

HANDBOOK OF RULES AND POLICIES

FOR

GRADUATE STUDY IN MUSIC

at the

University of Pittsburgh

May 1996

(Fifth revision, effective September 2003)

Preface

The Department of Music is a part of the Faculty of Arts and Sciences (FAS) at the University of Pittsburgh, and as such is bound by all its rules and policies. It is the student's responsibility to be informed about these rules and policies, which are summarized in the FAS Graduate Programs Bulletin, and to be informed about the rules and policies of the Department of Music, which are contained in this Handbook.

The Graduate Faculty in Music is the official interpreter of the rules and policies set forth in this Handbook, which delegates the power in the first instance to the Director of Graduate Studies. The Department of Music retains the right to modify, alter, overrule, or change any of the rules or policies set forth in this Handbook, in accord with its established practices for so doing, while adhering to the rules and policies of the Faculty of Arts and Sciences and the University of Pittsburgh.

1. General Information

1.1 Advising

All graduate students are officially advised by the Director of Graduate Studies, who supervises the graduate program as the agent of the Department in all academic matters concerning graduate students. The Director of Graduate Studies interprets the requirements to students, registers all students for their courses each term, monitors the progress of students through the program and their satisfaction of requirements on schedule, and acts to enforce Departmental rules and policies. The Director of Graduate Studies also offers advice, assistance, and consultation to the students, and acts as an advocate for the graduate students to the Department. When a student is formally admitted to Ph.D. candidacy, the functions of advice, assistance, and consultation are normally passed to the Dissertation Director, who is then the official advisor of the student, but the Director of Graduate Studies retains the other functions described above.

1.2 Registration

The Director of Graduate Studies must approve each student's plan for course enrollment each term and sign the registration forms. It is the student's responsibility to acquire the appropriate course registration forms, fill them out, bring them to the Director of Graduate Studies for approval, and have them processed at the Registrar's Office before the Course Registration deadline. Similarly, the Director of Graduate Studies must approve any changes in the student's course enrollment; it is the student's responsibility to secure the appropriate Add/Drop forms, fill them out, bring them to the Director of Graduate Studies for approval, and have them processed at the Registrar's Office before the Add/Drop deadline.

The deadlines for Course Registration and Add/Drop are fixed each term by the Academic Calendar of the University. For continuing students, the Course Registration deadline is usually about a month before the end of the previous term; for new students, and students returning from medical leave or leave of absence, the deadline is usually the day before the first day of classes. The University charges a fee for registration after these deadlines; these fees are outside the Department's jurisdiction and cannot be waived by the Department. The Add/Drop deadline is usually about two weeks after the first day of classes. The University charges a fee for altering course enrollment after this deadline; this fee is outside the Department's jurisdiction and cannot be waived by the Department.

1.3 Course Enrollment and Completion

The range in which a course's number falls indicates its approximate level and clientele.

Zero-level (courses numbered 0010–0999). These courses are introductory undergraduate courses; graduate students are ineligible to take these courses for credit.

1000-level (courses numbered 1000–1999). These are primarily advanced undergraduate courses, but graduate students may also take them for credit.

2000-level (courses numbered 2000–2990). These courses are designed for graduate students and constitute the bulk of the Department's graduate instruction.

Independent Study (Music 2990)

Independent Study is used only to allow time in the student's schedule to prepare for the Comprehensive Examination or Prospectus Meeting. It is not appropriate to register for Independent Study to complete the requirements for any other course; nor, as a rule, is Independent Study an appropriate option for first- or second-year students (or any other student having many outstanding course requirements).

3000-level (courses numbered 3000–3999). These courses are designed for advanced graduate students, as described below.

Directed Study (Music 3902)

Courses in Directed Study are intended to allow the advanced student (second year or beyond) to undertake significant research for which there is no formal course offering. Please note that the Department requires (1) that all proposed programs of Directed Study be approved by the Faculty in advance, and (2) that the student submit a full-length term paper as the basis of evaluation. All proposals should be submitted to the Director of Graduate Studies no later than one month before the end of the term prior to the term in which the proposed Directed Study will be undertaken.

Ph.D. Dissertation (Music 3000)

Doctoral students who have completed at least 54 credits, including no more than six credits of Independent Study, and passed the Preliminary Examination and Comprehensive Examination may register for Ph.D. Dissertation (one to nine credits per term).

Note: for students in ethnomusicology, credits earned in courses of Independent Study may not be counted toward this minimum number.

Full-Time Dissertation Study (FTDA 3999)

Doctoral students who have completed all credit requirements for the degree, have passed the Preliminary Examination, Comprehensive Examination, and Prospectus Meeting, have met the foreign-language requirement, and are working full-time on their dissertations may register for Full-Time Dissertation Study. This registration option carries no credit but provides status as a full-time student.

Incomplete coursework

The letter grade G is recorded for incomplete work in an academic course that was designed to be completed within the term. All students are expected to complete work for each course in which they are enrolled during the term in which that course is given, and the reasons for the G grade should therefore be circumstances over which the student has no control, such as illness or family emergency. This expectation should be considered carefully before registering and again before the end of the add/drop period. A student who cannot complete the coursework by the due date may ask the instructor for an extension; extensions are granted by the instructor only if specifically requested by the student. It is up to the instructor whether to grant an extension and, within limits, to determine the length of the extension, the maximum limit of which shall be the end of the following academic year. Students may graduate with G grades on the record provided that all degree requirements

have been met. Accordingly, G grades issued in any required course must be removed by the end of the academic year following that in which the course was taken.

1.4 Grades and Evaluation

The grades that a student may receive are detailed in the FAS Graduate Programs Bulletin, as are policies detailing calculation of QPA and credit. Familiarity with grading conventions and policies used at the University is the student's responsibility. A graduate student who fails to maintain an overall QPA of 3.0 or higher will automatically be placed on academic probation for a period (typically one term), and subject to dismissal at the end of the term unless the student demonstrates an ability to meet requirements determined by the Department.

Whenever an instructor has a graduate student in a course (including undergraduate courses and courses in directed study), the instructor submits, in addition to the letter-grade submitted to the Registrar, a brief written comment on the student's performance in the course. Instructors also submit comments on their teaching assistants, as described in §3 of this Handbook. Such comments are put into a standard form and recorded in each student's file. Students may read these comments and are encouraged to do so; students may add explanatory remarks of their own to these comments, if and as they see fit. The Director of Graduate Studies discusses these comments with each student in preparation for the Department Review.

1.5 Department Review

Once a year each student's progress is reviewed by the entire Graduate Faculty, usually near the end of the spring term. Topics discussed include instructors' comments, grades received, satisfactory progress or its absence, and reports from the Director of Graduate Studies and/or the Dissertation Director. Decisions regarding continuation in the graduate program and financial support are made at this meeting.

Because of the importance of these decisions, continuing students are required to meet with the Director of Graduate Studies prior to the Department Review to discuss their status in the program. The Director of Graduate Studies will report the student's opinions about his or her progress to the Faculty.

The Director of Graduate Studies informs each student of the result of the Department Review, as well as of any specific recommendations or requirements which the Department may make for the student.

Note: For first-year students, the First-Year Evaluation takes the place of the Department Review. Further information about this requirement may be found under the heading "First-Year Evaluation" in §2.1, 2.2, and 2.3 of this Handbook.

1.6 Transfer Credits

Graduate work done elsewhere may sometimes be counted toward satisfaction of course requirements. Exemptions of this sort will be granted only in those cases in which the student can demonstrate that the course completed elsewhere was roughly equivalent to the one for which the exemption is requested. Students who wish to petition for such an exemption should, at the earliest possible date, provide the Director of Graduate Studies

with relevant course materials that can be used in making this decision (e.g., syllabus, bibliography, written projects, and term paper). Note: transfer credit will not be accepted for courses in which a letter-grade of B or lower has been received; grades and quality points are not recorded for credits accepted by transfer.

According to FAS regulations, a maximum of six credits may be accepted by transfer toward the requirements of the M.A. degree; a maximum of 24 credits may be accepted by transfer toward the requirements for the Ph.D. degree. In general, students who have completed a master's degree at another institution in composition and theory, ethnomusicology, or historical musicology are awarded the maximum number of transfer credits toward the requirements for the Ph.D. degree; students holding graduate degrees in performance or music education can expect to receive a lesser number of transfer credits.

