the time you schedule your defense, and changes to your committee are not permitted after your defense has been scheduled.
- **Format Review:** At least 10 calendar days before the scheduled defense date, upload your document as a Microsoft Word or Adobe PDF attachment to the Graduate College Dropbox account, according to the instructions on the Graduate College Completing Your Degree website (under “format/submit your document”).

6. **Final Submission of the Document:** Following the oral defense, bring the pass/fail form to the Office of Academic Affairs in the School of Music for further instructions. You will receive an email from the Graduate College format advisor once your document is ready for electronic submission through UMI/ProQuest. A final copy of the document should not be sent to the School of Music Office of Academic Affairs.

**NOTE:** The Graduate College enforces strict deadlines and procedures for the final stage of your degree program, particularly with regard to the scheduling of your oral defense and the paperwork following the defense. Familiarize yourself with the Graduate College website and the Music Sharepoint Defenses site, which includes important and comprehensive information on your steps toward graduation.

### TIMELINE TABLE

Though individual circumstances and cases might vary, a student on track might complete coursework and at least one recital by the second year; foreign language requirements, the comprehensive exam, and remaining recitals by the second or third year; and a proposal defense and final paper in the last year. All recitals ideally should be completed by the end of the next-to-last semester. In any event, the final recital must take place and Doctoral Recital Result forms for all recitals submitted before the document defense may be scheduled.

<table>
<thead>
<tr>
<th>Year of Study</th>
<th>Written and Oral Comprehensive Examinations</th>
<th>Research Paper/Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>First and Second Years</td>
<td>Completion of coursework. Written and oral comprehensive examination occurs after completion of coursework and at the discretion of the student’s chair and committee. No specific semester is designated, as programs of study may vary.</td>
<td>Conversations about potential paper/projects may begin early in the degree program. A proposal may be approved at any time, following the procedures specified above.</td>
</tr>
<tr>
<td>Third Year: Fall Semester (Or second-to-last semester of study if longer than three years)</td>
<td>A proposal must be approved no later than the end of second-to-last semester of study.</td>
<td></td>
</tr>
</tbody>
</table>
Third Year: Spring Semester  
(Or last semester of study if longer than three years)

<table>
<thead>
<tr>
<th>Written and oral comprehensive examination must conclude no later than the third week of classes in the last semester of study.</th>
</tr>
</thead>
<tbody>
<tr>
<td>An oral defense must occur no later than the final date specified by the Graduate College, typically, three to four weeks prior to the last day of classes. The document/project must be completely finished and submitted for format review, including all required revisions, by the date specified by ASU School of Music Office of Academic Affairs.</td>
</tr>
</tbody>
</table>

**APPLYING FOR GRADUATION + Z GRADES**

The application for graduation should be submitted early in the semester during which you expect to graduate. You must pay a graduation fee and complete the [Application for Graduation](#). Deadlines and fees for applying for graduation are specified on the [Graduation website](#).

In some courses (such as MXX 792 and 799), you will receive a grade of Z (in progress) every semester until all degree requirements have been met. After you have passed your oral defense, your Z grades (with the exception of MXX 795, if taken*) will be administratively changed to Y (completed). It is your responsibility to submit your Z grades to the School of Music Office of Academic Affairs in the [Z-Y Template spreadsheet](#) when you are at this stage. You will receive a reminder to complete this step after your committee chair has requested your defense through the School of Music Office of Academic Affairs.

During the semester you are graduating, check your iPOS to make sure that all classes listed are those you have taken. If you took a different class (such as a different MHL course than originally listed), it is a simple matter to delete and add the correct class by submitting a Course Change request on your iPOS. If this is not done, however, the Registrar’s Office will assume that you have not completed your iPOS requirements, and your graduation may be delayed.

* MXX 795 Continuing Registration does not carry a grade and will appear with a permanent Z by default.

**DISMISSAL POLICY**

If you are a **performance or performance pedagogy** student who receives a grade of B- or lower in MUP 727 or fails a DMA recital, you must meet with your committee chair, who will describe the specific concerns for your weaknesses and outline a specific course of action to improve your performance. You will have until the conclusion of the next academic semester to present another jury or recital to demonstrate that the specified weaknesses have been satisfactorily addressed. If this second jury receives a grade of B- or lower or the second recital is failed (indicating that the specified weaknesses were not satisfactorily addressed), your advisory committee may recommend a dismissal from the program to the associate director for academic affairs in the School of Music.

**STUDIO INSTRUCTION**

Each **performance and performance pedagogy major** is assigned a studio faculty member; specific sections are available in the online [Class Search/Course Catalog](#) each semester.

Studio instruction consists of both an individual lesson each week as well as studio classes for your instrument and monthly recitals for your performance area. Attendance is required for each of these components. The schedules vary by area and faculty member; consult your studio instructor for specific times. Area and Showcase recitals are held on designated Wednesdays from 11:50 a.m.–12:40 p.m. While it is not required for graduate students to attend, you may wish to keep this hour free.

