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MUSIC DEPARTMENT
GRADUATE STUDENT HANDBOOK
2016-2017

POLICIES & PROCEDURES
DEADLINES & INFORMATION

Most recent handbook revision: September 2016.

This handbook is a supplement to the current edition of the Eastern Washington University *Graduate and Undergraduate Catalog*. Policies in the *Graduate and Undergraduate Catalog* take precedence over the guidelines presented in this handbook and other Music Department documents. We believe the guidelines presented herein are in conformance with the *Graduate and Undergraduate Catalog*. If policies from these sources appear to you to be in conflict, the Music Department Graduate Director should be consulted.

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Welcome to the EWU Music Department Graduate Program!

We're honored that you have chosen EWU as the place to pursue your Master of Music degree. Please take a moment to read our **mission statement**, which reflects our commitment to providing you with the very best possible education as a musician and music professional:

The mission of the EWU Department of Music is twofold: 1) to provide the highest quality education for the music major embarking on a career as a performer, composer, educator, or scholar; 2) to provide the non-major and member of the community learning about music in a liberal arts tradition of reflective music study as a part of human culture and experience. The Eastern Washington University Department of Music and its outstanding faculty combine dedicated teaching with artistic and scholarly excellence to create a superior learning environment. Community outreach is central to the activities of the music department. The curriculum seeks to engage students of all backgrounds through a broad cultural experience. The Music Department is committed to artistic excellence, scholarly achievement, critical thought and clear expression.

Graduate study in music is exciting, challenging, and full of opportunities for professional growth. You can be assured that at EWU you will be guided through this process by a group of knowledgeable, talented, and committed faculty who have your best interests at heart. Our goal is to help you be thoroughly prepared for a successful professional career in the field of music.

Entrance Requirements According to NASM: (NASM Handbook p. 125)

XI. ADMISSION TO GRADUATE STUDY

A. Admission Policies. Institutions are responsible for establishing specific admission requirements for graduate study in music. These policies must be consistent with the purposes and goals of the institution's specific graduate programs. Admission standards must be sufficiently high to predict success in graduate study. Within the parameters set by the institution, admission policies should be flexible to permit acceptance of students specifically interested in pursuing one or more of the several functions of graduate study in depth. The diversity of previous education, background, and interests of applicants should be considered in assessments of potential.

B. Completion of Previous Degree Programs. Completion of an appropriate undergraduate program or the equivalent is required for graduate study in music. Each institution determines the prerequisites for each graduate program it offers. Admission to doctoral programs may require completion of a master's degree, although a master's degree program or the formal awarding of the master's degree need not be a prerequisite.

This Handbook lays out the policies and procedures that will help you navigate through your degree program, whatever your area of concentration may be. You'll want to refer to it often for answers to questions pertaining to coursework and curriculum, thesis policies, teaching guidelines and responsibilities (for students with teaching duties),

departmental policies, and other matters. The directory in Appendix F also provides you with a handy place to look up important phone numbers and other contact information that you might need as a graduate student. **It is your responsibility to be aware of deadlines, and to make appointments with the graduate advisor with any questions/concerns throughout your residency.**

Wishing you the best for your graduate studies here at EWU!

Advising

Establishment of a primary advisor: Your primary advisor will be your applied professor or the area coordinator of your chosen field of study, or his/her designee. The primary advisor usually also serves as the supervisor of your thesis, recital document, or other final master's project (as applicable to your program). In addition, in most cases the primary advisor is the chair of your oral exam committee at the end of your program; the exception to this is when the primary advisor does not hold a doctoral degree, or does not hold graduate faculty status at EWU. In these cases, the primary advisor may (and should) serve on, but not chair, the oral exam committee. The appointment of the committee chair must be approved by the Music Department Graduate Program Director. For students in the Liberal Arts/Music MM emphasis, the primary advisor will be chosen through consultation with the Graduate Program Director and faculty appropriate to the student's intended thesis or master's project. In most cases the establishment of a primary advisor should be accomplished within the first quarter of graduate study with guidance from the graduate Program Director.

The Music Department Graduate Program Director, Dr. Jody Graves, advises all graduate students at the beginning of their residency. Dr. Graves also guides graduate students through the candidacy process, thesis deadlines, oral examination scheduling, and graduation procedures. Additionally, should graduate students have questions and/or concerns about their program of study you should make an advising appointment with Dr. Graves to receive guidance and direction on any issue.

You should consult with both your primary advisor and with Dr. Graves before registering for courses each quarter. Students should retain an active list of courses taken each term, as this information will serve the candidacy form that must be submitted after half of the degree credits are completed.

Information for New Graduate students

Student Identification Card (Eagle Card): Available at Tawanka 120.

Office Space: Assigned through the Music Department Administrative Assistant in room 119.

Keys: Obtain a key card from the Music Department Administrative Assistant in room 119; then proceed to the University Access Control office (Tawanka 122).

Computer and Email Help: Contact the Office of Information Technology help desk (359-2247), or create a help ticket at <http://access.ewu.edu/oit/services/help-desk.xml>.

Parking: See information on the EWU website:
<http://access.ewu.edu/parking/permits>

Procedures for Degree Progress

Course work: Every graduate degree program in the EWU Music Department consists of two types of course work: the courses that are common to all areas of emphasis (often referred to as “common core” courses), and the courses that are specific to each area of emphasis. There is a curriculum outline for each of the emphases in Appendix A, and this will serve as your main guide for the courses you will need to take in your selected emphasis. Before registering for courses each quarter, you should consult with your primary advisor as well as with the Music Department’s Graduate Program Director to determine what courses will be appropriate for the coming quarter. Graduate students holding GSA, NRGSA or NRTS awards are required to enroll for no fewer than 10 credits per quarter.

Academic standards: University rules state that a cumulative GPA of 3.0 must be maintained by all graduate students. No graduate program requirements may be satisfied with a course grade below 2.0; only two courses may show a grade lower than 2.5. For courses within the Music Department, no grade below 3.0 is considered passing.

Academic Integrity: Graduate students are expected, in all of their work, to adhere to the universally accepted standards of academic integrity. All universities have academic integrity policies; EWU’s policy appears in this Handbook as Appendix D. It is your responsibility to read and be familiar with it. You will be held strictly to its standards, and in cases where it is violated a plea of ignorance will not be accepted. Common breaches of academic integrity include cheating of any kind on tests or exams; plagiarism (presenting someone else’s original research, writing, or creative work as your own, i.e., without citing the source); re-using a paper or project created for one class in another; and collaborating on work for a course where such collaboration has not been sanctioned by the instructor. Remember, violations of academic integrity are very serious—you can be dismissed from the University for them, and they can ruin your professional career. If you are in doubt about anything, check with your instructor or advisor for guidance.

Candidacy: After you have completed at least 15 credit hours of course work, but before the halfway point of your program, you will file a candidacy form. A signed candidacy form is a contract between the student and the program, listing agreed-upon degree requirements for the remainder of the program. The candidacy form provides a record for the student, the advisor, and the Graduate Studies Office to track timely progress to completion of the degree. Students are notified in writing when their application for degree candidacy has been approved. Candidacy is the “gateway” to the completion of your degree; you **must** be approved as a degree candidate before you may schedule your oral exam and complete your degree.

The table in **Appendix B** of this Handbook (also available on the web site of the EWU Office of Graduate Studies) summarizes the necessary steps and procedures from the application for candidacy through to the completion of your degree.

Recital/Thesis/Master’s Project: Every graduate student in the Music Department will complete a thesis (MUSC 600), a recital document/recital (MUSC 601), or another type of culminating master’s project with a written component (MUSC 602). Please refer to the Graduate Music Thesis/Recital Document Guide (Appendix C) for proper format and presentation guidelines for your final thesis or recital document. Be sure that you follow the procedures learned in MUSC 520 (Research Techniques and Bibliography in Music) and/or MUSC 521 (Research Design in Music Education); your paper must follow the standard procedures in scholarly writing in your field, including acceptable citations, bibliography, musical examples, and so on. The following general expectations apply:

Composition

The student will write a paper on a topic in theory and/or composition determined in consultation with the primary advisor, to be submitted to the oral exam committee. The paper may include, but is not limited to: musical analysis, a narrative about compositional process, performance issues of new music, etc. A final concert of the student’s compositions will be the culminating graduate project. This may include a series of concerts where recordings of original works are featured.