Students who transfer more than six credits due to the completion of an M.A. degree at another institution may not earn an M.A. degree in the same discipline from the University of Pittsburgh. No more than 12 additional credits may be accepted for work beyond the master's degree and directly related to the student's Ph.D. program. In all cases transfer credit is awarded only for courses that are comparable in scope and content to those offered by the University of Pittsburgh, and it is subject to the discretion of the faculty.

1.7 Financial Assistance

The Department of Music makes every effort to offer financial assistance through internal University sources to all worthy applicants who do not have their own sources of financial support, such as private resources, support by an external institution, and national or independent fellowships or scholarships. Some awards are made on the basis of University-wide competition among all applicants; others fall under the jurisdiction of the Department. Applications for financial assistance should normally be made with application for admission to graduate study. Admission to graduate status does not carry with it any implication concerning the award of financial aid; all applications for financial assistance will be reviewed and will be supported to the extent of available funds. Note: only students with full graduate status are eligible for teaching assistantships and fellowships.

The Departmental policies governing the award and distribution of teaching assignments (TAs and TFs) are described in §3 of this Handbook. These policies do not apply to other forms of financial support that the Department may have at its disposal, such as the assignments of research assistantships to individual faculty members (GSAs).

It is the responsibility of the student to apply for financial assistance no later than 15 February prior to the academic year for which the assistance is requested. In all cases, continued financial support depends on the student's making satisfactory progress in the graduate program, as determined in the annual Department Review. Students who are admitted with financial aid from internal University sources and remain in good standing can expect to receive support through the fourth year of study, pending the availability of funds.

2. Programs of Study

2.1 Composition and Theory

The program in composition and theory is based upon the conviction that the invention and analysis of music are related activities. The curriculum stresses training in the craft of composition—individual instruction forms a large part of the course work—while developing in the student a broad knowledge of the contemporary repertory and an ability to formulate abstractions from existing music.

Course Requirement for the Ph.D. in Composition and Theory

Seventy-two credits are required, as follows:

Music 2111. Principles of Research and Bibliography. 3 credits.

Music 2121. Introduction to Ethnomusicology. 3 credits.

Music 2131. Introduction to Historical Musicology. 3 credits.

Music 2141. Musical Analysis. 3 credits.

Music 1431. Instrumentation and Orchestration. 3 credits.

Music 1441/1442. Electronic and Computer Music. 6 credits

Music 2232. Seminar in Music Since 1945. 3 credits

Music 2631. Composition and Analysis Tutorial (for six terms). 18 credits.

Thirty additional credits, of which a maximum number of six credits may be in Independent Study (Music 2990) and a maximum number of eighteen credits may be in preparation of the Dissertation (Music 3000). These credits may be earned in 1000-level courses (no more than six credits) and any graduate courses or any courses of individually guided Directed Study (Music 3902 or its equivalent in another department) within or outside the Department of Music, chosen in consultation with the Director of Graduate Studies. (Note: in general, foreign language skills courses cannot be taken to meet this requirement.)

Course Requirements for the M.A. in Composition and Theory

Thirty credits are required, as follows:

Music 2111. Principles of Bibliography and Research. 3 credits.

Music 2411. Music Analysis. 3 credits.

Music 2631. Composition and Analysis Tutorial (for four terms). 12 credits.

Electives. 9 credits. (Note: Music 1431 (Instrumentation and Orchestration) and Music 2232 (Music Since 1945) are recommended.)

Music 2000. Master's thesis. 3 credits.

First-Year Evaluation

At the end of the first year of graduate study, all first-year students meet with the faculty at a regularly scheduled faculty meeting for an oral interview/evaluation. Each first-year student shall submit a dossier to the Director of Graduate Studies by March 1. Students may submit written material (e.g., papers or other materials prepared for courses, revised or originals with faculty comments), musical scores, or other documents that might be deemed relevant for consideration in the First-Year Evaluation. The Director of Graduate Studies, in turn, makes the dossier available for review by the Faculty and schedules the date, usually at a regularly scheduled faculty meeting in April, on which the formal evaluation takes place. At that meeting, the student's full record is reviewed, first with regard to actual satisfaction of requirements, and then with regard to the demonstrated ability and promise. The student is asked to appear before the Faculty at this meeting to answer any questions that might arise in the review.

There are normally three options for the Department with regard to the First-Year Evaluation. In most cases, the student would be required to complete the M.A. degree. In addition, the faculty may note specific and remediable deficiencies in the student's record during the first year and require that these be addressed. Remediation will vary according to circumstances but may involve, among other possibilities, requiring the student to pass specific courses with a grade of B or higher, in addition to meeting the requirements of the M.A. degree. In extraordinary cases, it might be recommended that a student proceed directly to the Ph.D. program, in which case the meeting would serve, additionally, as the Doctoral Preliminary Evaluation (see below). In other extraordinary cases, the student would not be permitted to proceed in the program.

M.A. Oral Examination (combining the M.A. Comprehensive Evaluation and M.A. Thesis Defense)

The M.A. Thesis Committee, whose tasks will be to evaluate the student's M.A. thesis as well as conduct the M.A. Comprehensive Evaluation, will consist of no fewer than three members of the Music faculty, at least two of whom should be Graduate Faculty from the student's sub-discipline, and may additionally include faculty from outside the music department. The Thesis Committee must be approved in writing by the DGS at least one month prior to the defense. Students should normally have chosen a Master's Thesis topic by the end of the first semester of their second year in residence, and complete the M.A. degree the following semester.

Students submit a thesis composition with an accompanying essay to each committee member, and a portfolio of compositions and written material (e.g., papers or other materials prepared for courses, revised or originals with faculty comments, that might be deemed relevant for consideration in the M.A. Comprehensive Evaluation) to the Graduate Academic Administrator, no later than two weeks before the M.A. Oral Examination, at which students are evaluated comprehensively and examined in respect of the thesis and accompanying essay. Failure to meet this deadline may result in the cancellation of the Final Oral Examination.

Doctoral Preliminary Evaluation

In most cases, the Doctoral Preliminary Evaluation will take place at a Graduate Faculty Meeting convened after the M.A. Oral Examination has been passed. In cases where a first-year student holds a master's degree in musicology, ethnomusicology, or composition, the First-Year Evaluation would also serve as the Doctoral Preliminary Evaluation. There are normally three options for the Department with regard to the Doctoral Preliminary Evaluation. First, the Department may deem the student adequately prepared to continue coursework for the doctoral degree and to prepare for the Comprehensive Examination, in which case the Preliminary Evaluation is passed. Second, the Department may deem the student unsuited for advanced work and refuse permission for the student to continue in the graduate program. Third, if the faculty is not yet convinced that student should proceed directly to the Ph.D. program, despite holding a master's degree from another institution, then the student would be required to complete the M.A. degree at Pitt and would have a second Preliminary Evaluation after the M.A. Oral Examination (as described above).

Comprehensive Examination

The Comprehensive Examination is normally taken during the third year in residence. The exam is offered each year in September and January. The student should notify the Director of Graduate Studies in writing of his or her intention to take the examination by 30 April (for the September examination) or 1 November (for the January examination).

The Comprehensive Examination consists of three parts, covering musical analysis, 20th-century musical language, and instrumentation and orchestration, and containing both written and oral components:

Part I is a three-hour written examination designed to test the student's general knowledge of 20th-century compositional techniques and styles. In preparing for the Examination the student should become thoroughly familiar with the following list of 20th-century masterworks:

Babbitt, *All Set*
Bartók, String Quartet No. 5
Berg, Violin Concerto
Berio, *Points on a Curve to Find*
Boulez, *Improvisation sur Mallarmé* No. 2: "Une dentelle s'abolit"
Carter, String Quartet No. 2
Dallapiccola, *Quattro Liriche di Antonio Machado*
Debussy, *Études*
Lutoslawski, *Chaine II* for violin and orchestra
Messaien, *Chronochromie*
Reich, *Music for 18 Instruments*
Schoenberg, *Pierrot Lunaire*
Stravinsky, *Agon*
Webern, *Six Pieces for Orchestra*, Op. 6

On the day of the Examination the student will be given excerpts from the scores of three works from the list and asked to write a substantial critical and analytical essay on each. Topics to be addressed may include the compositional techniques used in the work, a description of the historical and cultural background of the piece, musical and theoretical

influences that affected its composition (including those from non-Western, folk, popular, and other traditions), and specific works and schools of musical thought inspired by it.

