

**HANDBOOK OF RULES AND POLICIES**

**FOR**

**GRADUATE STUDY IN MUSIC**

**at the**

**University of Pittsburgh**

**(updated April 10, 2023)**

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## PREFACE

The Department of Music is a part of the Dietrich School of Arts and Sciences 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 [Dietrich School of Arts and Sciences Graduate & Professional Studies Catalog](#), 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 Dietrich School 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, 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 PhD 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 before the student may register. It is the student's responsibility to discuss the courses with the Director of Graduate Studies, assemble the appropriate course numbers, send them to the Director of Graduate Studies for approval, and register for them online through the "Enroll" function in the Student Center on the My.Pitt.edu website 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 discuss such changes with the Director of

Graduate Studies and receive written approval before processing them via the website 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; graduate students are ineligible to take them for credit unless they have also been assigned 2000-level course numbers, in which case graduate students may take the 2000-level courses 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.

#### *PhD 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 PhD Dissertation (one to nine credits per term).

#### *Full-Time Dissertation Study (FTDA 3999)*

Doctoral students who have completed all credit requirements for the degree including the foreign-language requirement, have passed the Preliminary Examination, Comprehensive Examination, and Prospectus Meeting, 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 [Dietrich School of Arts and Sciences Graduate & Professional Studies Catalog](#), 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. Students must obtain a grade of B or higher in the four proseminars in order to get credit toward the degree.

## **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 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 in writing 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, 2.3 and 2.4 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. The Director of Graduate Studies reviews requests for transfer credits, normally after the student's first year in the program, and makes a recommendation for transfer credits to the Office of Graduate Studies in the Dietrich School.

According to Dietrich School regulations, a maximum of six credits may be accepted by transfer toward the requirements of the MA degree; a maximum of 24 credits may be accepted by transfer toward the requirements for the PhD degree. In general, students who have completed a master's degree at another institution in composition and theory, ethnomusicology, musicology, or jazz studies are awarded the maximum number of transfer credits toward the requirements for the PhD degree; students holding graduate degrees in performance, music education, or other fields can expect to receive a lesser number of transfer credits.

Students who transfer more than six credits due to the completion of an MA degree at another institution may not earn an MA 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 PhD 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 Support**

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 or areas (GSAs). In all cases, continued financial support depends on the student 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 fifth year of study, pending the availability of funds.

### *Summer Fellowships*

A&S Summer Fellowships are awarded selectively to students who are completing their second or third year in the doctoral program. Students must be making good progress toward the degree. These Fellowships provide resources intended to help students achieve their graduate study objectives; to accelerate students' progress toward the degree; and to position students to obtain external funding for dissertation research. They provide stipends for language study, conducting pre-dissertation research, travel, attending festivals, and other purposes.

Students should submit a proposal no longer than 2 pages (single-spaced) to the Director of Graduate Studies that includes (1) a description of the project; (2) an explanation of how the project fits into the student's current degree program; (3) a description of how the funds will be used; and (4) a detailed budget. Upon completion of the fellowship project, students are required to submit a final report.

## 1.8 Formation of the Doctoral Committee

Doctoral dissertation committees are composed of at least four members. The Chair of the committee must be a current (or recent) member of the University of Pittsburgh Graduate Faculty. Any member may serve as Co-Chair. At least three members (to include the Chair) must be members of the University of Pittsburgh Graduate Faculty with either a primary appointment in the candidate's department or a secondary/joint appointment in the candidate's department and a primary/joint appointment in another relevant department within the University of Pittsburgh ("internal members"). At least one member must either be a member of the University of Pittsburgh Graduate Faculty external to the candidate's department or a qualified scholar with an equivalent status at another accredited institution ("external member"; for exceptions, see below, Special Requirements for External Committee Members from outside the University of Pittsburgh). The Graduate Faculty Roster for the University of Pittsburgh can be viewed at the following website: <https://www.provost.pitt.edu/graduate-faculty-roster>. Membership in the Graduate Faculty is not automatic and must be formally requested by the faculty member's department and approved by the Associate Dean for Graduate Studies and the Vice Provost for Graduate Studies before the faculty member can serve on a doctoral dissertation committee. Additional committee members from the University of Pittsburgh may be added to the doctoral committee in cases where additional expertise is needed. For additional members, the Graduate Faculty status requirement may be waived by approval of the Assistant Dean for Graduate Studies. A program's request for any additional committee member from the University of Pittsburgh must be accompanied by (1) a current C.V. that documents the potential member's educational and professional background of relevance to the student's research, as well as documentation of teaching and/or mentoring doctoral or post-doctoral trainees and (2) a memo that clearly outlines the benefit of the member's participation to the student.

The names of the committee members must be submitted by the student's Ph.D. program to the DSAS Office of Graduate Studies as part of a student's application for doctoral candidacy. All requests for subsequent changes to the committee should be submitted for approval to the Office of Graduate Studies by the Graduate Administrator for the candidate's program. Any changes to committee membership, internal or external, after the dissertation proposal/prospectus/overview meeting must be approved by the Assistant Dean for Graduate Studies prior to the dissertation defense.

Requests for an external committee member from outside the University of Pittsburgh should be sent by the GA to the [Coordinator of Graduate Student Services](#).