Performance

The student, in consultation with the primary advisor, will write a recital document, to be submitted to the oral exam committee. The paper may include, but is not limited to: theoretical analysis, commentary on technical demands and performance practice, stylistic components, biographical/historical information, and a narrative about the preparation and performance process. A final recital of the student’s chosen repertoire, in consultation with the applied professor will be the culminating graduate project.

Liberal Arts

The student will write a thesis or a paper relating to their Masters project on a topic determined in consultation with the primary advisor, to be submitted to the oral exam committee. The paper may include, but is not limited to: theoretical analysis, music history, pedagogy, music industry, music technology or other topic related to the student’s intellectual interests and course work. In addition to the written paper, and in consultation with the primary advisor, students may choose or be required to include a

recital, lecture-recital, presentation, or other type of musical or interdisciplinary creative work.

Music Education

The student will conduct either a research project culminating in a thesis or will complete a project on a topic determined in consultation with the primary advisor. At the latest, the full thesis or project proposal must be submitted in the fourth quarter prior to graduation to the oral exam committee for pre approval in writing. Furthermore, any research involving human subjects must be submitted to the EWU IRB during that same quarter. (This is normally early Fall in the second year of residency) **No data may be gathered until approval is obtained from each member of the committee. In the case of Human Subjects Research, no data may be gathered until approval is obtained from both the committee and the IRB.** Both the thesis and the project should be at publication standard. The thesis may involve any design appropriate to the research question, such as quantitative, qualitative, historical, or philosophical research. A project needs to constitute a substantial body of work relevant to the field of music education, such as a method book or a collection of original compositions for a high school orchestra.

Jazz Studies

The student, in consultation with the primary advisor, will write a paper or recital document, to be submitted to the oral exam committee. The paper may include, but is not limited to: theoretical analysis, commentary on technical demands and performance practice, stylistic components, biographical/historical information, pedagogical focus, and a narrative about the pedagogical application. In addition to the paper, and in consultation with the primary advisor, students may choose or be required to include a recital, lecture-recital, presentation, or other type of musical or interdisciplinary creative work.

Preferred (and ideal) Timeline for Thesis/Recital Document/Master's Project: No matter which type of final master's project you choose, the process of producing a high quality result is time-consuming. Therefore, the following timeline should be adhered to as closely as possible. The primary advisor will be consulted regularly during this process.

First Year

Spring Quarter (earlier is also possible): The student will enroll for 1 credit of MUSC 600, 601, or 602, as appropriate. A proposal is written and submitted to the committee for approval. The proposal will be a substantial description of the project. For a thesis, this will include a statement of the issue or problem to be investigated, a description of the research methodology to be used, and a thorough literature review. For a recital document, the proposal will include a final list of repertoire, a rationale stating why the repertoire was chosen, and a bibliography of sources that will be used in the scholarly study of the repertoire and the writing of the final recital document. For other types of non-thesis projects the proposal will include a description of the project as a whole, a statement of the need for the project, and bibliography of sources related to the project. For any research

involving human subjects, a proposal must be sent to the IRB and approval must be obtained prior to data collection (see below).

Second Year

Fall Quarter: The student will enroll for 1 credit of MUSC 600, 601, or 602, as appropriate. In this quarter the student will gather the necessary data for the thesis, recital document, or other project. Depending on the type of research, this may involve one or more of the following: the collection of raw data via observation, interviews, surveys, or other tool; the synthesis of data from secondary sources; the analysis of musical compositions; or any other investigative method(s) deemed appropriate to the project.

Winter Quarter: The student will enroll for 2 credits of MUSC 600, 601, or 602, as appropriate. This quarter's primary task is writing. By the end of the quarter, the student will have a complete draft of the full thesis, recital document, or other project. This will include preliminary pages, body, bibliography, and any appendixes.

Spring Quarter: The student will enroll for 1 credit of MUSC 600, 601, or 602, as appropriate. The first few weeks of this quarter will be spent editing and revising the draft in consultation with the primary advisor. The terminal research approval form will be filed no later than the mid point of the quarter (see Appendix B). The non-departmental committee member (the "third") will be assigned by the Office of Graduate Studies (or chosen by the student and advisor), and the date and time of the final oral examination scheduled. No later than two weeks before the oral exam date, the student will deliver a final hard copy of the thesis/recital document/project to all three committee members.

Oral Comprehensive Examination: All master's degree candidates in music will successfully complete an oral examination covering salient matters in the candidate's course work and the candidate's thesis, performance, or other applicable research or performance documents and/or projects. The exam will be administered by a committee chaired by the candidate's primary advisor, and including another music faculty representative, as well as a faculty representative from outside the Music Department. The outside representative (often referred to as a "third") will in most cases be assigned by the Graduate Studies Office; however, the third may be selected by the student, in consultation with the student's advisor. Graduate candidates themselves are responsible for scheduling the oral exam date/time/place for all three faculty members. Because of the complexity involved in coordinating multiple faculty schedules, arrangements must be made at least three (3) weeks prior to the expected exam date. A copy of the thesis, recital document, or other master's project must be provided to all committee members no later than two (2) weeks before the oral exam. This copy must be for all intents and purposes a finished draft.

Student Responsibilities: You are responsible for staying on top of your program requirements, deadlines, etc. Please see your advisor if you have questions, but visit the Graduate Studies Office web site (see Appendix D of this Handbook) early and often to keep

up-to-date on issues that pertain to your program. When consulting the Music Department Graduate Handbook or the EWU Catalog about program requirements, be sure you are using the catalog for the year in which you entered the graduate program, as those requirements are the ones that will pertain to you throughout your program. The catalog also contains important information about the university and the graduate program in general, and you are responsible for being aware of its contents. You can find the catalog online go to <http://catalog.ewu.edu/arts-letters-education/music/>. (Printed versions are only available to peruse in the Graduate office or Information Center as of Fall, 2016.)

Timely Progress to Degree: University rules state that the Master's Degree must be completed within six (6) years of the quarter in which the first course enrollment for the degree program occurred.

GSA/NRGSA Teaching Expectations and Responsibilities EWU Music Department

All graduate students holding GSAs who are assigned to teach courses, applied lessons, collaborative piano, or coach ensembles are employed by the university and the State of Washington, and are considered to be engaged as professionals while in residency. Graduate students must:

1. Be in regular communication with your primary advisor and the Music Department Graduate Program Director regarding teaching assignments, special projects, festivals, etc. You may be asked to serve in different capacities during your residency in addition to teaching, such as coordination of guest artist events, assistance with recital hall management, etc.
2. Bring any questions or concerns you may have regarding your teaching duties or load directly to the Graduate Program Director. This is especially true for any situations that may arise relating to grading, academic integrity, or student complaints.
3. Provide students you are teaching with a syllabus that includes your contact information, office hours, course description, course expectations, grading criteria, etc. **All syllabi should include the following paragraph on academic integrity:**

*Violators of academic integrity will be sanctioned. Violations of academic integrity involve the use of any method or technique enabling you to misrepresent the quality or integrity of any of your university-related work and the program of study. Students committing academic dishonesty will be reported to the appropriate university officials and their course grades will be lowered. See the following EWU web site for definition and policy: <http://access.ewu.edu/undergraduate-studies/curriculum-and-policies/academic-integrity.xml>.

4. Provide the Graduate Program Director and the music office with a copy of all syllabi by the first teaching day of each quarter.