Part II, which is an overnight take-home examination, is designed to test the student's facility in instrumentation, orchestration, and understanding of voice-leading. The student is required to produce a transcription for full orchestra, with winds in threes, of a given short piece of music, to be drawn from the 19th- or 20th-century repertoire (e.g., a Berg song, to be scored for voice and orchestra). The student's work is judged on the practicality of the instrumental writing and the quality and coherence of the orchestrational thought rather than on grounds of strict stylistic consistency with the original work (although it is expected that the voice-leading of the original will be scrupulously followed).

Part III is intended to test the student's analytical abilities in a rigorous way. It consists of a short analytical paper, with any necessary charts and voice-leading graphs, on each of two given works (assigned three days in advance), followed by a thirty-minute oral examination on both. The student is expected to demonstrate a grasp of the structure of each work (formal, phrase, pitch, rhythmic, etc.) and a conversance with appropriate analytical strategies for describing important musical events.

There are normally three options for the Department with regard to the Comprehensive Examination. First, the Department may deem the student adequately prepared and probably able to undertake a dissertation project, in which case the Comprehensive Examination is passed and the student permitted to develop a dissertation prospectus. Second, the Department may deem the student unsuited for more advanced work and refuse permission for the student to continue in the graduate program. Third, the Department may note specific and remediable deficiencies, and refuse permission for the student to develop a dissertation prospectus but agree to a second Comprehensive Examination in whole or in part at a later (and usually fixed) time. The Ph.D. Comprehensive Exam can be retaken once. No matter the outcome, the Director of Graduate Studies will transmit the results of the Comprehensive Examination, with such information as is appropriate, to the student.

Dissertation Committee

After passing the Comprehensive Examination, each student forms a Dissertation Committee. This committee shall consist of the Dissertation Director, at least two other members of the Graduate Faculty in Music (not every faculty member is a member of the Graduate Faculty), and at least one member of the Graduate Faculty from another department or, in certain cases, from another university. If there are more than four members of the committee, the additional members may but need not be members of the Graduate Faculty. The Committee must be formally approved by the Chair and Associate Dean for Graduate Studies.

The student shall propose to the Chair the prospective Dissertation Director, after gaining his or her consent. In consultation with the proposed Director, the student shall propose to the Chair the other members of the Committee. The Chair shall ensure that the composition of each new committee represents the most effective use of the expertise of the members of the faculty, bearing in mind their existing commitments, and recognizing the importance of the student having a productive working relationship with all members of the Committee. The process of selecting the committee is envisaged as a consensus. When agreement on membership has been reached, the student shall make contact with the prospective members, and when all have agreed to serve, the prospective Dissertation Committee shall be given preliminary approval by the Chair. (Note that the final approval of the Committee requires the concurrence of the Associate Dean for Graduate Studies and

takes place with admission to candidacy). The membership of the Dissertation Committee may be changed whenever it is appropriate or necessary, subject to the approval of the chair prior to admission, and to the approval of the Chair and the Associate Dean of Graduate Studies after admission to candidacy.

The Department emphasizes the desirability of each student working with a Dissertation Director and Committee members of his or her choice, and expects Departmental members of the Graduate Faculty to make all reasonable efforts to accommodate students who seek their membership on a Dissertation Committee. However, faculty members have other duties and responsibilities and no faculty member is under an obligation to serve on any particular Dissertation Committee, or to accept the role of Dissertation Director on any committee on which he or she is unwilling to serve. The Chair shall ensure that the dissertations under each faculty member's active direction do not exceed a reasonable level of responsibility.

Prospectus Examination

Each student seeking Admission to Candidacy for the Ph.D. degree prepares a Prospectus of the dissertation for presentation to the Dissertation Committee at a formal Prospectus Examination. The Prospectus shall be provided to each member of the Dissertation Committee no later than one week before the Prospectus Examination. Failure to meet this deadline may result in the cancellation of the Prospectus Examination. The Prospectus Examination may not be scheduled between May 1 and September 30.

The Prospectus is a written document, prepared by the student, which describes the dissertation project (with an appended bibliography) that the student proposes to undertake. The description must have sufficient depth for the Dissertation Committee to evaluate its merit as a dissertation project. The Department does not require the Prospectus to have any given form, length, or style, other than requiring an appended bibliography of relevant works, although the Dissertation Director may impose such requirements. With the consent of the Dissertation Director, the Prospectus is distributed to members of the Dissertation Committee, and a Prospectus Examination is scheduled. At this meeting, the members of the Dissertation Committee discuss the Prospectus with the student, to determine whether it is a viable dissertation project. The Dissertation Committee may accept the Prospectus as it stands or accept it conditional upon the satisfaction of certain specified requirements. Alternatively, the Dissertation Committee may reject the Prospectus, and either require revisions for reconsideration at another Prospectus meeting, or deem the entire project not viable. No matter the outcome, the student will be given reasons for the decision of the Dissertation Committee.

Following the successful completion of the Prospectus Examination the Candidate shall submit a copy of the Prospectus to the Director of Graduate Studies. This copy shall be kept in the Candidate's file. The Director of Graduate Studies shall maintain a separate file of representative prospectus samples, and the Academic Secretary will, upon request, make these samples available to students for use as models in preparing their own.

Admission to Ph.D. Candidacy

After the Dissertation Committee accepts a Prospectus, the student becomes eligible for Admission to Candidacy for the Ph.D. Degree, assuming that all requirements for the degree have been fulfilled with the exception of the dissertation. In order to become a Candidate, the student and the Dissertation Director must file an application, using the appropriate University forms, with the Chair and the Associate Dean for Graduate Studies. If approved, the student will be informed of Admission to Candidacy and of the

membership of the Dissertation Committee; a copy of the document will be placed in the student's file.

Admission to Candidacy should occur at least eight months before the Final Oral Examination, in order to provide an opportunity for members of the Dissertation Committee to review, criticize, revise, or disapprove the proposed research. Approval of the proposed research does not imply either the acceptance of a dissertation prepared in accord with those plans or the restriction of the dissertation to this original proposal.

When the student is admitted to candidacy, the Dissertation Director officially becomes the candidate's advisor, assuming some of the functions of the Director of Graduate Studies, as described in §1.1 of this Handbook.

Annual Meeting of Dissertation Committee

For doctoral students in residence. At the initiative of the student, a Fall Semester date for such a meeting should be set suitable for the Dissertation Director, at least one other member of the Committee, and Candidate.

At the review meeting, progress on the dissertation and changes from the original prospectus are reported and commented on. A written summary, agreed upon by the Candidate and the Dissertation Director, is distributed to the entire committee.

For doctoral students not in residence. Early in the Spring Semester the Candidate will provide a written progress report to the Dissertation Director, who will circulate the report (with or without comment) to all members of the Committee, all of whom are invited to comment on this progress report; at his or her discretion, the Dissertation Director will call a meeting of the Committee to discuss possible problems.

Dissertation directors will inform the Director of Graduate Studies that a review meeting (or its equivalent) has taken place and will provide a copy of the report for the Candidate's file.

Dissertation

Candidates for the doctorate submit a major composition and an article-length essay on an analytical or theoretical topic. The University requirements concerning the style and form of the dissertation are stated in the University Style and Form Manual, available from the FAS Graduate Studies Office. It is the student's responsibility to conform to these requirements.

Oral Examination

A public defense of the Ph.D. dissertation is required and constitutes the Final Oral Examination. The completed dissertation shall be provided to the members of the Dissertation Committee no later than four weeks before the Final Oral Examination. Failure to meet this deadline may result in the cancellation of the Final Oral Examination. The Final Oral Examination may not be scheduled between May 1 and September 30.

Language Requirement

For the Ph.D. degree, a reading knowledge of one language besides English, chosen in consultation with the Director of Graduate Studies, is required. The language requirement

may be satisfied either by passing the Departmental examination or by earning a grade of B or higher in the second term of a language course designed for reading knowledge. The language requirement must be met before the student can be admitted to candidacy.