A program's request for any external member from outside the University of Pittsburgh must be accompanied by (1) a current C.V. that documents the potential external member's educational and professional background of relevance to the student's research, as well as documentation of teaching and/or mentoring doctoral or post-doctoral trainees and (2) a memo written by the Committee Chair that clearly outlines the benefit of the member's participation to the student.



Faculty from outside the University of Pittsburgh may serve as external committee members. Under certain circumstances, active researchers or professionals with appointments outside of academia may be approved as external committee members. In this case, the memo should also document how the Ph.D. program renders diverse careers valued, visible, and viable and supports a pathway for the student to pursue a career in sectors such as government, business/industry, and/or non-profit.

C.V.s for external committee members who have been approved previously by the Assistant Dean for a particular program's graduate students need only be resubmitted once every five years. In this case, however, the memorandum accompanying each request for an external member's participation in a new committee must also note the date on which the C.V. was last submitted for this individual. If the date is not known, a new C.V. must be included.

In all cases, requests for external members must be sent to [JAT205@pitt.edu](mailto:JAT205@pitt.edu) for review in advance of the requested member's participation on the doctoral committee and before the meeting or defense is scheduled. The Assistant Dean will review the materials and render a decision.

For the complete Dietrich School policy regarding dissertation committee makeup (including information on remote participation and committee participation by former members of the Pitt Graduate Faculty), please consult the full DSAS Doctoral Dissertation Committee Policy at <https://www.asgraduate.pitt.edu/dsas-doctoral-dissertation-committee-policy>.

## 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 PhD in Composition and Theory*

Seventy-two credits are required, as follows:

Four Pro-seminars (to be completed by the end of the fall semester of the second year). 12 credits:

Music 2111. Principles of Research and Bibliography (1<sup>st</sup> year). 3 credits.

Music 2141. Musical Analysis. 3 credits.

At least two out of the remaining three pro-seminars:

Music 2121. Introduction to Ethnomusicology. 3 credits.

Music 2131. Introduction to Musicology. 3 credits.

Music 2151. Introduction to Jazz Studies. 3 credits

Additional Required Courses:

Music 2048. Instrumentation and Orchestration. 3 credits.

Music 2232. Seminar in Music Since 1945. 3 credits

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

Music 2632. Composition Seminar (for two terms). 6 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 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.) Appropriate level course(s) in electroacoustic music - Music 2071/2072 (Electronic and Computer Music 1/2) or Music 2073 (Programming Environments in Music / Max/MSP) is/are recommended.

*Course Requirements for the MA in Composition and Theory*

Thirty credits are required, as follows:

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

Music 2411. Music Analysis. 3 credits.

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

Electives. 9 credits. (Note: Music 2048 [Instrumentation and Orchestration] and Music 2232 [Music Since 1945] are recommended, along with an appropriate course in electroacoustic music, such as Music 2071/2072 [Electronic and Computer Music 1/2] or Music 2073 [Programming Environments in Music / Max/MSP]).

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 31. Students may submit written material (e.g., papers or other materials prepared for courses, 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 MA 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 MA degree. In extraordinary cases, it might be recommended that a student proceed directly to the PhD 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.

#### *MA Oral Examination (combining the MA Comprehensive Evaluation and MA Thesis Defense)*

The MA Thesis Committee, whose tasks will be to evaluate the student's MA thesis as well as conduct the MA 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 MA 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 MA Comprehensive Evaluation) to the Graduate Administrator, no later than two weeks before the MA 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 MA Oral Examination has been passed. In cases where a first-year student holds a master's degree in musicology, ethnomusicology, composition, or jazz studies 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 PhD program, despite holding a master's degree from another institution, then the student would be required to complete the MA degree at Pitt and would have a second Preliminary Evaluation after the MA Oral Examination (as described above).

## Comprehensive Examination

The Comprehensive Examination is normally taken during the second or 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 20<sup>th</sup> and 21-century masterworks:

Berg, Violin Concerto

Reich, Music for 18 Instruments

Berio, *Sinfonia*

Saariaho, *Lichtbogen*

Cage, *Sonatas and Interludes*

Schoenberg, Pierrot Lunaire

Carter, *A Mirror on Which to Dwell*

Stockhausen, *Stimmung*

Chin, Unsuik *Violin Concerto*

Stravinsky, *Agon*

Crawford, *String Quartet*

Varese, *Deserts*

Davies, *Eight Songs for a Mad King*

Webern, *Six Pieces for Orchestra*, Op. 6

Debussy, *Jeux*

Xenakis, *Metastasis*

Feldman, *Patterns in a Chromatic Field*

Johnson, *String Quartet #4*

Lachenmann, *Gran Torso*

Ligeti, *Études, Bk. 1*

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 PhD 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, consisting of at least three graduate faculty members from the candidate's department and at least one graduate faculty member external to the candidate's department. See section 1.8 (p.8 above) for the Dietrich School's policy on formation of doctoral committees. A list of graduate faculty for the university can be viewed at the following website: <https://ir.pitt.edu/graduate-faculty-roster/>. The Department Chair must approve the Committee as well as any changes to the Committee, and will then forward the proposed membership to the Associate Dean for Graduate Studies for final approval.