5. Distribute course evaluation forms to the class at the end of each quarter. Faculty members may observe your teaching and provide a written evaluation for your file.
6. Demonstrate professional decorum through appropriate dress, language, and interaction with students and faculty.

Absences from teaching/rehearsals: There may be times when you will need to be absent from your teaching responsibilities. These may include illness, outside performance with an EWU Music Department ensemble, and other university-related duties or events. You may not be absent from your EWU teaching duties due to non-EWU employment or activities. If you must be absent from teaching, it is important that you do the following:

1. Arrange for a substitute teacher, or for makeup time in the case of applied lessons or rehearsals.
2. Be sure your students have been notified of your absence or class cancellation, in advance when possible.
3. Notify the Music Department Secretary of the date(s) and time(s) of your absence. Post a sign (or request that one be posted, in the case of a last-minute absence) on your classroom door, notifying students of any cancellation.

Other information for teaching:

- Notify the Music Department Administrative Assistant when you require office or classroom supplies.
- Do not give out the copier code to unauthorized individuals.
- If office or classroom equipment (stereo, projector, computer, etc.) is not working properly, notify the Music Department Administrative Assistant of the problem.
- Please use official stationary or envelopes only for official business (not for scrap paper, personal use, etc.)

Department Policies and Procedures

Major Ensemble Requirements

All graduate students are required to participate in large ensembles at least to the extent specified in their particular area of emphasis (see Appendix A of this Handbook). Large ensembles, course numbers, and credits are as follows:

- MUSE 520/01: Marching Band—For all woodwind, brass, and percussion majors
- MUSE 521/01: Wind Ensemble – For all woodwind, brass and percussion majors
- MUSE 522/01: Symphonic Band – For all woodwind, brass and percussion majors
- MUSE 530/01: Orchestra—For all string majors (including harp)
- MUSE 540/01: Symphonic Choir—For all voice majors
- MUSE 541/01: Concert Choir—For any student
- MUSE 501/01: Concert Jazz Orchestra—By audition

*In some cases the graduate student may have program requirements, projects, or other obligations that prevent the student from participating in a large ensemble during certain quarters. To apply for an exception to the large ensemble requirement, the student should obtain a “graduate ensemble release form” from the Graduate Program Director, complete it, and obtain the appropriate signatures. Exceptions are not automatically granted, and will be judged according to the merit of the request.

Applied Instruction

Applied music instruction is offered in the following performance concentrations: bassoon, trumpet, string bass, piano, oboe, trombone, viola, percussion, clarinet, French horn, violin, voice, flute, tuba, violoncello, saxophone, euphonium, and harp. In order to support your program and professional goals, we strive to honor requests from students in regard to their desire to study with specific professors.

Connection to major ensembles: ALL students who are accepted for private applied music study at the 529 or 530 levels are required to participate in a major ensemble. Exceptions are allowed only with the joint approval of the Music Department Chair, the appropriate major ensemble instructor, the student’s primary advisor, and the applied instructor. Graduate pianists may have the option to register for Piano Ensemble (MUSE 568) to meet this requirement.

Credits and fees: Graduate students taking applied instruction should consult the instructor about whether they should enroll in MUSC 529 (1 credit for a half-hour lesson) or MUSC 530 (2 credits for a one-hour lesson). An additional course fee will be charged at the time of registration.

Missed lessons: Individual lessons in music missed by the student will not be made up unless the instructor is notified of an absence 24 hours before the regularly scheduled lesson time. Lessons missed by the instructor will be made up within the quarter.

Changes of studio: If students desire to change studio teachers (in compliance with the NASM Code of Ethics), they are required to get the approval of their current teacher, the Graduate program Director and the Music Department Chair before making the change.

Applied Music Jury Procedures

1. All graduate students will perform a jury at the end of each quarter in which they are enrolled in applied lessons. Exceptions will be made only for students who have performed a juried recital during the quarter in which they would otherwise perform a jury. Failure to perform a jury may result in an applied music grade of 0.0 for the quarter.
2. Students will sign up for a jury time in the last week of classes each quarter (the week before final exams). Check with your applied teacher for sign-up procedures. Each student is responsible for signing up for his/her own time, and for obtaining his/her own accompanist (when applicable).
3. A jury repertoire form will be submitted at the time of the jury. This form is to be completed by the student **or** the instructor ahead of time, and should include all literature (solos, etudes and other technical studies, and chamber music) studied during the quarter of the jury performance. Check with applied professor for specific procedures in each area.
4. Students will be expected to dress in attire appropriate for a professional interview or audition.
5. Jury performances will be from original music only; **photocopied music is not permitted**, with the exception of newly composed scores, or with the permission of the applied teacher.
6. Each member of the jury will provide written comment sheets that will be shared with the student during subsequent lessons. Comment sheets will go to the teacher, and then placed in the student's file in the Music Department office.
7. The jury grade may constitute not more than 50% of the student's applied music grade in any quarter. The exact weight within that limitation is left to the discretion of the individual applied teacher.

Convocation: Performance and Attendance Policies

Music Convocations are performances by faculty, students, ensembles, and guest artists, given every Wednesday at noon, and some Fridays at noon. Graduate students are expected to attend all music convocations. Do not schedule lessons and/or teaching during these performance hours.

To request permission to perform on Convocation, students must consult with their applied instructor, receive their permission and fill out a Music Convocation form two weeks prior to the date on which they wish to perform. The applied instructor must sign this form.

Recital Policies and Procedures

(See also Appendix E)

All recitals (including non-degree) given under the auspices of the Music Department are subject to the following guidelines.

Pre-Recital Jury: A pre-recital jury must be performed a minimum of four (4) weeks prior to the recital date. The student is responsible for selecting a date for the jury in the concert hall and confirming three faculty members as a jury committee. One member of the committee must be the applied lesson instructor. Furthermore, at least two committee members must attend the approved recital and provide written comments to the applied lesson instructor. The duration of the jury shall not exceed 30 minutes; all performing members of the intended recital must be present or available during the entire 30-minute jury. The jury is graded on a pass/fail basis. The committee shall make and announce its decision on the same calendar day as the jury itself.

Recital Request Form: A completed "Recital Request Form" must be given to the department administrative assistant in the music office at least one (1) week prior to the pre-recital jury date or five (5) weeks prior to the recital date, whichever is earlier. Forms are available across from the music office.

Recital Request Procedure: The student is responsible to reserve the date and time of any recital event through the permission of the applied professor and submitting the request to the administrative assistant in the music office. The stage manager will be informed so be sure your requests for stands, chairs, props, etc. are specifically indicated on the form. Failure to follow this procedure may result in your recital not being recorded or having the appropriate stage management.

The Recital Program: Three (3) copies of the complete program must be submitted to the committee at the time of the pre-recital jury. The program must be carefully proofread and the format must meet current Music Department guidelines. If program notes and/or translations are required, they must also meet current Music Department guidelines. At its discretion, the committee may fail any student whose program does not meet these standards. Please consult with your advisor/applied professor on specific program format guidelines.

POST ADMISSIONS

ONCE A STUDENT HAS STARTED OFFICIALLY IN THE PROGRAM, THE FOLLOWING GUIDELINES AND DIRECTIONS APPLY. PLEASE READ CAREFULLY:

Graduate Office Policies and Procedures

Post Admission – Please read carefully!

Candidacy Forms:

- Candidacy Forms are due to Graduate Programs just prior to completion of half the student's required credits and at least two quarters prior to graduating.
- Before signing off on the Candidacy Forms, Committee Chairs are responsible for:
 - Ensuring all required courses are accounted for
 - 75% of the total must be 500 level and above
 - No more than 20% of coursework can be substituted
 - No more than 12 pre-admission credits can be used
 - For students completing an oral exam, ensuring 2nd Committee Member is listed
- Certificate Programs must also submit a Candidacy Form.
- If changes are made to student's coursework after their Candidacy Form has been submitted, a Candidacy Change Form must be submitted to Graduate Programs.
- Candidacy Forms will not be advanced if a student has more than 2 'X' or 'Y' grades

Appeals:

Appeals are required for Expired Coursework and if the student will use more than 12 pre-admission credits.