2.2 Ethnomusicology

The program in ethnomusicology prepares scholars for research and teaching. The training includes a thorough study of the history and theory of the discipline, methods and techniques of research, cultural theory, creative ethnomusicology, a general exposure to world music, a specialized study of one or more particular repertoires and/or the musical life of one particular people, and faculty guidance in original research. The program is especially strong in African music, African-American music, American music, East Asian and Southeast Asian music, global popular music, jazz, and modern intercultural music. The program maintains a balance between the humanistic and social sciences perspectives, and it recognizes the importance of performance as a tool for scholarly investigation.

Course Requirement for the Ph.D. in Ethnomusicology

Seventy-two credits are required, as follows:

Music 2111. Principles of Research and Bibliography. 3 credits.

Music 2121. Introduction to Ethnomusicology. 3 credits.

Music 2131. Introduction to Historical Musicology. 3 credits.

Music 2141. Musical Analysis. 3 credits.

Music 2441. Transcription and Analysis. 3 credits.

Music 2442. Field and Lab Methods. 3 credits.

Music 2621. Ethnomusicology Seminar. 3 credits.

Area courses and seminars (12 credits).

Group I: two area courses (selected from the 1300 series). 6 credits.

Group II: two area seminars (selected from the 2300 series). 6 credits.

Note: Two different geographical areas must be represented; additional selections from Group II may replace selections from Group I.

One course in anthropology or other related discipline (numbered 1000 or higher). 3 credits.

Thirty-six additional credits, of which a maximum number of three credits may be in preparation of the Master's thesis (Music 2000), if applicable, a maximum of three credits in preparation of the Ph.D. Comprehensive Examination (Music 2990), and a maximum number of twelve credits may be in preparation of the Doctoral dissertation (Music 3000). These credits may be earned in 1000-level courses (no more than six credits) and any graduate courses or any courses of individually guided Directed Study (Music 3902 or its equivalent in another department) within or outside the Department of Music, chosen in consultation with the Director of Graduate Studies. (Note: in general, foreign language skills courses cannot be taken to meet this requirement.)

Course Requirement for the M.A. in Ethnomusicology

Thirty credits are required, as follows:

Four proseminars (12 credits):

Music 2111. Principles of Research and Bibliography. 3 credits.

Music 2121. Introduction to Ethnomusicology. 3 credits.

Music 2131. Introduction to Historical Musicology. 3 credits.

Music 2141. Musical Analysis. 3 credits.

Music 2621. Ethnomusicology Seminar. 3 credits.

Area courses and seminars (6 credits).

Group I: one area course (selected from the 1300 series). 3 credits.

Group II: one area seminar (selected from the 2300 series). 3 credits.

Note: Two different geographical areas must be represented; a second selection from Group II may replace the selection from Group I.

Topical courses and seminars (3 credits), selected from:

Music 1731. Jazz Arranging. 3 credits.

Music 1741. Jazz Improvisation. 3 credits.

Music 2441. Transcription and Analysis. 3 credits.

One course in anthropology or other related discipline (numbered 1000 or higher).
3 credits.

Three credits in preparation of the Master's thesis (Music 2000).

First-Year Evaluation

At the end of the first year of graduate study, all first-year students meet with the faculty at a regularly scheduled faculty meeting for an oral interview/evaluation. Each first-year student shall submit a dossier to the Director of Graduate Studies by March 1. Students may submit written material (e.g., papers or other materials prepared for courses, revised or originals with faculty comments), musical scores, or other documents that might be deemed relevant for consideration in the First-Year Evaluation. The Director of Graduate Studies, in turn, makes the dossier available for review by the Faculty and schedules the date, usually at a regularly scheduled faculty meeting in April, on which the formal evaluation takes place. At that meeting, the student's full record is reviewed, first with regard to actual satisfaction of requirements, and then with regard to the demonstrated ability and

promise. The student is asked to appear before the Faculty at this meeting to answer any questions that might arise in the review.

There are normally three options for the Department with regard to the First-Year Evaluation. In most cases, the student would be required to complete the M.A. degree. In addition, the faculty may note specific and remediable deficiencies in the student's record during the first year and require that these be addressed. Remediation will vary according to circumstances but may involve, among other possibilities, requiring the student to pass specific courses with a grade of B or higher, in addition to meeting the requirements of the M.A. degree. In extraordinary cases, it might be recommended that a student proceed directly to the Ph.D. program, in which case the meeting would serve, additionally, as the Doctoral Preliminary Evaluation (see below). In other extraordinary cases, the student would not be permitted to proceed in the program.

M.A. Oral Examination (combining the M.A. Comprehensive Evaluation and M.A. Thesis Defense)

The M.A. Thesis Committee, whose tasks will be to evaluate the student's M.A. thesis as well as conduct the M.A. Comprehensive Evaluation, will consist of no fewer than three members of the Music faculty, at least two of whom should be Graduate Faculty from the student's sub-discipline, and may additionally include faculty from outside the music department. The Thesis Committee must be approved in writing by the DGS at least one month prior to the defense. Students should normally have chosen a Master's Thesis topic by the end of the first semester of their second year in residence, and complete the M.A. degree the following semester.

Students submit a Master's thesis, equivalent in size and scope to a publishable scholarly article, to each committee member, and a dossier of written material (e.g., papers or other materials prepared for courses, revised or originals with faculty comments, that might be deemed relevant for consideration in the M.A. Comprehensive Evaluation) to the Graduate Academic Administrator, no later than two weeks before the M.A. Oral Examination, at which students are evaluated comprehensively and examined in respect of the thesis. Failure to meet this deadline may result in the cancellation of the Final Oral Examination.

Doctoral Preliminary Examination

In most cases, the Doctoral Preliminary Evaluation will take place at a Graduate Faculty Meeting convened after the M.A. Oral Examination has been passed. In cases where a first-year student holds a master's degree in musicology, ethnomusicology, or composition, the First-Year Evaluation would also serve as the Doctoral Preliminary Evaluation. There are normally three options for the Department with regard to the Doctoral Preliminary Evaluation. First, the Department may deem the student adequately prepared to continue coursework for the doctoral degree and to prepare for the Comprehensive Examination, in which case the Preliminary Evaluation is passed. Second, the Department may deem the student unsuited for advanced work and refuse permission for the student to continue in the graduate program. Third, if the faculty is not yet convinced that student should proceed directly to the Ph.D. program, despite holding a master's degree from another institution, then the student would be required to complete the M.A. degree at Pitt and would have a second Preliminary Evaluation after the M.A. Oral Examination (as described above).

Comprehensive Examination

The Comprehensive Examination is normally taken during the third year in residence. The exam is offered each year in September and January. The student should notify the Director of Graduate Studies in writing of his or her intention to take the examination by 30 April (for the September examination) or 1 November (for the January examination).

1. The full-time ethnomusicology faculty will constitute the Comp Exam Committee (CEC) for all examinations. The examination consists of three research essays. Each essay focuses on a topic that is to be formulated jointly by the student and the CEC (see exception below), and approved by the entire CEC. The essay should relate to or apply current ethnomusicological thoughts, and include a bibliography.

2. The three essays must fall within the following respective areas:

- A. A topic relevant to the intellectual history, theory, and method of ethnomusicology. This could include topics related to the central "tools" of ethnomusicological research such as ethnography, transcription, and analysis of musical style, and some of the basic theoretical foci of study within the history of ethnomusicology such as the relationship between music and culture, music and dance, the study of modal systems, or performance practice.
- B. A topic in the student's major area of interest, which may be related or lead to a doctoral dissertation topic.
- C. A topic in the student's secondary area of interest. The definition of "secondary area" is as follows:
 - In geo-cultural terms, the topic must be distinct from the student's major area of interest under essay B ;
 - In methodology, it must introduce new elements not covered under essay B
 - The secondary area may also include topics that are not traditionally considered to be "ethnomusicology," such as a topic in Western art music (using a historical approach, the student may focus on a particular period, composer, repertory, or style. In such a case, the student could suggest a historical musicology colleague as part of CEC in formulating/assessing that part of the exam); a Western theoretical focus (in such a case, the student could suggest a theory colleague as part of CEC in formulating/assessing that part of the exam); a composition portfolio (in such a case, the student could suggest a composition colleague as part of CEC in formulating/assessing that part of the exam).