The chair of the Dissertation Committee is the Dissertation Director. Information about choosing a dissertation advisor can be viewed at the following website: <https://www.asgraduate.pitt.edu/academics/academic-resources>. The student shall first gain consent from, and then propose, the prospective Dissertation Director to the Department Chair. With the Department Chair's approval, the student shall then consult with the Dissertation Director on the other members of the Committee, and propose their names to the Department Chair. 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. Only after the Chair has agreed on the committee membership shall the student make contact with the prospective members, and when all have agreed to serve, the prospective Dissertation Committee shall be given preliminary approval by the Department Chair.

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 Department 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 PhD 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 Associate Dean of Graduate Studies requires that all members of the Dissertation Committee attend 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 Graduate Administrator will, upon request, make these samples available to students for use as models in preparing their own.

### *Admission to PhD Candidacy*

After the Dissertation Committee accepts a Prospectus, the student becomes eligible for Admission to Candidacy for the PhD 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 provided at the time of the Prospectus Examination, 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's website for [Electronic Theses and Dissertations](#). It is the student's responsibility to conform to these requirements.

### *Oral Examination*

A public defense of the PhD 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 Associate Dean of Graduate Studies requires that all members of the Dissertation Committee attend the Final Oral Examination; the Final Oral Examination may not be scheduled between May 1 and September 30.

## **Language Requirement**

For the PhD 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 examination administered by the appropriate language department, consisting of a 400-500 word document dealing with a subject close to the student's own interests to be translated into English and demonstrating knowledge of grammar, syntax, and vocabulary equivalent to earning a grade of B or higher in the second term of a language course designed for reading knowledge; or by earning a grade of B or higher in such a course. Students must complete the requirement or schedule the language exam before the Prospectus Exam can be scheduled. 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 theories of the discipline, methods and techniques of research, cultural theory, 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 European music, South Asian music, Southeast Asian music, and global popular 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 PhD in Ethnomusicology*

Seventy-two credits are required, as follows:

Four Pro-seminars (to be completed by the end of the fall semester of the second year). 12 credits:



Music 2111. Principles of Research and Bibliography (1<sup>st</sup> year). 3 credits.

Music 2121. Introduction to Ethnomusicology (1<sup>st</sup> year). 3 credits.

At least two out of the remaining three pro-seminars:

Music 2131. Introduction to Musicology. 3 credits.

Music 2141. Musical Analysis. 3 credits.

Music 2151. Introduction to Jazz Studies. 3 credits

Additional Courses (9 credits):

Music 2442. Field and Lab Methods. 3 credits.

Music 2621. Ethnomusicology Seminar. 6 credits (two semesters).

Area courses and seminars (9 credits).

Three area survey courses (selected from the 2040 and 2300 series). Note: two different geographical areas must be represented. 9 credits.

Two courses in anthropology or other related discipline (numbered 2000 or higher) (6 credits) or one course in anthropology or other related discipline (numbered 2000 or higher) (3 credits) and an additional Ethnomusicology Seminar (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 PhD Comprehensive Examination (Music 2990), and a maximum number of eighteen credits may be in preparation of the Doctoral dissertation (Music 3000). These credits may be earned in 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 MA in Ethnomusicology*

Thirty credits are required, as follows:

Four Pro-seminars (to be completed by the end of the fall semester of the second year). 12 credits:

Music 2111. Principles of Research and Bibliography (1<sup>st</sup> year). 3 credits.

Music 2121. Introduction to Ethnomusicology (1<sup>st</sup> year). 3 credits.

At least two out of the remaining three pro-seminars:

Music 2131. Introduction to Musicology. 3 credits.

Music 2141. Musical Analysis. 3 credits.

Music 2151. Introduction to Jazz Studies. 3 credits

Music 2621. Ethnomusicology Seminar. 6 credits (two semesters).

Area courses and seminars (6 credits).

Group I: one area survey course (selected from the 2040 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.

One course in anthropology or other related discipline (numbered 2000 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 31. Students may submit written material (e.g., papers or other materials prepared for courses, 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 MA 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 MA degree. In extraordinary cases, it might be recommended that a student proceed directly to the PhD 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.

#### *MA Oral Examination (combining the MA Comprehensive Evaluation and MA Thesis Defense)*

The MA Thesis Committee, whose tasks will be to evaluate the student's MA thesis as well as conduct the MA 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 MA 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 MA Comprehensive Evaluation) to the Graduate Administrator, no later than two weeks before the MA 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 MA Oral Examination has been passed. In cases where a first-year student holds a master's degree in musicology, ethnomusicology, composition, or jazz studies, 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 PhD program, despite holding a master's degree from another institution, then the student would be required to complete the MA degree at Pitt and would have a second Preliminary Evaluation after the MA Oral Examination (as described above).

#### *Comprehensive Examination*

The Comprehensive Examination is normally taken during the second or 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 graduate 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 reflect on and apply current intellectual ideas within the discipline, and include a bibliography. These essays should identify and frame relevant research questions and problems on a topic in an organized, compelling, and sensitive manner; identify significant contributions of individual authors; place individual authors and trends within the intellectual history of the discipline; and address the interdisciplinary nature of ethnomusicology. These essays do not represent original research. They are intended to demonstrate a student's ability to compile, synthesize, and articulate a large amount of information about a topic.