- Expired Coursework are courses older than six years OR will be older than six years before the student will complete their degree. Students must file an appeal.
- More than 12 pre-admission credits – this includes both Post Baccalaureate courses and graduate courses taken at EWU prior to acceptance into the graduate program.

Graduation Application:

- Students must apply to graduate.
- There is a Graduation Fee.
- The Candidacy Form and Graduation Application are two different forms.
- Certificate Students must fill out a separate Graduation Application for the certificate.
- Graduation Application deadlines:
 - Fall and Summer Qtr/Sem: April 15th
 - Winter Qtr: October 15th
 - Spring Qtr/Sem: January 15th

2 Credit Requirement:

- Students are required to be enrolled in at least two credits in the quarter in which they defend (1 credit if defending summer quarter).
- **THIS WILL BE ENFORCED!**

Thesis Students:

- Theses are no longer required to be bound.
- All theses will only be submitted electronically.
- Thesis Style Guidelines still apply.
For information, <https://www.ewu.edu/grad/graduate-student-forms>
- If departments require a department copy, the student is required to have one copy bound for the department copy. Either the department or the student is required to pay a Binding Fee of \$28.00 per copy.
- Students desiring a personal bound copy will pay the \$28 per copy binding fee.

Terminal Research Approval (TRA) Form:

- Submit to Graduate Programs 2 weeks' prior to the oral defense date. *(Check with the Graduate Program Director to ensure this form is completed/submitted properly.)*
- Ensure the time, date and location are listed on the TRA Form.
- TRA Form is required to generate the Comprehensive Exam Form (Comp Form).
- Terminal documents must be submitted to the 3rd Committee Member at least 2 weeks' prior to the oral exam date for review.

Comprehensive Exam Forms (Comp Forms):

- Committee Chair must have a Comp Form before student can defend. If the Comp Form is not received 1 week in advance, contact Graduate Programs.
- Comp Form must be returned to Graduate Programs after student has completed their oral defense, even if they passed with contingencies.
- Do not mark students as Satisfactorily Passed if they have revisions to make on their thesis. Pass Contingent upon meeting requirements must be marked.
 - Students have only 10 days or the end of the quarter (whichever comes first) to submit their thesis to Graduate Programs
- If a student has passed contingent, they have only 10 days or the end of the quarter (whichever comes first) to make required changes and submit their thesis to Graduate Programs.
- If a student requires more than 10 days to make required changes, a request must be submitted and approved by the Director of Graduate Programs

'Y' Grades:

- All 'Y' grades assigned require a Change of Grade Form in order to change the 'Y' grade to a numeric grade.
- This process takes over a week to make it through the proper channels.
- Begin this process in advance so that grades will be reflected by the end of the quarter.

Posting Degrees:

- Graduate Programs has 10 days from the last day of the quarter to post degrees.
- Ensure all grades have been posted as soon as possible, but no later than the end of this 10-day window.

Comprehensive **Written** Exams:

- It is the Committee Chair's responsibility to notify Graduate Programs of students who have taken and successfully passed their **written** Comprehensive Exam.

Students who need to complete 'Y' grades to graduate:

- Students who have taken all their requirements and have completed their Comprehensive Exam but still have courses in 'Y' status will be expected to register for at least two credits during the quarter in which they plan on completing their requirements for their 'Y' grades.

Music Department Facilities and Equipment

Practice Rooms

Practice rooms are provided for students' use and are available anytime during building hours, except when closed for piano maintenance or repairs. The practice rooms are available on a first-come first-served basis. There are also percussion practice rooms, the use of which is assigned by the percussion instructor. Pianos in many of the practice rooms are made available to the university through a lease arrangement with the Yamaha Corporation. It is most important that pianos be treated with care. Piano performance majors may obtain a key for the grand piano rooms from the music office, and they receive priority for those practice rooms. Please observe the following department policies:

1. Practice rooms should be free of food and drink.
2. Containers of liquid (such as valve oil or reed cups) are to be placed away from the pianos.
3. Pianos are to remain where the piano technician has placed them.
4. If a piano is damaged, report it immediately to the piano technician, and use another until repairs are made.
5. Windows are to remain unblocked.
6. Do not leave personal belongings in the practice rooms.

Along with the policies listed above, the observation of normal courtesies and appropriate behavior will make use of the practice rooms more pleasant and will add to the usable life of expensive equipment.

University-Owned Instruments

The Music Department owns a limited number of string, wind, percussion, and keyboard instruments for the use of students in music classes and ensembles. These instruments may only be used with the permission of the appropriate instructor or the department chair. University-owned instruments must be returned at the end of each quarter or academic year for inspection. Loss or needed repairs should be reported immediately. Any student who checks out a university instrument is responsible for loss or damage to that instrument. Grades will be held until the instrument is returned.

Piano Use and Repair

The Music Department is privileged to employ a top-notch piano technician:

Alan McCoy, RPT

Office: Music Building 221 Phone: 359-4627 Email: amccoy@ewu.edu

Piano Shop: Music Building 142

Home: 448-3123 Home Office: 448-8861 Mobile: 999-9512

Only the EWU piano technician (or those authorized by the piano technician) may perform any work on any piano that is under the jurisdiction of the EWU Music Department. This includes, but is not limited to, tuning, repair, regulation, voicing, and cleaning.

Remember that the piano technician is available only Monday through Wednesday, and therefore needs to be given ample notice for any event requiring a piano service that is scheduled at a time when the technician is not normally on campus.

Please report any piano-related problems to the technician as soon as possible. Small problems generally become big problems if they are ignored for too long.

For further piano policies, see Appendix G.

Recital Hall

Our recital hall stage was remodeled in the 2013-14 academic year, and a new concert Steinway D piano was purchased. In order to keep the hall and piano in excellent condition, please follow these policies strictly.

Use of the recital hall is restricted to classes, rehearsals, and events scheduled through the Music Department office. Individual practice in the hall is limited to students and faculty who have upcoming performances, and **must** be scheduled through the Music Department Secretary, room 119. Please note:

1. The performance grand pianos must be kept covered and locked, and stored in the piano “cave” backstage when not in use. The new Steinway is **NOT** a rehearsal instrument with the exception of piano performance majors, and only with permission from the appropriate faculty.
2. Faculty and/or students will be held responsible for their ensemble/students clearing the recital hall stage after rehearsals and performances. Please be extremely attentive to treating the beautiful new floor gently! Be sure to:
 - a. remove chairs and stands
 - b. put protective covers back on pianos
 - c. lock the performance piano (if used)
 - d. remove electronic equipment
 - e. turn off all lights
 - f. lock all doors

Classrooms and Building

Common courtesy dictates that any classroom you use be left in a condition in which it can easily be used by the next instructor. Be sure that music stands, extra chairs, instruments, etc. are not left laying around for someone else to clean up. If you’ve written on the white board, erase it so it is left ready for the next instructor.

If you are using the enhanced classrooms, please be sure that all stereo and recording equipment is turned off, and that the cabinets are locked, before you leave the room. It is

especially important that the digital projectors are turned off, since replacement lamps for these are extremely expensive. Computers at the teaching consoles should be left ON.

The piano lab (room 150) also contains very expensive equipment. Be vigilant and ensure that only EWU students and faculty are using the lab. The lab is opened in the morning, and locked every night at 11:00pm. If you observe unauthorized use of the lab please report it to the music office.

If you observe any misuse of the building, or become aware of any malfunctioning or missing equipment, please report it as soon as possible to the department administrative assistant in room 119.