3. The candidate first works closely with one or more members of CEC of the student's choice to formulate his/her proposals for the three essays. The candidate then submits the proposals to the entire CEC for approval. In the case that essay C is a topic which falls outside of the generally acknowledged scope of "ethnomusicology," a

colleague who is not a member of the core ethnomusicology faculty will be invited to be a member of CEC for purposes of evaluating essay C only.

4. Once the topics are approved, the candidate compiles bibliographies for each essay. This should take no more than four weeks from the approval date of the proposals. The candidate submits the bibliographies to the CEC for approval.
5. After the bibliographies have also been approved by the CEC, the candidate sets a date for the submission of the essays. The submission date should be no more than six weeks from the approval date of the bibliographies.
6. An oral examination will be scheduled within two weeks after submission of the essays to the CEC. The examination will be conducted by the CEC. At least three CEC members should be present at the oral examination.
7. The comprehensive examination normally lasts an entire semester, and should begin in early September or early January. It is suggested, however, that the student begin consultations in the previous semester.

Proposed benchmark dates for Fall semester are as follows:

- Sept. 1--submit topics
- Sept. 15--topics approved
- Oct. 15--submit completed bibliographies
- Oct. 22—bibliographies approved
- Dec. 1--submit final essays
- Dec. 15--oral exam

8. In cases where the proposal, bibliography, or completed essays are not approved by CEC, the process may be prolonged into the following semester.
9. During the term in which the Comp Exam is taken, the student will be advised to register for a 3-credit Independent Study course (Music 2990) that will count as an elective towards the fulfillment of course requirements for the Ph.D. degree.

10. Each essay of the exam will be evaluated as a Pass or Fail, with the possibility of partial passes (for one or two parts). A student who does not pass all parts has one chance to retake the failed parts of the exam. Students must complete the Ph.D. Comprehensive Examination within the next two academic terms (not including summer) following the term in which they begin the exam. If the exam is not completed within three semesters, the entire exam must be retaken. No matter the outcome, the Director of Graduate Studies will transmit the results of the Comprehensive Examination, with such information as is appropriate, to the student.

Dissertation Committee

After passing the Comprehensive Examination, each student forms a Dissertation Committee. This committee shall consist of the Dissertation Director, at least two other members of the Graduate Faculty in Music (not every faculty member is a member of the Graduate Faculty), and at least one member of the Graduate Faculty from another department or, in certain cases, from another university. If there are more than four members of the committee, the additional members may but need not be members of the Graduate Faculty. The Committee must be formally approved by the Chair and Associate Dean for Graduate Studies.

The student shall propose to the Chair the prospective Dissertation Director, after gaining his or her consent. In consultation with the proposed Director, the student shall propose to the Chair the other members of the Committee. The Chair shall ensure that the composition of each new committee represents the most effective use of the expertise of the

members of the faculty, bearing in mind their existing commitments, and recognizing the importance of the student having a productive working relationship with all members of the Committee. The process of selecting the committee is envisaged as a consensus. When agreement on membership has been reached, the student shall make contact with the prospective members, and when all have agreed to serve, the prospective Dissertation Committee shall be given preliminary approval by the Chair. (Note that the final approval of the Committee requires the concurrence of the Associate Dean for Graduate Studies and takes place with admission to candidacy). The membership of the Dissertation Committee may be changed whenever it is appropriate or necessary, subject to the approval of the chair prior to admission, and the approval of the Chair and the Associate Dean of Graduate Studies after admission to candidacy.

The Department emphasizes the desirability of each student working with a Dissertation Director and Committee members of his or her choice, and expects Departmental members of the Graduate Faculty to make all reasonable efforts to accommodate students who seek their membership on a Dissertation Committee. However, faculty members have other duties and responsibilities and no faculty member is under an obligation to serve on any particular Dissertation Committee, or to accept the role of Dissertation Director on any committee on which he or she is unwilling to serve. The Chair shall ensure that the dissertations under each faculty member's active direction do not exceed a reasonable level of responsibility.

Prospectus Examination

Each student seeking Admission to Candidacy for the Ph.D. degree prepares a Prospectus of the dissertation for presentation to the Dissertation Committee at a formal Prospectus Examination. The Prospectus shall be provided to each member of the Dissertation Committee no later than one week before the Prospectus Examination. Failure to meet this deadline may result in the cancellation of the Prospectus Examination. The Prospectus Examination may not be scheduled between May 1 and September 30.

The Prospectus is a written document, prepared by the student, which describes the dissertation project (with an appended bibliography) that the student proposes to undertake. The description must have sufficient depth for the Dissertation Committee to evaluate its merit as a dissertation project. The Department does not require the Prospectus to have any given form, length, or style, other than requiring an appended bibliography of relevant works, although the Dissertation Director may impose such requirements. With the consent of the Dissertation Director, the Prospectus is distributed to members of the Dissertation Committee, and a Prospectus Examination is scheduled. At this meeting, the members of the Dissertation Committee discuss the Prospectus with the student, to determine whether it is a viable dissertation project. The Dissertation Committee may accept the Prospectus as it stands or accept it conditional upon the satisfaction of certain specified requirements. Alternatively, the Dissertation Committee may reject the Prospectus, and either require revisions for reconsideration at another Prospectus meeting, or deem the entire project not viable. No matter the outcome, the student will be given reasons for the decision of the Dissertation Committee.

Following the successful completion of the Prospectus Examination the Candidate shall submit a copy of the Prospectus to the Director of Graduate Studies. This copy shall be kept in the Candidate's file. The Director of Graduate Studies shall maintain a separate file of representative prospectus samples, and the Academic Secretary will, upon request, make these samples available to students for use as models in preparing their own.

Admission to Ph.D. Candidacy

After the Dissertation Committee accepts a Prospectus, the student becomes eligible for Admission to Candidacy for the Ph.D. Degree, assuming that all requirements for the degree have been fulfilled with the exception of the dissertation. In order to become a Candidate, the student and the Dissertation Director must file an application, using the appropriate University forms, with the Chair and the Associate Dean for Graduate Studies. If approved, the student will be informed of Admission to Candidacy and of the membership of the Dissertation Committee; a copy of the document will be placed in the student's file.

Admission to Candidacy should occur at least eight months before the Final Oral Examination, in order to provide an opportunity for members of the Dissertation Committee to review, criticize, revise, or disapprove the proposed research. Approval of the proposed research does not imply either the acceptance of a dissertation prepared in accord with those plans or the restriction of the dissertation to this original proposal.

When the student is admitted to candidacy, the Dissertation Director officially becomes the candidate's advisor, assuming some of the functions of the Director of Graduate Studies, as described in §1.1 of this Handbook.

Annual Meeting of Dissertation Committee

For doctoral students in residence. At the initiative of the student, a Fall Semester date for such a meeting should be set suitable for the Dissertation Director, at least one other member of the Committee, and Candidate.

At the review meeting, progress on the dissertation and changes from the original prospectus are reported and commented on. A written summary, agreed upon by the Candidate and the Dissertation Director, is distributed to the entire committee.

For doctoral students not in residence. Early in the Spring Semester the Candidate will provide a written progress report to the Dissertation Director, who will circulate the report (with or without comment) to all members of the Committee, all of whom are invited to comment on this progress report; at his or her discretion, the Dissertation Director will call a meeting of the Committee to discuss possible problems.

Dissertation directors will inform the Director of Graduate Studies that a review meeting (or its equivalent) has taken place and will provide a copy of the report for the Candidate's file.

Dissertation

Candidates for the doctorate submit a dissertation, a major work of original scholarship. The University requirements concerning the style and form of the dissertation are stated in the University Style and Form Manual, available from the FAS Graduate Studies Office. It is the student's responsibility to conform to these requirements.

Oral Examination

A public defense of the Ph.D. dissertation is required and constitutes the Final Oral Examination. The completed dissertation shall be provided to the members of the

Dissertation Committee no later than four weeks before the Final Oral Examination. Failure to meet this deadline may result in the cancellation of the Final Oral Examination. The Final Oral Examination may not be scheduled between May 1 and September 30.

Language Requirement

For the Ph.D. degree, a reading knowledge of one language besides English relevant to the field of specialization, chosen in consultation with the Director of Graduate Studies. The language requirement may be satisfied either by passing the Departmental examination or by earning a grade of B or higher in the second term of a language course designed for reading knowledge. The language requirement must be met before the student can be admitted to candidacy.