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

A. A topic relevant to the intellectual history, theories, and methods of ethnomusicology. Topics related to the central "tools" of research within the history of ethnomusicology might include ethnography, sound recording, transcription, analysis of musical style, and historical approaches. Topics related to some of the basic theoretical areas of inquiry within the history of ethnomusicology might include the study of scales and modes; the relationship between music and culture; the politics of representation; postcolonial studies; music and globalization; gender and sexuality studies; and cultural rights and advocacy.

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;

in theory, it must introduce new elements not covered under essay B.

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 proposal consists of a title and a 500-word abstract for each essay. The candidate then submits proposals to the entire CEC for approval.

4. Once the topics are approved, the candidate compiles bibliographies for each essay. Each bibliography must include an introduction that summarizes the scope and limitations of the selected items. The bibliography must contain at least 15 annotated entries, and should indicate which sources the student has already examined. [Bibliographies must be submitted to the CEC no later than three weeks after the topics have been approved].

5. After the bibliographies have been approved by the CEC, the candidate sets a date for the submission of the essays. The submission date must be no more than six weeks from the approval date of the bibliographies.

6. After the CEC has reviewed the bibliographies, the student must make an appointment with each member of the CEC to discuss the writing of the essays.

7. 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.

8. 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. 7: select topics
- Sept. 15: submit proposals
- Sept. 22: proposals approved
- Oct. 7: submit completed bibliographies
- Oct. 15: bibliographies approved
- Oct. 22: student meets with members of the CEC
- Dec. 1: submit final essays
- Dec. 15: oral exam

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 PhD 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 PhD 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, consisting of at least three graduate faculty members from the candidate's department and at least one graduate faculty member external to the candidate's department. See section 1.8 (p.8 above) for the Dietrich School's policy on formation of doctoral committees. A list of graduate faculty for the university can be viewed at the following website: <https://ir.pitt.edu/graduate-faculty-roster/>. The Department Chair must approve the Committee as well as any changes to the Committee, and will then forward the proposed membership to the Associate Dean for Graduate Studies for final approval.

The chair of the Dissertation Committee is the Dissertation Director. Information about choosing a dissertation advisor can be viewed at the following website:

<https://www.asgraduate.pitt.edu/academics/academic-resources>. The student shall first gain consent from, and then propose, the prospective Dissertation Director to the Department Chair. With the Department Chair's approval, the student shall then consult with the Dissertation Director on the other members of the Committee, and propose their names to the Department Chair. 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. Only after the Chair has agreed on the committee membership shall the student make contact with the prospective members, and when all have agreed to serve, the prospective Dissertation Committee shall be given preliminary approval by the Department Chair.

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 Department 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 PhD 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 Associate Dean of Graduate Studies requires that all members of the Dissertation Committee attend 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 Graduate Administrator will, upon request, make these samples available to students for use as models in preparing their own.

#### *Admission to PhD Candidacy*

After the Dissertation Committee accepts a Prospectus, the student becomes eligible for Admission to Candidacy for the PhD 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 provided at the time of the Prospectus Examination, 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 of at least 15 pages (double-spaced), 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.

As part of the annual review, students who are ABD are asked to submit a report that summarizes their activities during the last academic year. The report includes sections on (1) progress toward completing the dissertation, (2) professional development, and (3) plans for the coming year.

#### I. Dissertation

1. Title
2. Abstract (250-350 words)
3. Outline of chapters
4. Major changes in your approach, theory, methodology, and analysis
5. Activities conducted during the last academic year
6. Difficulties encountered
7. Draft of one chapter

#### II. Professional Development

1. Public presentations and conferences
2. Research trips
3. Grant applications
4. Job market timetable
5. Other achievements

#### III. Plans for the coming year

1. Summer plans
2. Timetable for completion
3. Contingencies, difficulties, and challenges that will delay your plans
4. Sources of support

#### *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's website for [Electronic Theses and Dissertations](#). It is the student's responsibility to conform to these requirements.

#### *Oral Examination*

A public defense of the PhD 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 Associate Dean of Graduate Studies requires that all members of the Dissertation Committee attend the Final Oral



Examination; the Final Oral Examination may not be scheduled between May 1 and September 30.

### *Language Requirement*

For the PhD 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 examination administered by the appropriate language department, consisting of a 400-500 word document dealing with a subject close to the student's own interests to be translated into English and demonstrating knowledge of grammar, syntax, and vocabulary equivalent to earning a grade of B or higher in the second term of a language course designed for reading knowledge; or by earning a grade of B or higher in such a course. Students must complete the requirement or schedule the language exam before the Prospectus Exam can be scheduled. The language requirement must be met before the student can be admitted to candidacy.

## **2.3 Musicology**

The program in 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 PhD in Musicology*

Seventy-two credits are required, as follows:

Four Pro-seminars (to be completed by the end of the fall semester of the second year). 12 credits:

Music 2111. Principles of Research and Bibliography (1<sup>st</sup> year). 3 credits.

Music 2131. Introduction to Musicology (1<sup>st</sup> year). 3 credits.

At least two out of the remaining three pro-seminars:

Music 2121. Introduction to Ethnomusicology. 3 credits.

Music 2141. Musical Analysis. 3 credits.

Music 2151. Introduction to Jazz Studies. 3 credits

Six Musicology Seminars (normally Music 2611). 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 any graduate courses or any courses of individually guided Directed Study within or outside the Department of Music (Music 3902 or its equivalent in another department), 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 MA and PhD degrees.)