Appendix A: Curriculum Outlines

Master of Music Liberal Arts Emphasis (rev. as of Fall 2014)

Required Core

MUSC 520 Research Techniques and Bibliography in Music	3 cr
Music History from the following:	(total 6 cr)
MUSC 538 Topics in Music History	3 cr

MUSC 551 Music of the Medieval Era	3 cr
MUSC 552 Music of the Renaissance	3 cr
MUSC 553 Music of the Baroque Era	3 cr
MUSC 554 Music of the Classical Era	3 cr
MUSC 555 Music of the Romantic Era	3 cr
MUSC 556 Music of the Twentieth Century	3 cr
MUSC 557 History of Jazz: Styles and Analysis	3 cr
Music Theory/Composition:	(total 5 cr)
MUSC 560 Historical Analysis of Musical Structure	3 cr
MUSC 561 Counterpoint	2 cr
Three Quarters of Graduate Ensemble Participation (MUSE 520, 521, 522, 530, 540, 541, 501)	3 cr
MUSC 600 Thesis or MUSC 601 Graduate Recital or MUSC 602 Master's Project	5 cr

Requirements for Liberal Arts Emphasis

Applied Lessons (MUSC 529 or 530)	3 cr
Electives in Music*	10 cr
Electives in Supportive Areas (music or non-music)*	15 cr

Total Required Core Credits	22 credits
Total Required Liberal Arts Credits	28 credits
Minimum Total Credits for above Master's Degree	50 credits

All Masters students must write a thesis or supporting recital document and must pass an Oral Examination.

*To be determined in consultation among the student, the student's area advisor(s), and the graduate program advisor.

Master of Music
Performance Emphasis (Instrumental, Vocal, or Conducting*)
 (rev. as of Fall 2014)

Required Core

MUSC 520 Research Techniques and Bibliography in Music	3 cr
Music History from the following:	(total 6 cr)
MUSC 538 Topics in Music History	3 cr
MUSC 551 Music of the Medieval Era	3 cr
MUSC 552 Music of the Renaissance	3 cr
MUSC 553 Music of the Baroque Era	3 cr
MUSC 554 Music of the Classical Era	3 cr
MUSC 555 Music of the Romantic Era	3 cr
MUSC 556 Music of the Twentieth Century	3 cr
MUSC 557 History of Jazz: Styles and Analysis	3 cr
Music Theory/Composition:	(total 5 cr)
MUSC 560 Historical Analysis of Musical Structure	3 cr
MUSC 561 Counterpoint	2 cr
Three Quarters of Graduate Ensemble Participation (MUSE 520, 521, 522, 530, 540, 541, 501)	3 cr
MUSC 600 Thesis or MUSC 601 Graduate Recital or MUSC 602 Master's Project	5 cr

Requirements for Performance Emphasis

MUSC 510 Advanced Conducting	3 cr
MUSC 530 Applied Lessons	12 cr
Three Additional Quarters of Graduate Ensemble Participation	3 cr
MUSC 564A-H Vocal or Instrumental Pedagogy*	3-6 cr
Language Diction Proficiency (Voice majors only)	0 cr
Approved Electives** (MUSC 537: Contemporary Ensemble strongly recommended— 3 cr)	11 cr

Total Required Core Credits	22 credits
Total Required Performance Credits	32-35 credits
Minimum Total Credits for above Master's Degree	54-57 credits

*Piano majors take 6 credits of piano pedagogy (MUSC 564A-C); other instrumentalists and vocalists take 3 credits of the appropriate pedagogy course in the series MUSC 564D-H.

** To be determined in consultation among the student, the student's area advisor(s), and the graduate program advisor. MUSC 537 (Contemporary Ensemble) is strongly recommended.

All Masters students must write a thesis or supporting recital document and must pass an oral examination.

Master of Music
Music Education Emphasis
(rev. as of Fall 2013)

Required Core

MUSC 521 Research Design in Music Education	3 cr
Music History from the following:	(total 6 cr)
MUSC 538 Topics in Music History	3 cr
MUSC 551 Music of the Medieval Era	3 cr
MUSC 552 Music of the Renaissance	3 cr
MUSC 553 Music of the Baroque Era	3 cr
MUSC 554 Music of the Classical Era	3 cr
MUSC 555 Music of the Romantic Era	3 cr
MUSC 556 Music of the Twentieth Century	3 cr
MUSC 557 History of Jazz: Styles and Analysis	3 cr
Music Theory/Composition:	(total 5 cr)
MUSC 560 Historical Analysis of Musical Structure	3 cr
MUSC 561 Counterpoint	2 cr
Three Quarters of Graduate Ensemble Participation (MUSE 520, 521, 522, 530, 540, 541, 501)	3 cr
MUSC 600 Thesis or MUSC 602 Master's Project	5 cr

Requirements for Music Education Emphasis

MUSC 510 Advanced Conducting	3 cr
MUSC 531 Alternative Approaches to Music Education	3 cr
MUSC 532 Pedagogy of Collegiate Teaching	3 cr
MUSC 546 Sociological Foundations of Music	3 cr
MUSC 547 The Psychology of Music Learning and Teaching	3 cr
MUSC 550 Philosophical Foundations in Music Education	5 cr
Approved Electives*	8 cr
Total Required Core	22 credits
Total Required Music Education Credits	28 credits
Minimum Total Credits for above Master's Degree	50 credits

All Masters students must write a thesis or supporting recital document and must pass an Oral Examination.

*To be determined in consultation among the student, the Director of Music Education, and the graduate program advisor. These may include MUSC 529 or 530 Applied Lessons, MUSC 620 Orff Schulwerk, MUSC 621 Early Childhood Music Education, MUSC 696 College Teaching Internship, and others.

**Master of Music
Composition Emphasis**
(rev. as of Fall 2011)

Required Core

MUSC 520 Research Techniques and Bibliography in Music	3 cr
Music History from the following:	(total 6 cr)
MUSC 538 Topics in Music History	3 cr
MUSC 551 Music of the Medieval Era	3 cr
MUSC 552 Music of the Renaissance	3 cr
MUSC 553 Music of the Baroque Era	3 cr
MUSC 554 Music of the Classical Era	3 cr
MUSC 555 Music of the Romantic Era	3 cr
MUSC 556 Music of the Twentieth Century*	3 cr
MUSC 557 History of Jazz: Styles and Analysis	3 cr
Music Theory/Composition:	(total 5 cr)
MUSC 560 Historical Analysis of Musical Structure	3 cr
MUSC 561 Counterpoint	2 cr
Three Quarters of Graduate Ensemble Participation (MUSE 520, 521, 522, 530, 540, 541, 501)	3 cr
MUSC 600 Thesis or MUSC 601 Graduate Recital	5 cr

Requirements for Composition Emphasis

MUSC 510 Advanced Conducting	3 cr
MUSC 529 or 530 Applied Lessons	3 cr
MUSC 565 Advanced Orchestration	3 cr
MUSC 568 Advanced Composition (2 credits per quarter)	12 cr
Approved Electives**	11 cr

Total Required Core Credits	22 credits
Total Required Composition Credits	32 credits
Minimum Total Credits for above Master's Degree	54 credits

*Composition majors must take MUSC 556 as one of their music history options.

**To be determined in consultation among the student, the student's area advisor(s), and the graduate program advisor.

All Masters students must write a thesis or supporting recital document and must pass an oral examination.