2.3 Historical Musicology

The program in historical musicology reflects the wide-ranging interest and diverse methodological approaches of the faculty. The curriculum combines training in the primary tools of the discipline—including criticism and analysis, codicology and source study, and historical performance practices—with the study of music in its larger cultural and societal contexts.

Course Requirement for the Ph.D. in Historical Musicology

Seventy-two credits are required, as follows:

Music 2111. Principles of Research and Bibliography. 3 credits.

Music 2121. Introduction to Ethnomusicology. 3 credits.

Music 2131. Introduction to Historical Musicology. 3 credits.

Music 2141. Musical Analysis. 3 credits.

Historical Musicology Seminars (six terms). 18 credits

Forty-two additional credits, of which a maximum number of six credits may be earned in preparation of the Master's thesis (Music 2000), if applicable, a maximum number of six credits may be earned in courses of Independent Study (Music 2990), and a maximum number of eighteen credits may be earned in preparation of the Doctoral dissertation (Music 3000). Among these forty-two credits no more than a total of twenty-seven credits may be earned in Music 2000, Music 2990, and Music 3000. Otherwise, these credits may be earned in 1000-level courses (no more than six credits) and any graduate courses or any courses of individually guided Directed Study (Music 3902 or its equivalent in another department) within or outside the Department of Music, chosen in consultation with the Director of Graduate Studies. (Note: in general, foreign language skills courses cannot be taken to meet the course requirement for the M.A. and Ph.D. degrees.)

Course Requirement for the M.A. in Historical Musicology

Thirty credits are required, as follows:

Four proseminars (12 credits):

Music 2111. Principles of Research and Bibliography. 3 credits.

Music 2121. Introduction to Ethnomusicology. 3 credits.

Music 2131. Introduction to Historical Musicology. 3 credits.

Music 2141. Musical Analysis. 3 credits.

Three topical seminars in historical musicology (9 credits).

At least one other graduate course either within or outside the Department of Music (3 credits).

No more than six credits in preparation of the Master's thesis (Music 2000).

Language Requirement for the M.A. in Historical Musicology

For the M.A. degree, a reading knowledge of German, French, Italian, Spanish, or Latin is required. In special circumstances, another language relevant to the subject of the M.A. thesis may be substituted.

First-Year Evaluation

At the end of the first year of graduate study, all first-year students meet with the faculty at a regularly scheduled faculty meeting for an oral interview/evaluation. Each first-year student shall submit a dossier to the Director of Graduate Studies by March 1. Students may submit written material (e.g., papers or other materials prepared for courses, revised or originals with faculty comments), musical scores, or other documents that might be deemed relevant for consideration in the First-Year Evaluation. The Director of Graduate Studies, in turn, makes the dossier available for review by the Faculty and schedules the date, usually at a regularly scheduled faculty meeting in April, on which the formal evaluation takes place. At that meeting, the student's full record is reviewed, first with regard to actual satisfaction of requirements, and then with regard to the demonstrated ability and promise. The student is asked to appear before the Faculty at this meeting to answer any questions that might arise in the review.

There are normally three options for the Department with regard to the First-Year Evaluation. In most cases, the student would be required to complete the M.A. degree. In addition, the faculty may note specific and remediable deficiencies in the student's record during the first year and require that these be addressed. Remediation will vary according to circumstances but may involve, among other possibilities, requiring the student to pass specific courses with a grade of B or higher, in addition to meeting the requirements of the M.A. degree. In extraordinary cases, it might be recommended that a student proceed directly to the Ph.D. program, in which case the meeting would serve, additionally, as the

Doctoral Preliminary Evaluation (see below). In other extraordinary cases, the student would not be permitted to proceed in the program.

M.A. Oral Examination (combining the M.A. Comprehensive Evaluation and M.A. Thesis Defense)

The M.A. Thesis Committee, whose tasks will be to evaluate the student's M.A. thesis as well as conduct the M.A. Comprehensive Evaluation, will consist of no fewer than three members of the Music faculty, at least two of whom should be Graduate Faculty from the student's sub-discipline, and may additionally include faculty from outside the music department. The Thesis Committee must be approved in writing by the DGS at least one month prior to the defense. Students should normally have chosen a Master's Thesis topic by the end of the first semester of their second year in residence, and complete the M.A. degree the following semester.

Students submit a Master's thesis, equivalent in size and scope to a publishable scholarly article, to each committee member, and a dossier of written material (e.g., papers or other materials prepared for courses, revised or originals with faculty comments, that might be deemed relevant for consideration in the M.A. Comprehensive Evaluation) to the Graduate Academic Administrator, no later than two weeks before the M.A. Oral Examination, at which students are evaluated comprehensively and examined in respect of the thesis. Failure to meet this deadline may result in the cancellation of the Final Oral Examination.

Doctoral Preliminary Examination

In most cases, the Doctoral Preliminary Evaluation will take place at a Graduate Faculty Meeting convened after the M.A. Oral Examination has been passed. In cases where a first-year student holds a master's degree in musicology, ethnomusicology, or composition, the First-Year Evaluation would also serve as the Doctoral Preliminary Evaluation. There are normally three options for the Department with regard to the Doctoral Preliminary Evaluation. First, the Department may deem the student adequately prepared to continue coursework for the doctoral degree and to prepare for the Comprehensive Examination, in which case the Preliminary Evaluation is passed. Second, the Department may deem the student unsuited for advanced work and refuse permission for the student to continue in the graduate program. Third, if the faculty is not yet convinced that student should proceed directly to the Ph.D. program, despite holding a master's degree from another institution, then the student would be required to complete the M.A. degree at Pitt and would have a second Preliminary Evaluation after the M.A. Oral Examination (as described above).

Comprehensive Examination

The Comprehensive Examination, combining written work prepared over several weeks' time and a follow-up oral examination, is normally taken during the fall term of the third year in residence. During this term the student normally substitutes Music 2990 (Independent Study) for one of the regular courses that would otherwise have been taken. The student should notify the Director of Graduate Studies in writing of his or her intention to take the examination by 30 April (for the fall examination) or 1 November (in those cases in which a spring examination is approved or recommended).

The Comprehensive Examination consists of three parts:

Part I requires the student to write substantial essays on three topics selected from a larger set of six topics. Some topics may be limited to a single period; others may cut across two or more periods. In any event, the student will be expected to demonstrate competence in a range of historical periods. The concern is less with a recitation of "facts" and more with how conversant the student is with the current issues and methodologies in the field.

Part II asks for a critical analytical essay about an assigned movement or work. It is expected that the focus of this essay will fall on relevant issues of musical style and structure, although the cultural and historical context of the music should also be addressed insofar as it relates to the primary issues of style and structure.

Part III is an oral examination designed to test the breadth of the student's knowledge of the history of Western music. A representative list of a dozen works or groups of works will be given. The student should prepare to discuss each of these works with respect to relevant matters of both musical style and historical and cultural context.

Part I is distributed to the student at the beginning of the first week of the term; the essays written for this part should be submitted to the Director of Graduate Studies by the end of the sixth week of the term. Thereafter follows a break of one week. Part II is distributed to the student at the beginning of the eighth week of the term; the essay written for this part should be submitted to the Director of Graduate Studies by the end of the ninth week of the term. Thereafter follows another break of one week. The list of works for which the student is responsible in Part III is given out in advance at the beginning of the eleventh week of the term. A two-hour oral examination will then be scheduled for the fifteenth week of the term, at which the student will be asked to discuss a selection of the works assigned in Part III, as well as to answer questions regarding the essays written in parts I and II.

There are normally three options for the Department with regard to the Comprehensive Examination. First, the Department may deem the student adequately prepared and probably able to undertake a dissertation project, in which case the Comprehensive Examination is passed and the student permitted to develop a dissertation prospectus. Second, the Department may deem the student unsuited for more advanced work and refuse permission for the student to continue in the graduate program. Third, the Department may note specific and remediable deficiencies, and refuse permission for the student to develop a dissertation prospectus but agree to a second Comprehensive Examination in whole or in part at a later (and usually fixed) time. The Ph.D. Comprehensive Exam can be retaken once. No matter

the outcome, the Director of Graduate Studies will transmit the results of the Comprehensive Examination, with such information as is appropriate, to the student.