### *Course Requirement for the MA in Musicology*

Thirty credits are required, as follows:

Four Pro-seminars (to be completed by the end of the fall semester of the second year). 12 credits:

Music 2111. Principles of Research and Bibliography (1<sup>st</sup> year). 3 credits.

Music 2131. Introduction to Musicology (1<sup>st</sup> year). 3 credits.

At least two out of the remaining three pro-seminars:

Music 2121. Introduction to Ethnomusicology. 3 credits.

Music 2141. Musical Analysis. 3 credits.

Music 2151. Introduction to Jazz Studies. 3 credits

Three Musicology Seminars (normally Music 2611). 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 MA in Musicology*

For the MA degree, a reading knowledge of German, French, Italian, Spanish, or Latin is required. In special circumstances, another language relevant to the subject of the MA 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 31. Students may submit

written material (e.g., papers or other materials prepared for courses, 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 their 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 MA 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 MA degree. In extraordinary cases, it might be recommended that a student proceed directly to the PhD 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.

#### *MA Oral Examination (combining the MA Comprehensive Evaluation and MA Thesis Defense)*

The MA Thesis Committee, whose tasks will be to evaluate the student's MA thesis as well as conduct the MA 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 MA 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 MA Comprehensive Evaluation) to the Graduate Administrator, no later than two weeks before the MA 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 MA Oral Examination has been passed. In cases where a first-year student holds a master's degree in musicology, ethnomusicology, composition, or jazz studies, 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 PhD program, despite holding a master's degree from another institution, then the student would be required to complete the MA degree at Pitt and would have a second Preliminary Evaluation after the MA Oral Examination (as described above).

### *Comprehensive Examination*

The Comprehensive Examination normally takes place across a full semester. It consists of three parts:

Part I requires the student to write three substantial essays on 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 approaches in the field.

Part II asks for a critical analytical essay, program notes/pre-concert lecture, or a digital humanities project on an assigned piece of music. The student will inform the faculty member directing the Comprehensive Examinations for that academic year which format they prefer (essay, notes/lecture, or digital project) for Part II. It is expected that the focus of this Part will fall on relevant issues of musical process and structure, although issues of meaning or social significance may also be addressed insofar as they relate to the primary issues of process and structure.

Part III is an oral examination designed to test the breadth of the student's knowledge of the history of music spanning two out of three areas: Western Art Music, Popular Music of the Americas, and Music Media. In the preceding term, students will inform the faculty member directing the Comprehensive Examinations for that academic year which two areas they want to emphasize for Part III. Representative lists of ten titles for each area will be given to the student, who should prepare to discuss each of these titles with respect to relevant matters of musical style and historical and cultural context. For the "Music Media" area, students should focus as much on aspects of the medium as on those of the music.

Part I is distributed to the student at the beginning of the first week of the term; the essays written for this part should normally be submitted to the Comprehensive Examination director 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 Comprehensive Examination director by the end of the ninth week of the term. Thereafter, the student should focus on preparing to discuss the two lists for Part III. The list of works for which the student is responsible in Part III will be given out no less than two months before the start of the term in which the Comprehensive Exam will be taken. (As most students complete the Comprehensive Examination in the fall term, lists are normally distributed by the end of the preceding Spring term. In the exceptional event of a spring term Comprehensive Examination, the lists for Part III would be distributed no later than November 1 of the preceding 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 PhD 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."

Sample schedule for the Comprehensive Examination:

April 15: Part III list of musical works is distributed to students

Fall term, Week 1: Part I is distributed

Week 6: Part I is submitted to the committee

Week 8: Part II is distributed

Week 9: Part II is submitted to the committee

Week 15: Oral Examination of Parts I-III

*Dissertation Committee*

After passing the Comprehensive Examination, each student forms a Dissertation Committee, consisting of at least three graduate faculty members from the candidate's department and at least one graduate faculty member external to the candidate's department. See section 1.8 (p.8 above) for the Dietrich School's policy on formation of doctoral committees. A list of graduate faculty for the university can be viewed at the following website: <https://ir.pitt.edu/graduate-faculty-roster/>. The Department Chair must approve the Committee as well as any changes to the Committee, and will then forward the proposed membership to the Associate Dean for Graduate Studies for final approval.

The chair of the Dissertation Committee is the Dissertation Director. Information about choosing a dissertation advisor can be viewed at the following website: <https://www.asgraduate.pitt.edu/academics/academic-resources>. The student shall first gain consent from, and then propose, the prospective Dissertation Director to the Department Chair. With the Department Chair's approval, the student shall then consult with the Dissertation Director on the other members of the Committee, and propose their names to the Department Chair. 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. Only after the Chair has agreed on the committee membership shall the student make contact with the prospective members, and when all have agreed to serve, the prospective Dissertation Committee shall be given preliminary approval by the Department Chair.

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 Department 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 PhD 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 Associate Dean of Graduate Studies requires that all members of the Dissertation Committee attend 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 Graduate Administrator will, upon request, make these samples available to students for use as models in preparing their own.

### *Admission to PhD Candidacy*

After the Dissertation Committee accepts a Prospectus, the student becomes eligible for Admission to Candidacy for the PhD 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 provided at the time of the Prospectus Examination, 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's website for [Electronic Theses and Dissertations](#). It is the student's responsibility to conform to these requirements.