Many studio instructors also require attendance at recitals throughout the semester. Consult with your instructor and studio instruction syllabus for specific information concerning this requirement.

**FEES**

All students enrolled in MUP 727 studio instruction pay a course fee of $150 per semester in addition to tuition for that course.

**PRACTICE ROOMS**

Modified 07/12/19. The most current versions of music student handbooks may be found [here](#).
Practice rooms are available without charge to all School of Music students. These are located on the south corridor of the first floor of the west building and on the third and fifth floors of the east building. Piano performance practice rooms are located on the second floor of the west building and percussion practice rooms are located in the west basement. Each room is equipped with a piano. You must provide your own music stand. Practice rooms may be accessed by electronic card reader 24 hours per day. Instructions for requesting SunCard access to practice rooms is on the Practice Rooms website.

Practice rooms are available on a first come, first served basis. You may not reserve practice rooms in advance and may not hold practice rooms by leaving personal items in the room. Specialized practice rooms are available for piano performance, organ performance and percussion students. Consult with the faculty in those areas for guidelines concerning their use. Observe basic security while using practice rooms. Do not leave personal items unattended and check for personal belongings when you vacate the room. If a practice room is left vacant with personal belongings in it for longer than 15 minutes, it can be claimed by another student for practice, and the student who left the belongings in the room will need to find another space to practice. Practice rooms are first and foremost for practice. Students needing a piano to complete homework assignments may use a practice room, however students should use the library or another common space to complete other homework individually or in groups.

Unsanctioned teaching by students in university facilities is strictly prohibited by the Arizona Board of Regents (Policy 5-303 Prohibited Conduct #16 and Policy 5-308 Student Code of Conduct F. #9) and subject to disciplinary action. Unsanctioned teaching includes but is not limited to any instruction (e.g. private lessons or classes) for personal income using School of Music practice rooms, classrooms, and/or instruments. In addition, the following is excerpted from the ASU Academic Affairs Manual ACD 123 Misuse of University Assets policy:

ASU is responsible for the appropriate use of its assets. In substantiated cases of misuse of those assets, it is the policy of the university to obtain full restitution, to impose administrative sanctions, and to refer violations of criminal statutes for prosecution. “University assets” are items of tangible or intangible property owned by ASU [and] include buildings, equipment, furniture. “Misuse” includes the illegal use of university assets that result in gain to the individual or a third party and no benefit to the university. Examples include but are not limited to using university assets for personal or non-ASU purposes; acts that reduce the value of university assets, and have not been expressly authorized by ASU.

REHEARSAL ROOMS

A number of rehearsal rooms are available for students to reserve for ensemble rehearsals. In addition, a number of classrooms are also available to reserve on a limited basis. Instructions for reserving rehearsal rooms are on the Rehearsal Rooms website.

COLLABORATIVE PIANO POOL

The Collaborative Piano Pool pairs pianists with singers and instrumentalists. Pianists include collaborative piano TAs, collaborative piano majors, and keyboard students on scholarship. Additional information on the Collaborative Piano Pool, including steps for requesting a pianist, are on the Collaborative Piano Pool website.

LOCKER RENTALS

Lockers may only be rented by full-time ASU students enrolled in School of Music ensembles or classes. Rentals are issued on a first-come, first-served basis. Locker size is determined by the approval of a faculty member within the School of Music as appropriate for the instrument or class. Lockers may not be shared without written permission. You must present a student ID to rent a locker. If you have not yet been issued a student ID, you may substitute with a driver’s license.

Faculty must authorize the rental of lockers for larger instruments, including cello, bass, saxophone, French horn, euphonium, tuba, and percussion. Authorization may be issued by the semester or for the entire year.

INSTRUMENT RENTALS

Instruments may only be rented by full-time ASU students enrolled in School of Music ensembles or classes and are to be used under the supervision of an ASU music faculty member. Rental and deposit fees apply. The deposit is refunded or retained for future use if all instruments are returned on time and in good condition. You may check out a variety of instruments as needed for classes and ensembles.

If you are renting equipment, you must agree in writing to accept complete financial responsibility for the replacement value on all equipment damaged beyond repair, lost or stolen.
By default, every ASU student has two email addresses delivered to the same inbox:

1. First.Last@asu.edu
2. ASURITEUserID@asu.edu

Follow these steps to ensure that you are receiving emails sent to both addresses in your ASU Email inbox.

1. **Login to My ASU and click PROFILE**

   ![My ASU](image)

2. **Click UPDATE EMAIL FORWARDING**

   ![Email Forwarding](image)
3. Click the “Gmail for ASU” button to remove forwarding and send all ASU emails to your ASU Gmail account.

4. Click on the pencil under EMAIL ALIAS.
Verify your email aliases. Changes are saved immediately but may take up to 15 minutes to go into effect.

Your First.Last name is standard, but you may change your primary alias to any of your aliases by clicking on the desired alias.

In addition to your First. Last and ASURITE, you may add your own alias(es), such as nickname@asu.edu here.