Dissertation Committee

After passing the Comprehensive Examination, each student forms a Dissertation Committee. This committee shall consist of the Dissertation Director, at least two other members of the Graduate Faculty in Music (not every faculty member is a member of the Graduate Faculty), and at least one member of the Graduate Faculty from another department or, in certain cases, from another university. If there are more than four members of the committee, the additional members may but need not be members of the Graduate Faculty. The Committee must be formally approved by the Chair and Associate Dean for Graduate Studies.

The student shall propose to the Chair the prospective Dissertation Director, after gaining his or her consent. In consultation with the proposed Director, the student shall propose to the Chair the other members of the Committee. The Chair shall ensure that the composition of each new committee represents the most effective use of the expertise of the members of the faculty, bearing in mind their existing commitments, and recognizing the importance of the student having a productive working relationship with all members of the Committee. The process of selecting the committee is envisaged as a consensus. When agreement on membership has been reached, the student shall make contact with the prospective members, and when all have agreed to serve, the prospective Dissertation Committee shall be given preliminary approval by the Chair. (Note that the final approval of the Committee requires the concurrence of the Associate Dean for Graduate Studies and takes place with admission to candidacy). The membership of the Dissertation Committee may be changed whenever it is appropriate or necessary, subject to the approval of the chair prior to admission, and the approval of the Chair and the Associate Dean of Graduate Studies after admission to candidacy.

The Department emphasizes the desirability of each student working with a Dissertation Director and Committee members of his or her choice, and expects Departmental members of the Graduate Faculty to make all reasonable efforts to accommodate students who seek their membership on a Dissertation Committee. However, faculty members have other duties and responsibilities and no faculty member is under an obligation to serve on any particular Dissertation Committee, or to accept the role of Dissertation Director on any committee on which he or she is unwilling to serve. The Chair shall ensure that the dissertations under each faculty member's active direction do not exceed a reasonable level of responsibility.

Prospectus Examination

Each student seeking Admission to Candidacy for the Ph.D. degree prepares a Prospectus of the dissertation for presentation to the Dissertation Committee at a formal Prospectus Examination. The Prospectus shall be provided to each member of the Dissertation Committee no later than one week before the Prospectus Examination. Failure to meet this deadline may result in the cancellation of the Prospectus Examination. The Prospectus Examination may not be scheduled between May 1 and September 30.

The Prospectus is a written document, prepared by the student, which describes the dissertation project (with an appended bibliography) that the student proposes to undertake. The description must have sufficient depth for the Dissertation Committee to evaluate its merit as a dissertation project. The Department does not require the Prospectus to have any

given form, length, or style, other than requiring an appended bibliography of relevant works, although the Dissertation Director may impose such requirements. With the consent of the Dissertation Director, the Prospectus is distributed to members of the Dissertation Committee, and a Prospectus Examination is scheduled. At this meeting, the members of the Dissertation Committee discuss the Prospectus with the student, to determine whether it is a viable dissertation project. The Dissertation Committee may accept the Prospectus as it stands or accept it conditional upon the satisfaction of certain specified requirements. Alternatively, the Dissertation Committee may reject the Prospectus, and either require revisions for reconsideration at another Prospectus meeting, or deem the entire project not viable. No matter the outcome, the student will be given reasons for the decision of the Dissertation Committee.

Following the successful completion of the Prospectus Examination the Candidate shall submit a copy of the Prospectus to the Director of Graduate Studies. This copy shall be kept in the Candidate's file. The Director of Graduate Studies shall maintain a separate file of representative prospectus samples, and the Academic Secretary will, upon request, make these samples available to students for use as models in preparing their own.

Admission to Ph.D. Candidacy

After the Dissertation Committee accepts a Prospectus, the student becomes eligible for Admission to Candidacy for the Ph.D. Degree, assuming that all requirements for the degree have been fulfilled with the exception of the dissertation. In order to become a Candidate, the student and the Dissertation Director must file an application, using the appropriate University forms, with the Chair and the Associate Dean for Graduate Studies. If approved, the student will be informed of Admission to Candidacy and of the membership of the Dissertation Committee; a copy of the document will be placed in the student's file.

Admission to Candidacy should occur at least eight months before the Final Oral Examination, in order to provide an opportunity for members of the Dissertation Committee to review, criticize, revise, or disapprove the proposed research. Approval of the proposed research does not imply either the acceptance of a dissertation prepared in accord with those plans or the restriction of the dissertation to this original proposal.

When the student is admitted to candidacy, the Dissertation Director officially becomes the candidate's advisor, assuming some of the functions of the Director of Graduate Studies, as described in §1.1 of this Handbook.

Annual Meeting of Dissertation Committee

For doctoral students in residence. At the initiative of the student, a Fall Semester date for such a meeting should be set suitable for the Dissertation Director, at least one other member of the Committee, and Candidate.

At the review meeting, progress on the dissertation and changes from the original prospectus are reported and commented on. A written summary, agreed upon by the Candidate and the Dissertation Director, is distributed to the entire committee.

For doctoral students not in residence. Early in the Spring Semester the Candidate will provide a written progress report to the Dissertation Director, who will circulate the report (with or without comment) to all members of the Committee, all of whom are invited to comment on this progress report; at his or her discretion, the Dissertation Director will call a meeting of the Committee to discuss possible problems.

Dissertation directors will inform the Director of Graduate Studies that a review meeting (or its equivalent) has taken place and will provide a copy of the report for the Candidate's file.

Dissertation

Candidates for the doctorate submit a dissertation, a major work of original scholarship. The University requirements concerning the style and form of the dissertation are stated in the University Style and Form Manual, available from the FAS Graduate Studies Office. It is the student's responsibility to conform to these requirements.

Oral Examination

A public defense of the Ph.D. dissertation is required and constitutes the Final Oral Examination. The completed dissertation shall be provided to the members of the Dissertation Committee no later than four weeks before the Final Oral Examination. Failure to meet this deadline may result in the cancellation of the Final Oral Examination. The Final Oral Examination may not be scheduled between May 1 and September 30.

Language Requirement for the Ph.D. in Historical Musicology

For the Ph.D. degree, a reading knowledge of two languages besides English is required. One of the two languages must be German; the second language should be selected, with faculty approval, on the basis of the anticipated area of research specialization. Students are required to meet the first language requirement by the end of the first year. The second language requirement must be met prior to admission to candidacy. Additional information about the language requirement is available through the Director of Graduate Studies.

2.4 Course Requirements for the Optional Minor

Doctoral students in each of the three major fields have the option of completing a minor in one of the other two fields by completing at least nine credits in graduate courses (numbered 2000 or higher) or courses of individually guided Directed Study (Music 3902) in that second field. Note: none of the four proseminars (Music 2111, 2121, 2131, and 2141) may be counted toward the nine credits required for this option.

3. Teaching Policies

3.1 General Information

Teaching Assistantships and *Teaching Fellowships*, available to qualified students (full graduate status), provide payment of tuition and a stipend in exchange for teaching duties within the Department's undergraduate curriculum. First-year students, excepting those who have completed a master's degree in composition and theory, ethnomusicology, or historical musicology at another institution, and continuing students who have not yet completed the equivalent of two terms of full-time graduate study within the Department (18 credits) are appointed as teaching assistants. First-year students who hold a master's degree in composition and theory, ethnomusicology, or historical musicology from another institution and continuing students who have completed the equivalent of two terms of full-time graduate study within the Department (18 credits) are appointed as teaching fellows.

Teaching assistants and fellows (hereafter referred to as TAs and TFs) may be appointed at any one of four levels: full (100%), 75%, 50%, and 25%. To the extent possible, the Department makes its appointments at the full and 75% levels. (Appointments at the full and 75% levels carry payment of full-time tuition (9–15 credits); appointments at the 50% and 25% levels carry tuition payment of six and three credits, respectively. For the 2000–2001 academic year, stipends are \$11,520 for a full teaching assistantship and \$11,985 for a full teaching fellowship; appointments at less than the full level carry proportionately smaller stipends.)

Teaching assignments are made by the TA/TF Coordinator, in consultation with the Chair, the Director of Graduate Studies, and the Director of Undergraduate Studies, in the term preceding the term in which the courses are offered. Continuing students will be requested to submit a list of preferences for teaching assignments on a form distributed by the TA/TF Coordinator. The assignment of individual courses and sections is governed by the considerations noted in §3.2.