### *Oral Examination*

A public defense of the PhD 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 Associate Dean of Graduate Studies requires that all members of the Dissertation Committee attend the Final Oral Examination; the Final Oral Examination may not be scheduled between May 1 and September 30.

#### *Language Requirement for the PhD in Musicology*

For the PhD degree, a reading knowledge of two languages besides English is required. Both languages should be selected, with area 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 language requirement may be satisfied either by passing the examination administered by the appropriate language department, consisting of a 400-500 word document dealing with a subject close to the student's own interests to be translated into English and demonstrating knowledge of grammar, syntax, and vocabulary equivalent to earning a grade of B or higher in the second term of a language course designed for reading knowledge; or by earning a grade of B or higher in such a course. Students must complete the requirement or schedule the language exam before the Prospectus Exam can be scheduled. The second language requirement must be met before the student can be admitted to candidacy. Additional information about the language requirement is available through the Director of Graduate Studies.

## **2.4 Jazz Studies**

The program in jazz studies at the University of Pittsburgh produces jazz scholars and academic leaders through rigorous training in jazz research, composition, and performance. The curriculum is demanding and yet flexible enough to accommodate individual skills and interests, and prepares degree recipients to enter the academic marketplace with the best available preparation for researching, publishing, teaching, and leading programs in jazz studies. Jazz studies combines elements of ethnomusicology, musicology, performance, composition, and theory of various styles of jazz music.

#### *Course Requirement for the PhD in Jazz Studies*

Seventy-two credits are required, as follows:

Four Pro-seminars (to be completed by the end of the fall semester of the second year) 12 credits:

Music 2111. Principles of Research and Bibliography (1<sup>st</sup> year). 3 credits.

Music 2151. Introduction to Jazz Studies. 3 credits.

At least two out of the remaining three pro-seminars:

Music 2121. Introduction to Ethnomusicology. 3 credits.



Music 2131. Introduction to Musicology. 3 credits.

Music 2141. Musical Analysis. 3 credits.

Additional Required Courses:

Music 2720. Advanced Jazz Composition and Analysis. (May be substituted with Music 2051/2 [Jazz Composition and Arranging] or Music 2710 [Jazz Styles and Analysis]. 3 credits.

Additional Doctoral Seminars. 18 credits. These must include *at least*:

Three Jazz Seminars (including Music 2721-Jazz Studies Seminar, and 2710-Jazz Styles and Analysis). 9 credits.

One graduate seminar in either Musicology, Ethnomusicology, or Composition/Theory. 3 credits.

One graduate course outside of the music department, chosen in consultation with the jazz faculty. 3 credits.

Thirty-six additional credits, of which a maximum of six credits should be devoted to the weekly performance/composition salon (expected of all students in residence); a maximum of three credits may be in preparation of the Masters Thesis (2000), if applicable; a maximum six credits may be in Independent Study (Music 2990); and a maximum eighteen credits may be in preparation of the Doctoral dissertation (Music 3000). They may also consist of any graduate courses within or outside the Department of Music, advanced courses in performance or improvisation, or any courses of individually guided Directed Study (Music 3902 or its equivalent in another department), 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 MA in Jazz Studies*

Thirty credits are required, as follows:

Four Pro-seminars (to be completed by the end of the fall semester of the second year). 12 credits:

Music 2111. Principles of Research and Bibliography (1<sup>st</sup> year). 3 credits

Music 2151. Introduction to Jazz Studies (1<sup>st</sup> year). 3 credits

At least two out of the remaining three pro-seminars:

Music 2121. Introduction to Ethnomusicology. 3 credits

Music 2131. Introduction to Musicology. 3 credits

Music 2141. Musical Analysis. 3 credits

Doctoral Seminars in Music. 12 credits. These must include *at least*:

Two Jazz Seminars (including Music 2720-Advanced Jazz Composition and Analysis, Music 2721-Jazz Studies Seminar, and 2710-Jazz Styles and Analysis). 6 credits.

One Seminar in either Musicology, Ethnomusicology, or Theory/Composition. 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 31. Students may submit written material (e.g., papers or other materials prepared for courses, 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 MA 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 MA degree. In extraordinary cases, it might be recommended that a student proceed directly to the PhD 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.

### *MA Oral Examination (combining the MA Comprehensive Evaluation, MA Thesis Defense and Performance Jury)*

The MA Thesis Committee, whose tasks will be to evaluate the student's MA thesis as well as conduct the MA 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 MA 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 MA Comprehensive Evaluation) to the Graduate Academic Administrator, no later than two weeks before the MA Oral Examination, at which students are evaluated comprehensively and examined in respect to the thesis. Failure to meet this deadline may result in the cancellation of the Final Oral Examination.

In the event that the MA degree is the students' final objective, the student will, in addition to completing the MA Thesis, be required to perform, conduct, and produce a 25-30 minute performance jury. The format and requirements are the same as those for part C of the doctoral comprehensive exam, outlined below. Students continuing on to the PhD need only complete this requirement once (during the course of the comprehensive exam).

### *Doctoral Preliminary Examination*

In most cases, the Doctoral Preliminary Evaluation will take place at a Graduate Faculty Meeting convened after the MA Oral Examination has been passed. In cases where a first-year student holds a master's degree in musicology, ethnomusicology, composition, or jazz studies, 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 PhD program, despite holding a master's degree from another institution, then the student would be required to complete the MA degree at Pitt and would have a second Preliminary Evaluation after the MA Oral Examination (as described above).