Master of Music
Jazz Studies Emphasis
(rev. as of Fall 2014)
Required Core

MUSC 520 Research Techniques and Bibliography in Music	3 cr
Music History from the following:	(total 6 cr)
MUSC 538 Topics in Music History	3 cr
MUSC 551 Music of the Medieval Era	3 cr
MUSC 552 Music of the Renaissance	3 cr
MUSC 553 Music of the Baroque Era	3 cr
MUSC 554 Music of the Classical Era	3 cr
MUSC 555 Music of the Romantic Era	3 cr
MUSC 556 Music of the Twentieth Century	3 cr
MUSC 557 History of Jazz: Styles and Analysis*	3 cr
Music Theory/Composition:	(total 5 cr)
MUSC 560 Historical Analysis of Musical Structure	3 cr
MUSC 561 Counterpoint	2 cr
Three Quarters of Graduate Ensemble Participation (MUSE 520, 521, 522, 530, 540, 541, 501)	3 cr
MUSC 600 Thesis or MUSC 601 Graduate Recital or MUSC 602 (Master's Project)	5 cr

Requirements for Jazz Studies Emphasis

MUSC 529 or 530 Applied Lessons, 6 quarters	6-12 cr
MUSC 571 Jazz Ensemble Direction/Conducting	3 cr
MUSC 574 Graduate Jazz Arranging	3 cr
MUSC 695 Graduate Jazz Internship	5 cr

A) Performance Track	(total 15 cr)
Additional 3 quarters of Large Jazz Ensemble	3 cr
6 quarters of Jazz Combo	6 cr
MUSC 573 Graduate Improvisation—Transcription	3 cr
Any music electives	3 cr

B) Pedagogy Track	(total 15 cr)
MUSC 532 Pedagogy of Collegiate Teaching	3 cr
MUSC 558 History of Jazz: Pedagogy	3 cr
MUSC 572 Graduate Improvisation—Pedagogy	3 cr
Plus choose a minimum of three courses from the following:	
MUSC 575 String Pedagogy—Bass	2 cr
MUSC 576 Jazz Piano Pedagogy	2 cr
MUSC 577 Drum Set Pedagogy	2 cr
MUSC 578 Saxophone Pedagogy	2 cr
MUSC 579 Brass Pedagogy	2 cr

Total Required Core Credits	22 credits
Total Required Jazz Credits	17 credits
Performance or Pedagogy Track Credits	15 credits
Minimum Total Credits for above Master's Degree	54 credits

*Jazz Pedagogy majors must take MUSC 557 as one of their history options.

All Masters students must write a thesis or supporting recital document and must pass an oral examination.

**Master of Music
Conducting Emphasis***
***(For guidance/advising only; under review as of Fall 2016)**

Required Core

MUSC 520 Research Techniques and Bibliography in Music	3 cr	
Music History from the following:	(total 6 cr)	
MUSC 538 Topics in Music History	3 cr	
MUSC 551 Music of the Medieval Era	3 cr	
MUSC 552 Music of the Renaissance	3 cr	
MUSC 553 Music of the Baroque Era	3 cr	
MUSC 554 Music of the Classical Era	3 cr	
MUSC 555 Music of the Romantic Era	3 cr	
MUSC 556 Music of the Twentieth Century	3 cr	
MUSC 557 History of Jazz: Styles and Analysis	3 cr	
Music Theory/Composition:	(total 5 cr)	
MUSC 560 Historical Analysis of Musical Structure	3 cr	
MUSC 561 Counterpoint	2 cr	
Three Quarters of Graduate Ensemble Participation (MUSE 520, 521, 522, 530, 540, 541, 501)	3 cr	
MUSC 600 Thesis or MUSC 601 Graduate Recital or MUSC 602 Master's Project		5 cr
Total Core Requirements	22 cr	

Requirements for Conducting Emphasis

MUSC 696 College Teaching Internship	3 cr
MUSC 530 Applied Lessons	12 cr
Three Additional Quarters of Graduate Ensemble Participation	3 cr
MUSC 532 Pedagogy of Collegiate Teaching	3 cr
Approved Electives**	11 cr
Total Required Core Credits	22 credits
Total Required Conducting Credits	32-35 credits
Minimum Total Credits for above Master's Degree	54-57 credits

** To be determined in consultation among the student, the student's area advisor(s), and the graduate program advisor.

All Masters candidates must write a thesis, or a supporting recital document, or a submit a Master's Project and must pass an oral comprehensive examination.

Appendix B: Table of Graduate Policies and Procedures

(This table may also be viewed in the current EWU *Graduate and Undergraduate Catalog*.)

EWU GRADUATE STUDENT SUMMARY GUIDE TO POLICIES & PROCEDURES

Procedure	Action	Deadline	Explanation	Consequences/Information
Apply for candidacy and select graduate faculty committee members. *	Student approaches advisor to formalize graduate program plan, discuss second committee member, and determine if Human Subject (IRB) must be filed. Program approval for candidacy indicated by student and two graduate program faculty signatures on candidacy form. Form then submitted to Graduate Program Office for review.	After completion of 15 graduate credits and before completing one-half the <u>minimum</u> credits in degree program. In all cases application must be submitted by the second Friday of the term prior to intended graduation.	Supports timely progress to degree completion; protects students from degree requirement changes; begins IRB review, if needed. Approved candidacy applications acknowledged by letter of advancement from the Director of Graduate Programs.	Inaccurate or incomplete candidacy application delays advancement. Late submission requires a written appeal to Director of Graduate Programs and possible delay in graduation. Lack of IRB can invalidate research.
Submit Graduation Application & fee*	Apply to graduate online through EagleNet. Log in to EagleNet, click on the "Student" tab, and then click on "Student Records."	Jan 15 th : Spring Qtr/Sem Apr 15 th : Fall & Summer Qtr/Sem Oct 15 th : Winter Qtr	Allows for timely review of student's program prior to graduation.	Late submission delays graduation until next term, and incurs fee. Late applicants must submit a paper application.
Register in final term of program for at least 2 credits (one credit minimum summer term only)	Consult with advisor or graduate program director about remaining requirements.	Term of program completion.	Meets state requirement of registration for students using university resources.	Only currently registered students are eligible to complete a graduate program.
Select outside member for comprehensive examination*	Review Approved Third Member policy in catalog; Graduate Programs office selects from approved faculty unless otherwise specified by department policy.	Graduate Programs office notifies student near the beginning of the term of intended graduation (the term entered on the candidacy) unless student has already identified a member of the graduate faculty as the third.	Provides rigor, procedural guidance, and helps ensure examination is comprehensive.	Late candidacy application delays selection of outside member required for comprehensive exam to be held.
Submit Terminal Research Approval form	Committee chair and second committee member sign form and submit to Graduate Programs office.	Must be received in Graduate Programs office at least two weeks prior to the exam, earlier is recommended. Exam schedule may be submitted on this form.	Indicates committee approval to proceed with comprehensive examination based on review of drafts.	Comprehensive examination cannot be scheduled without receipt of form in Graduate Programs, or if any "X" grades are on student record for prior terms.
Schedule comprehensive examination	Student arranges date, time and location agreed to by all committee members and then notifies Graduate Programs office.	Graduate Programs office must be notified two weeks prior to scheduled date and after receipt of Terminal Research Approval Form.	Allows time for notice and comprehensive exam report form to be sent to committee members.	Failure to schedule may lead to cancellation or invalidation of examination.
Provide approved Thesis, Research Report, or other terminal document draft	Student provides a copy to all comprehensive examination committee members.	Two weeks prior to examination each committee member must have a copy of the document.	Allows faculty sufficient time to review document and prepare for comprehensive examination.	Comprehensive examination could be canceled if documents not provided by deadline.
Complete Comprehensive Examination	Committee Chair, or other designated participant in exam submits form to Graduate Programs office.	Original comprehensive exam report form due in Graduate Programs office immediately following exam.	Verifies examination results; becomes part of permanent student record.	Lack of original form will delay program and degree completion.
Thesis students only— Submit 1 electronic copy as a PDF file (Computer Science students may submit LaTeX version of thesis) for approval, and deliver Thesis Signature Page and Submission Form with original signatures to Graduate Programs office.	Graduate Programs office must receive the following: 1. Thesis Signature Page with chair and internal committee member's original signatures. 2. Completed Graduate Electronic Thesis Submission Form with original signature. 3. An email with the electronic PDF copy as an attachment to gradthesis@ewu.edu	Ten working days after defense or by the last day of the term-- whichever comes first.	Electronic copy must be approved by Graduate Programs and meet form and style standards for EWU Library, EWU Digital Commons institutional repository, and binding if required by department. Students will receive notice when their thesis has been approved after their submission.	Possible delay in graduation to following term.