3.2 Assignment of Courses and Sections to TAs and TFs

A. Order in which assignments are made:

1. First-year students, and second-year students who held fellowships (other than a teaching fellowship) during their first year.
2. Staffing of special (unusual) courses and honoring special arrangements made with a student.
3. Second-year students, excepting those who qualify under (1), and third-year students.
4. Superannuated students (any student beyond his or her third year).
5. No student who has accepted a job beginning the following September is eligible for a teaching assignment during the immediately preceding Summer Sessions or Summer Term.

- B. Factors relevant to making assignments (not in any particular order of importance and not exhaustive):
1. Desirable that students' preferences be respected.
 2. Desirable that each student teach a wide range of subjects during his or her residency in the graduate program.
 3. Desirable that the student's teaching history enhance his or her job prospects.
 4. Desirable to minimize conflicts with seminars important to the student.
 5. Desirable that any antipathies of a student toward a lecturer, or conversely, be respected.
 6. Mandatory that Pitt undergraduates receive competent and conscientious instruction. In particular, when recitations are available in a course, recitation teaching is the normal preparation for independent teaching of that course.
 7. Undesirable that a student receive a disproportionate number of onerous or undesirable assignments.
 8. Undesirable that a student receive a disproportionate number of especially desirable assignments.

3.3 TA/TF Duties and Obligations of Lecturers to their Assistants

[It is understood that acceptance of a teaching award constitutes acceptance of a contractual obligation to abide by the following points; any failure to observe them may result in immediate termination of a teaching award. At the same time, it is understood that complaints concerning a teacher in charge are to be taken to the Chair.]

A. Orientation meeting for new TAs/TFs

At the beginning of each academic year, an orientation meeting is held for all new TAs and TFs. The Chair, the Director of Graduate Studies, the TA/TF Coordinator, and a number of continuing TAs and TFs are present. The purpose of the meeting is to give the new student teachers information about teaching which is not easily available, to acquaint them with University facilities relevant to teaching (e.g., the writing workshop and videotaping facilities), and to answer any questions they may have about their duties, responsibility, and objectives.

B. Normal duties of those teaching recitations sections of a lecture course

1. Prompt attendance at each and every section meeting is absolutely required. If circumstances such as sickness arise, and time permits, the student teacher should inform the lecturer in charge and assist in arranging for a substitute approved by the lecturer in charge. If a class is missed in whole or in substantial part, the matter should be reported to the lecturer in charge, and a make-up class arranged to suit the convenience of the students. No student teacher should ever change the time or place of any recitation without prior approval of the lecturer in charge and appropriate notification of the Department.

2. Attendance at all lectures is mandatory, unless excused by the lecturer in charge. The importance of this is not to be underestimated. Much bad teaching has resulted from failure to observe this simple necessity. In particular, general familiarity with the material is not sufficient to warrant absence from lectures.
3. Regular announced office hours (not just “by appointment”) are expected of all teaching assistants. They must be kept; students are often hesitant to see TAs with an “appointments only” policy. *At least two hours, on different days, are essential.*
4. The assistant will perform such duties as grading and commenting upon papers, constructing and grading exams, and discussing particular points in recitation meetings, as are specified by the lecturer in charge. In particular, duties to students take precedence over academic duties such as seminar reports—unless specifically released by the lecturer in charge.
5. Many lecturers schedule weekly or bi-weekly discussion meetings with their assistants; any notes taken at these meetings by the lecturer in charge relevant to the student’s teaching are to be placed in the student’s file.

C. Normal duties of those grading for a course

1. Attendance at lecture is mandatory if required by the lecturer in charge.
2. Office hours may be required by the lecturer in charge to discuss student homework, papers, and/or exams.
3. Regular or occasional discussions with the lecturer in charge may be required.
4. The grading assistant will perform such duties as grading and commenting upon papers and constructing and grading exams, as are assigned by the lecturer in charge. It is understood that these obligations will be performed on time, as specified by the lecturer in charge. In particular, duties to students take precedence over academic duties such as seminar reports—unless specifically released by the lecturer in charge.
5. Many lecturers schedule weekly or bi-weekly discussion meetings with their assistants; these are part of the obligation.
6. Each lecturer in charge offers a written evaluation of the performance of each grading assistant, to be placed in the student’s file.

D. Obligations and Responsibilities of Lecturers to their Assistants

1. The lecturer’s policy regarding graduate student attendance at lectures, time allowed for grading and returning papers, and the chain of responsibility for giving grades should be made clear at the beginning of the terms.
2. It is the lecturer’s responsibility to ensure that the average weekly workload of his or her assistants does not exceed 20 hours per week (or proportionately less for those assistants holding 75%, 50%, or 25% appointments). The lecturer must closely monitor TA/TF workloads and adjust course requirements and/or

personally assume more of the grading duties if and when it appears that this workload will be exceeded.

3. The student teachers should be the first to be informed of complaints regarding their teaching.
4. If the responsibility for grading has been informally given to recitation leaders, the lecturer should not change the grades without consultation with the relevant recitation leader, unless exceptional circumstances arise which make such consultation impracticable. Final responsibility for grading rests with the lecturer and cannot be delegated.
5. Teaching assistants should be informed as early as possible (preferably at the beginning of the term) what material will be covered, in what order, and what of that will be covered in lecture and what is to be covered in recitation meetings.
6. The lecturer's policy with regard to grading is to be made clear at the beginning of the term.
7. The lecturer should attend one section taught by each of his or her teaching assistants near the beginning of the term and one near the end of the term.
8. The teaching assistant should use the special Departmental forms for soliciting the opinions of the students enrolled in the assistant's sections. These forms should be turned in to the lecturer, who should then write a statement evaluating the teaching assistant's performance in the course. The statement should then be given to the TA/TF Coordinator, who will add it to the student's file.

E. Normal duties of those with full instructional responsibility for a course

1. Prompt attendance at each and every course meeting is absolutely required. If circumstances such as sickness arise, and time permits, the student teacher should inform the TA/TF Coordinator and assist in arranging for a suitable substitute. If a class is missed in whole or in substantial part, the matter should be reported to the TA/TF Coordinator, and a make-up class arranged to suit the convenience of the students. No assistant should ever change the time or place of any course meeting without prior approval of the TA/TF Coordinator and appropriate notification of the Department.
2. Regular announced office hours (not just "by appointment") are expected of all teaching assistants. They must be kept; students are often hesitant to see student teachers with an "appointments only" policy. *At least two hours, on different days, are essential.* It is especially important that student teachers of CGS courses schedule office hours at a time convenient for CGS students. All the ordinary obligations of a teacher, including grading and commenting upon papers, constructing and grading exams, and submitting grades, must be performed on time. In particular, duties to students take precedence over academic obligations.
3. Before submitting textbook requisitions, the student teacher must submit to the TA/TF Coordinator a course syllabus that outlines the projected course and includes a list of required and suggested texts. Once the TA/TF Coordinator has

approved the syllabus, the student teacher should submit the textbook requisition through the Departmental office.

4. The student teacher is required to have his or her course evaluated through the Office of Student Evaluations.

Appendix

Calendar of Important Dates and Deadlines

Mid-September	Comprehensive Examination is offered, as necessary
October 1	Opening of the period during which examinations for the M.A. or Ph.D. degrees (Preliminary Examination, Comprehensive Examination, Prospectus Examination, Final Oral Examination; Master's Comprehensive Examination and Final Oral Examination) may be scheduled. Note: examinations may not be scheduled between May 1 and September 30.
November 1	Deadline to announce intention to take the Comprehensive Examination in the following January
November 15	Deadline to submit Directed Study proposals for the following Spring term
Mid-January	Comprehensive Examination is offered, as necessary
January 15	Applications for Mellon Fellowships for the following year are due
February 15	Applications for TA/TF appointments for the following year are due
March 1	Submit materials for First-Year Evaluations
March 15	Deadline to submit Directed Study proposals for the following Summer and Fall terms
Mid-March	First-Year Evaluations are scheduled (through mid-April)
April 30	Deadline to announce intention to take the Comprehensive Exam in the following September
April 30	Ending of the period during which examinations for the M.A. or Ph.D. degrees (Preliminary Examination, Comprehensive Examination, Prospectus Examination, Final Oral Examination; Master's Comprehensive Examination and Final Oral Examination) may be scheduled. Note: examinations may not be scheduled between May 1 and September 30.