### *Comprehensive Examination*

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

The Comprehensive Examination in jazz studies consists of three parts and is based on materials covered in graduate classes in jazz studies at the University of Pittsburgh.

The areas in which the students will be examined include the following:

A. Part one will consist of two research papers (approximately 25 to 30 pages plus a bibliography and discography) on topics chosen in consultation with the jazz studies faculty. Topics should represent two contrasting threads from within jazz studies and students are encouraged to choose directions that are broad enough to demonstrate wide knowledge, while also being relevant to planned prospectus and dissertation projects. Prior to pursuing each essay, each student must

submit a 500-word abstract (due before the end of the second week of the semester), followed by a detailed bibliography containing at least fifteen annotated entries (fourth week of the semester). Once these are approved, students will have four weeks to complete the essays, submitting the final versions on a pre-approved date in Early November or March.

B. Part two is devoted to the area of jazz composition, theory, and analysis. It is designed to test the students' ability to demonstrate knowledge of jazz composition/orchestration and arranging as they relate to the art of jazz improvisation. The student will be examined on his/her understanding of the basic theoretical techniques involved in the creation and construction of one or two works, which they will be assigned. The faculty will provide scores and/or recordings of the pieces in question, though students are welcome to create additional transcriptions where appropriate. The student will have a total of one week to complete the analysis, which should take place immediately after the completion of Part A.

C. Part three consists of a performance jury comprising approximately 25-30 minutes of original music, subject to approval by the faculty. At least one-third should consist of original compositions or arrangements written by the student. Students should begin preparing their recital materials after completing part B of the comprehensive exam, and take approximately one month to prepare the music, coordinate the musicians, and rehearse the ensemble.

D. The comprehensive exam will conclude with an oral examination on all three parts of the exam. The oral exam should be scheduled within two weeks after the completion of the jury, prior to the end of the semester. At least two members of the jazz faculty must be present (or available by teleconferencing) at the oral examination.

*Sample schedules for the Comprehensive Exam would therefore be as follows (subject to adjustment based the academic calendar):*

### Fall Sample

#### Part A

- 9/7: Initial consultation with faculty regarding essay topics.
- 9/14: Submission of 500 word abstracts.
- 9/28: Submission of bibliographies.
- 10/26: Submission of final essays.

#### Part B

- 11/1: Receive scores/recording prompt for analysis.
- 11/8: Submit completed analysis.

#### Part C

- 11/8: Begin preparing material for performance jury.
- 12/8: Performance jury.

#### Part D

- 12/15: Oral examination.

### Spring Sample

#### Part A

- 1/11: Initial consultation with faculty regarding essay topics.
- 1/18: Submission of 500 word abstracts.
- 2/1: Submission of bibliographies.
- 2/29: Submission of final essays.

#### Part B

- 3/1: Receive scores/recording prompt for analysis.
- 3/8: Submit completed analysis.

#### Part C

- 3/8: Begin preparing material for performance jury.
- 4/5: Performance jury.

#### Part D

- 4/15: Oral examination.

During the term in which the Comprehensive Examination 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 PhD degree.

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 PhD 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 at least four members, all of whom must be current members of the Graduate Faculty. There must be three graduate faculty members from the candidate's department and at least one graduate faculty member external to the candidate's department. A list of graduate faculty for the university can be viewed at the following website:

<https://ir.pitt.edu/graduate-faculty-roster/>. The Department Chair and the Associate Dean for Graduate Studies must formally approve the Committee as well as any changes to the Committee.

The chair of the Dissertation Committee is the Dissertation Director. Information about choosing a dissertation advisor can be viewed at the following website: <https://www.asgraduate.pitt.edu/academics/academic-resources>.

The student shall first gain consent from, and then propose, the prospective Dissertation Director to the Department Chair. In consultation with the Dissertation Director, the student shall propose to the Department 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 Department Chair, who will forward the proposal to the Associate Dean for approval. The membership of the Dissertation Committee may be changed whenever it is appropriate or necessary, subject to the approval of the Department Chair and the Associate Dean of Graduate Studies.

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 Department 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 PhD 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 Associate Dean of Graduate Studies requires that all members of the Dissertation Committee attend 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 prospectus should also include a Recital Plan for the doctoral recital, including proposed compositional ideas, themes, and/or repertoire. 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 graduate administrator will, upon request, make these samples available to students for use as models in preparing their own.

#### *Admission to PhD Candidacy*

After the Dissertation Committee accepts a Prospectus, the student becomes eligible for Admission to Candidacy for the PhD 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 provided at the time of the Prospectus Examination, 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 must submit a dissertation, a major work of original scholarship on a jazz studies topic. The University requirements concerning the style and form of the dissertation are stated in the University's website for [Electronic Theses and Dissertations](#). It is the student's responsibility to conform to these requirements.