**All required forms and guidelines can be found at
www.ewu.edu/grad**

* Contact Graduate Programs or the Graduate Program Director about any changes to candidacy or committee.

Appendix C: Music Thesis/Recital Document/Master's Project Guide

All students pursuing a Master of Music (MM) degree, in any of the five areas of emphasis offered (Liberal Arts, Performance, Composition, Music Education, or Jazz Studies), are expected to produce a final, written document as the culmination of their degree program. In the music department there are three types of final document: the thesis, the recital document, and the master's project. (MUSC 600, 601 or 602) The type of document and specific content is dependent on the student's chosen emphasis; it is the product of extensive consultation between the student and his/her advisor. All documents, however, are expected to be original in conception and to engage the student in critical thought and scholarly writing. Documents should be a minimum of 7,500 words for a recital document or master's project and a minimum of 20,000 words for a thesis (excluding the bibliography/reference list/musical examples). The length will be negotiable depending on the nature of the project, but must be pre-approved as part of the committee approval process.

General information about potential document topics is given on pages 6–7 of this handbook; the topic is always determined through a process of close consultation with the primary advisor. Students in the Liberal Arts emphasis may choose from a wide variety of potential topic areas; early and frequent consultation with the primary advisor will be necessary to determine an appropriate topic. For students pursuing the Composition emphasis, the document will relate to their final composition recital. Students will submit scores, recordings, and a supporting document to the graduate oral examination committee. Consult with the advisor for details. In the Music Education emphasis, students may choose a study or project related to pedagogy, curriculum, or other education-oriented topic. For students in the Performance emphasis, the recital document generally involves research into the student's chosen recital repertoire. The recital document should

constitute more than mere program notes; it should demonstrate that the student has consulted sophisticated, accurate sources, has understood those sources, and has synthesized them with his/her own analytical reasoning about the repertoire.

The EWU Music Department adheres to the general form and style guidelines of the University as a whole, as stated in the “Form and Style Guidelines for Master’s Thesis” issued by the Graduate Studies Office and available for download from that office’s web site. In addition, graduate music students will be expected to know and use the methods of research, documentation, and citation taught in MUSC 520, Research Techniques and Bibliography in Music, and or MUSC 521, Research Design in Music Education.

For all projects except those in Music Education, the basic format for footnotes/endnotes and bibliographic citation is that of the *Chicago Manual of Style*. This manual, or any derived from it (such as Kate Turabian, et al., *A Manual for Writers of Research Papers, Theses, and Dissertations*), may be consulted for examples of proper citation formats. Music Education students may use APA style, and should consult the appropriate style manuals. Please make sure to consult the most recent edition of these manuals.

The oral examination taken by every graduate student before degree completion will be based in part or wholly on the content of the culminating document. A copy of the final draft must be presented to each member of the committee (including the non-music representative, i.e., the “third”) **no later than two weeks before the scheduled oral exam**. This draft must be free of substantial problems in content, style, and format. Even in the case of a successful oral exam, the candidate may be asked to make further changes to the draft, within a time frame that still allows for graduation.

There are further EWU deadlines that pertain to the final document. A complete list of these can be found in the “EWU Graduate Student Summary Guide to Policies and Procedures,” available as Appendix B of this handbook, and also in the current EWU *Graduate and Undergraduate Catalog*, as well as on the Graduate Studies Office web site (www.ewu.edu/grad.xml). Students are responsible for familiarizing themselves with these deadlines early in their degree program to ensure that no important deadlines are missed.

Appendix D: EWU Academic Integrity Policy

<http://access.ewu.edu/undergraduate-studies/academic-integrity>

EWU expects the highest standards of academic integrity of its students. Academic honesty is the foundation of a fair and supportive learning environment for all students. Personal responsibility for academic performance is essential for equitable assessment of student accomplishments. The university supports the faculty in setting and maintaining standards of academic integrity. Charges of violations of academic integrity are reviewed through a process that allows for student learning and impartial review.

Definitions:

Violations of academic integrity involve the use or attempted use of any method or technique enabling a student to misrepresent the quality or integrity of any of his or her work in the university and the program of study.

Violations of academic integrity with respect to examinations include but are not limited to copying from the work of another, allowing another student to copy from one's own work, using crib notes, arranging for another person to substitute in taking an examination, or giving or receiving unauthorized information prior to or during the examination.

Please note: Plagiarism from other works, either printed or online are serious offenses, and possible grounds for dismissal from the program. Please seek advising/direction when preparing papers for classes, or your thesis document if you have concerns about how to incorporate research from other sources.

Violations of academic integrity with respect to written or other types of assignments include but are not limited to: failure to acknowledge the ideas or words of another that have consciously been taken from a source, published or unpublished; placing one's name on papers, reports, or other documents that are the work of another individual, whether published or unpublished; misuse of the assistance provided by another in the process of completing academic work; submission of the same paper or project for separate courses without prior authorization by instructors; fabrication or alteration of data; or knowingly facilitating the violation of academic integrity by another.

For the complete outline of these policies and procedures, please visit the website indicated above. Students are responsible to know these policies and abide by them as a matter of integrity and academic prudence.

Appendix E: Recital Policies

Recital Jury Policies

All recitals (including non-degree) given under the auspices of the Music Department are subject to the following guidelines.

- The applied instructor must approve the repertoire.
- A completed “Recital Request Form”—found online or outside Room 119—must be given to the Music Department administrative assistant at least 1 week prior to the jury date or 5 weeks prior to the recital date, whichever is earlier. The form should indicate the names of the committee members.
- The pre-recital jury must occur a minimum of 28 days prior to the recital date. In the case of fall recitals, no recital may occur prior to the 29th day of the quarter.
- The student is responsible for selecting a date and confirming a minimum of 2 faculty members as a pre-recital jury committee. One member of the committee must be the applied lesson instructor. Pre-recital juries can be given in any room, although the recital hall is preferable. Since at least two of the jury members must attend your recital, be sure to select the committee members based on their availability to attend BOTH the pre-recital jury and recital.
- Each member of the pre-recital jury panel must receive an original or photocopy of the music to be performed, as well as a printed program.
- The program (including program notes, translations, and other texts, as required by the applied instructor) must meet current department guidelines for format. Approved examples are available in the music office. The applied instructor is responsible for proofreading the program prior to the pre-recital jury. At its discretion, the committee may fail any student whose program does not meet these standards or is not provided at the pre-recital jury.
- All performing members of the intended recital must be present for the pre-recital jury.
- The length of the pre-recital jury is dependent upon the type of recital: 45 minutes for students in the performance emphasis, and 30 minutes for all others.
- If the applied instructor requires memorization, the student must perform from memory for the pre-recital jury.
- Pre-recital juries are graded on a pass/fail basis determined by committee consensus. The committee shall make and announce its decision on the same calendar day as the pre-recital jury.

- The pre-recital jury committee will provide written comments to the student. In the case of failed pre-recital juries, the committee will specify what must be corrected before the next attempted pre-recital jury. (If one particular piece fails the committee's standards, the committee may recommend that the piece be eliminated from the program, so long as the total number of minutes does not drop below the required minimum.)
- Students who fail a pre-recital jury must apply for another pre-recital jury, which is subject to all the same rules and deadlines. (This also means that the recital date must be moved to accommodate the 28-day rule.)
- At least two members of the committee (one must be the applied instructor) must be present at the recital.
- No additions, subtractions, or substitutions to the program may occur after the pre-recital jury.