### *PhD Recital*

Prior to the Final Oral Examination, candidates for the PhD must organize and perform a public PhD Recital of no less than 40 minutes of original music (compositions, arrangements, and/or performances). The recital may feature a collection of pieces in multiple styles, or present one or more extended works in the jazz idiom. The performance should present a unique aesthetic voice, in dialogue with the larger jazz tradition. The planned program for the recital must be submitted to the faculty for approval in advance of the performance. Students are responsible for identifying and coordinating the musicians, though the jazz faculty will provide guidance and assistance where appropriate. Students are also encouraged to audio and video record their recital for inclusion in their professional portfolios. Note: This milestone is unique to Jazz Studies. For the purpose of milestone cards, it is included as part of the Dissertation Defense milestone checkbox.

### *Oral Examination*

A public defense of the PhD 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 Associate Dean of Graduate Studies requires that all members of the Dissertation Committee attend the Final Oral Examination; the Final Oral Examination may not be scheduled between May 1 and September 30.

### *Language Requirement*

For the PhD degree, a reading knowledge of one language besides English is required. Students may pursue any language with potential relevance to their area of specialization, chosen in consultation with the Director of Graduate Studies. The language requirement may be satisfied either by passing the examination administered by the appropriate language department, consisting of a 400-500 word document dealing with a subject close to the student's own interests to be translated into English and demonstrating knowledge of grammar,



syntax, and vocabulary equivalent to earning a grade of B or higher in the second term of a language course designed for reading knowledge; or by earning a grade of B or higher in such a course. Students must complete the requirement or schedule the language exam before the Prospectus Exam can be scheduled. The language requirement must be met before the student can be admitted to candidacy.

## **TEACHING POLICIES**

### **3.1 General Information**

*Teaching Assistantships (TAs), Teaching Fellowships (TFs), Graduate Student Assistant positions (GSAs), and Graduate Student Researcher positions (GSRs)*, 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. These roles are governed by the University's TA/TF/GSA Academic Regulations policy and the GSR Academic Regulations policy, both of which may be found at <https://www.gradstudies.pitt.edu/about/guidelines-policies-resources>. First-year students, excepting those who have completed a master's degree in composition and theory, ethnomusicology, musicology, or jazz studies 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, musicology, or jazz studies 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 and other stipend-funded assignments are made by the Department Chair, in consultation with the Director of Graduate Studies and the Director of Undergraduate Studies, in the term preceding the term in which the duties are to be performed. 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. TA/TFs are required to have every course to which they are assigned evaluated each term by OMET.

### **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. This meeting is held as a portion of the department's full fall orientation activities. The Chair, the Director of Graduate Studies, the TA/TF Coordinator, the TA/TF mentor, 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 instructor in charge and assist in arranging for a substitute approved by the instructor in charge. If a class is missed in whole or in substantial part, the matter should be reported to the instructor 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 instructor in charge and appropriate notification of the Department.
2. Attendance at all lectures is mandatory, unless excused by the instructor 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 TA/TFs. They must be kept; students are often hesitant to see TA/TFs with an "appointments only" policy. *At least two hours, on different days, are essential.*
4. The TA/TF 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 instructors schedule weekly or bi-weekly discussion meetings with their TA/TFs; any notes taken at these meetings by the instructor 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 instructor in charge.
2. Office hours may be required by the instructor in charge to discuss student homework, papers, and/or exams.

3. Regular or occasional discussions with the instructor in charge may be required.
4. The TA/TF will perform such duties as grading and commenting upon papers and constructing and grading exams, as are assigned by the instructor in charge. It is understood that these obligations will be performed on time, as specified by the instructor in charge. In particular, duties to students take precedence over academic duties such as seminar reports—unless specifically released by the instructor in charge.
5. Many instructors schedule weekly or bi-weekly discussion meetings with their TA/TFs; these are part of the obligation.
6. Each instructor in charge offers a written evaluation of the performance of each TA/TF, to be placed in the student's file.

#### D. Obligations and Responsibilities of Instructors to their Assistants

1. The instructor'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 instructor's responsibility to ensure that the average weekly workload of his or her assistants does not exceed 20 hours per week. 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 instructor 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 instructor and cannot be delegated.
5. TA/TFs 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 instructor's policy with regard to grading is to be made clear at the beginning of the term.
7. The instructor should attend one section taught by each of his or her TA/TFs near the beginning of the term and one near the end of the term.

8. The TA/TF 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 instructor, 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 TA/TFs with full instructional responsibility for a course

1. The TA/TF is supervised by a faculty instructor serving as TA/TF Coordinator, with whom the TA/TF should coordinate teaching assignments, curriculum, course materials, and other matters related to the course.
2. 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.
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 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.
4. 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.
5. The TA/TF is required to have his or her course evaluated through the Office of Student Evaluations.

#### F. Teaching Evaluation

1. *Required Teaching Evaluation and Materials* 1. Each TA/TF is required to have his or her class evaluated by the OMET for the term in which he/she will teach a Music course or recitation.

2. All TAs and TFs must have one classroom visit by the faculty member teaching or supervising the course in which the student is a TA or TF. Following the class observation, the evaluator should have a conference with the TA or TF to discuss the performance, offering suggestions for developing existing strengths and responding to problems.
3. In addition to these observations, Ph.D students are strongly encouraged to request that members of their dissertation committees visit their classrooms preparatory to the students asking for letters of recommendation for job applications.

## 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 MA or PhD 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
ca. January 7-15	Applications for Mellon Fellowships for the following year are due

February 15	Applications for TA/TF appointments for the following year are due
March 31	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 1	Deadline to submit A&S Summer Research Fellowship applications
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 MA or PhD 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.