Recital Arrangements: Student Responsibilities

- Go online (www.ewu.edu/CALE/Programs/Music.xml) and use the recital hall calendar to view available dates for both the pre-recital jury and the recital. These times and dates must be mutually available to you, the jury members, and any supporting musicians such as collaborative pianists or ensembles.
- Fill out and turn in the recital hall request form (Appendix F or available on the form rack outside the music office). This form must be returned to the department administrative assistant at least 1 week prior to the pre-recital jury date, or 5 weeks prior to the recital date, whichever is earlier. The form should indicate the committee members' names.
- Prepare the program with your instructor along with program notes/texts/ translations (using the official department template) and have your teacher proofread them before the pre-recital jury.
- Make and hang posters. All recital posters must be stamped by the EWU poster office (Showalter 300) prior to being posted in the music building. Posters should include your name, instrument (s) and the names of all musicians performing with you. (Students may not charge admission or collect donations.)
- Programs must adhere to department guidelines, and include the language referencing the degree recital etc. See your applied professor for details.
- Provide a diagram of stage setup and other needs to the stage crew.
- Clean up the recital hall and lobby area after your recital.

- **Give 3 copies of your program to the department administrative assistant for our NASM files.**
- If you choose to have a post-recital reception, it is your responsibility to provide all food and serving ware, and to clean up the reception/kitchen area thoroughly afterwards. University regulations prohibit the serving of alcohol in any form.

Appendix F: Recital Request Form

Located outside the music office.

Appendix G: Piano and Keyboard Policies

The Music Building Recital Hall, houses two Steinway 9' grand pianos. The pianos are tuned each week, and any special tuning, regulating requests should be submitted to Alan McCoy, piano technician.

Please request Recital Hall time by viewing the schedule on the EWU Music website, and receiving permission from your applied professor. Requests for rehearsal prior to degree recitals must be approved, and submitted to Colleen in the music office. The recital hall may NOT be used as a "practice room" and you must be listed on the recital hall calendar in order to have approved rehearsal time. Authorized use (through the music office scheduler) is the only time students should be on the stage.

Authorized Use of EWU's Harpsichord

The harpsichord is a fragile instrument that is not to be played without the permission of Dr. Jody Graves or Alan McCoy, nor is it to be moved from its "home" locations without permission. Requests for use of this instrument must be made well in advance of the intended performance(s), and no one may perform on the MRH stage with the harpsichord unless they have been approved by Dr. Graves or Alan McCoy.

Use of the Steinway Concert Grand Pianos

Foreword: These policies are established to assure the optimum status of the new Steinway for recitals featuring the piano as a solo instrument, or as a collaborative instrument for faculty, guest artist, and Master of Music degree (i.e. required) recitals. Every effort will be made to maintain both pianos at optimum concert level, but it is clear that the new Steinway provides the particular voice of piano soloists, and the first privilege of use must be safeguarded in that direction. Overuse would guarantee an early demise of the optimum voicing and regulation. Thanks to everyone for their understanding and cooperation in adhering to these policies.

Authorized Use of the Concert Steinways:

- The **Edmonds** (1) Concert Grand piano (our older instrument) will continue as the assigned instrument for a majority of rehearsals and/or non-degree recitals and events in the Music Recital Hall.
- In recitals/convocations where both Steinways are to be used, trained stage personnel will move the instruments according to the program.
- The Edmonds Steinway will be the accompanying or ensemble instrument for all undergraduate non-piano instrumental recitals. Required degree recitals for undergraduate performance majors in voice may use the new Steinway.
- There must always be at least two people to move the concert grand pianos on and off stage, one of whom must be trained. For obvious safety reasons, the lid must always be in lowered position for any moving of either concert grand piano. The brakes must always be set before raising or lowering the lid, and the lid must always be closed for each and every move. Thereafter the brakes can be released for moving the pianos. Dress rehearsals as well as performances will always end with restoring the piano as well as the stage to a neutral and clean, i.e. non-cluttered, state. The Edmonds piano should be covered after each rehearsal, except in instances where rehearsals are consecutive and the next party has arrived to use the stage “as is” with the piano open and ready to continue for the next rehearsal.
- Care must always be taken to keep the piano cover carefully folded and placed on the designated shelving in the backstage piano alcove. The piano cover must never be placed on the floor, as house dust will accrue on the felt lining, resulting in sandpapering and otherwise compromising the finish of the grand piano. The cover should always be placed back on the piano after each use for protection of the instrument. The brakes on the new piano must NOT be tightened too tightly as that will strip the locking threads.

Authorized use of the NEW STEINWAY:

- The New Steinway Concert Grand may be used for all EWU Faculty and Guest Artist solo piano recitals.
- The New Steinway Concert Grand may be used to accompany all EWU Faculty and Guest Artist recitals.
- The New Steinway may be used to accompany all Master’s Degree recitals.
- The New Steinway may be used for all piano major junior and senior recitals. If a piano major is sharing a recital with a vocalist or instrumentalist, then the New Steinway may also be used to accompany the full shared recital.
- There must always be at least two people to move the concert grand pianos on and off stage, one of whom must be trained. For obvious safety reasons, the lid must always be in lowered position for any moving of either concert grand piano. The brakes must

always be set before raising or lowering the lid, and the lid must always be closed for each and every move. Thereafter the brakes can be released for moving the pianos.

- Only trained stage personnel and informed faculty or staff may move the New Steinway. Brakes will be used in accordance with the training, and the piano will always be covered and returned to the piano alcove and locked after each rehearsal or performance. Instructions for proper use of piano placement in the piano alcove will be posted on a laminated sheet on the wall.
- Care will always be taken to keep the piano cover carefully folded and placed on a safe and supportive surface, such as on top of the backstage piano garage. The piano cover must never be placed on the floor, as normal dust will accrue on the felt lining, resulting in sandpapering and otherwise compromising the finish of the grand piano.

DRESS REHEARSAL and Additional Rehearsal Policies

All Student Recitals will be assigned one two-hour dress rehearsal, to be reserved with the music office. This rehearsal, plus one other faculty-supervised lesson/rehearsal, per available time in MRH, will be with the piano that will be used for that recital.

TRAINING SESSIONS for Faculty and Stage Personnel

Training sessions for care and moving of the Music Departments' concert grand pianos may be arranged with the piano faculty or stage manager by appointment. Only fully trained stage personnel should manage recitals where either of the two concert grand pianos are used.

It will be helpful to have all faculty colleagues fully informed of these guidelines, which are being implemented to preserve the superb condition of the New Steinway and to maintain it at the highest possible standard for faculty, guest artist, and selected student recitals. By way of reassurance, plans continue for maintaining the voicing and regulation of the Edmonds Concert Grand so that it may also be in optimal condition for each recital and performance.

PLEASE NOTE:

Any unauthorized use of either concert grand piano may result in loss of current and future privileges. Thank you for abiding by all applicable guidelines.

Appendix H: Sample Title Page for Thesis or Recital Document
These components must be included on the title page. Adjust to your specific area:

Thesis/Recital Document/Graduate Project

Harmonic Innovations
in the Music of Barney Fife

presented by
Charlie Brown
MM Candidate, Jazz Studies Emphasis
May 5, 2017

In partial fulfillment of the requirements
Of the Master of Music degree in
Jazz Studies
Supporting Recital Document – MUSC 601

EWU Music Department

Mailing address:

119 Music Building
Cheney, WA 99004

Phone: (509) 359-2241

Fax: (509) 359-7028

URL: www.ewu.edu/CALE/Programs/Music.xml

Building hours: 6 a.m.-11 p.m M-F.; access outside these hours by key-card.

Music Department Graduate Director

Dr. Jody Graves

Music Building 232

jgraves@ewu.edu

(509) 359-6119

EWU Graduate Studies Office

Director: Dr. Roberta Brooke

Address: Showalter 206

Phone: (509) 359-6297

Fax: (509) 359-6044

URL: www.ewu.edu/grad.xml

EWU College of Arts, Letters, and Education (CALE)

Dean, Dr. Roy Sonnema

Address: Patterson 343

Phone: (509) 359-2227

URL: www.ewu.edu/CALE.xml

Registrar's Office: 359-2321

Financial Aid Office: 359-2314

EWU Campus Police: 359-6300

EWU Catalog URL: <http://catalog.ewu.edu/arts-letters-education/music/#graduatetext>