

Brandeis University

Department of Music

Graduate Student Handbook

2011 Version

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Introduction

This handbook is designed for the use of Brandeis students who are currently pursuing a graduate degree in music. It contains the following information:

- A list of the graduate degrees awarded by the Department of Music
- A summary of the requirements for completion of each degree
- An overview of the course of study for each graduate degree
- A year-by-year description of the course of study for the Ph.D. degree
- Graduate School policies
- A description of resources and facilities available to graduate students
- Funding opportunities and university policies regarding financial aid
- Brandeis policy and resources pertaining to students with disabilities

The handbook is intended to serve as both a guidebook to the various resources available to graduate students, and a checklist to help you keep track of all the steps required for your advanced diploma or degree in music. For more information about general requirements applying to students in all Brandeis graduate programs, consult the current *Brandeis University Bulletin*, especially the section on "Requirements for the Degree." The *Bulletin* may be found online on the University Registrar's website. Information about graduate study and resources for students will also be found on the GSAS website: www.brandeis.edu/gsas.

Bios of the Department of Music Faculty may be found on the department's website: www.brandeis.edu/departments/music. You will also find a list of current graduate students and alumni, as well as information about performing ensembles, the concert season, and news about current and past students and faculty (*The Score*).

Since the contents of this handbook are guidelines, they are not a substitute for consulting regularly with the department program chairs and the senior academic administrator about questions concerning courses, teaching, and other requirements, or the Graduate School regarding policies and regulations, timelines, funding, etc. There will likely be updated versions of the handbook in the years to come.

Graduate Programs in Music

The following Music Department graduate programs are described in this handbook:

- Master of Arts in Music
- Master of Fine Arts in Music
- Joint degree of Master of Arts in Music and Women's and Gender Studies (in conjunction with the Program in Women's Studies)
- Ph.D. in Music

Students pursuing the M.A., M.F.A., and Ph.D. in Music concentrate in either of the following two areas:

- Composition and theory
- Musicology (with a further concentration in music history, or in theory and analysis)

Special Notes Related to the Graduate Programs

Master's Degrees

Students may normally hold only one Master's degree in the Music Department. For example, a student who earns the joint M.A. in Music and Women's and Gender Studies may not apply for the M.A. in Musicology.

Enrolling in Undergraduate Courses

A graduate student who wishes to enroll in an undergraduate course (numbered under 100) needs to complete an add/drop form, which is then signed by the instructor. The form is available on the University Registrar's website. They may register through SAGE if a consent code has been obtained from the instructor. Undergraduate courses do not count toward the graduate degree.

Review of Progress Toward the Degree

The music department faculty conduct reviews toward the end of each semester during which students' progress toward their degree is discussed. Students are informed in writing of any deficiencies or of any concerns that the faculty have.

Master of Arts in Music

Students pursuing a Master's degree in Music follow one of two programs of study:

- Composition and Theory
- Musicology (with an emphasis on music history, or theory and analysis)

Program in Composition and Theory

The requirements for the M.A. degree in Composition and Theory are:

- One year of residency.
- Six graduate-level courses, including:
 - Seminars in composition
 - Proseminars in tonal writing
 - Proseminars and seminars in tonal and non-tonal analysis
- A composition, which is begun during the first semester and performed in the spring graduate composers' concert.
- Attendance at all departmental composition colloquia.

Program in Musicology

The requirements for the M.A. degree in Musicology are:

- One year of residency.
- Six graduate-level courses: proseminars and seminars in musicology (including an array of courses in different historical periods, in music analysis, and in history of

- theory).
- A seminar paper, which is written during the first semester and expanded during the second semester with the independent supervision of a faculty member.
- Satisfaction of the language requirement in French or German. Language examinations to test reading proficiency are administered by the Music Department and are offered once each semester. Students are asked to translate several passages with the aid of a dictionary. Samples of texts used for these exams are available from the academic administrator. Language course credits may not serve to fulfill the language requirement. There are special reading seminars for German and French that are offered to graduate students who have some basic knowledge of either language. These can be helpful in preparing for the exams and students interested in these should contact the instructor directly. No registration is required, since this is a no charge/no credit course.
- Attendance at all departmental musicology colloquia.

Master of Fine Arts in Music

Students pursuing an M.F.A. degree in music follow one of two programs of study:

- Composition and Theory
- Musicology (with an emphasis on music history, or theory and analysis)

Program in Composition and Theory

The requirements for the M.F.A. degree in Composition and Theory are:

- Two years of residency.
- Twelve graduate-level courses, including: proseminars and seminars in composition, seminars in tonal and non-tonal analysis, a course (or demonstrated proficiency) in electro-acoustic music.
- Examinations: demonstration of competence, by a portfolio review and written general examination at the end of the second year. This exam is outlined in the section under Ph.D. in Music/Doctoral Degree Requirements in Composition and Theory.
- Thesis: an original composition, the scope to be approved by the faculty in composition.
- Attendance at departmental composition colloquia.

Program in Musicology

The requirements for the M.F.A. degree in Musicology are:

- Two years of residency.
- Twelve graduate-level courses: proseminars and seminars in musicology (including an array of courses in different historical periods, in music analysis, and in history of theory). MUS 171a: *Form and Analysis* is required in the first year, unless an exemption is obtained through examination.
- Satisfaction of the language requirement in French and German. The German requirement should be satisfied in the first year. Language examinations to test reading proficiency are administered by the Music Department and are offered once each semester. Students are asked to translate several passages with the aid of a dictionary. Samples of texts used for these exams are available from the academic administrator. There are special reading seminars for German and French that are offered to graduate students who have some basic knowledge of either language. These can be helpful in preparing for the exams and students interested in these should contact the instructor directly. No registration is required, since this is a no charge/no credit course. Language course credits may not serve to fulfill the language requirement.

Requesting alternative language: Students may request to substitute another language for French only by written petition to the Graduate Program Chair. Justification for the language should be based on its relevancy to the student's specific research area(s).

- Thesis: either an analytical or historical study of a topic acceptable to the music faculty, or revised versions of two seminar papers, each of which has been certified by the seminar instructor and at least one other faculty member as demonstrating a high degree of competence in research writing. Two copies of the thesis must be submitted to the department committee chair in final form in accordance with deadlines posted in the Academic Calendar found in the *Brandeis University Bulletin*. A final copy of the thesis must be deposited with the University Archives. Guidelines for thesis submission are available on the GSAS website: www.brandeis.edu/gsas/students/master-

[thesis.html](#)

- Attendance at all departmental musicology colloquia.
- For doctoral students who are applying for the M.F.A. degree as part of their progress toward the Ph.D. successful completion of the written general exams fulfills the thesis requirement.

Master of Arts in Music and Women's and Gender Studies

The requirements for the degree of Master of Arts in Music and Women's and Gender Studies are:

- One year of residency.
- WMGS 205a (Graduate Foundational Course in Women's and Gender Studies) or another course designated as a foundational course.
- Two courses at the graduate level listed as electives in Women's and Gender Studies—one in music, and one from another department.
- Two additional graduate-level courses in the music department.
- Participation in the fall semester non-credit Women's and Gender Studies graduate proseminar.
- Attendance at Music Department musicology colloquia.
- Thesis: completion of a research paper of professional quality and length (normally 25-40 pages) on a topic related to the joint degree. The paper will be read by two faculty members, one of whom is a member of the Music Department, and one of whom is a member of the Women's and Gender Studies core or affiliate faculty.

Ph.D. in Music

Students pursuing a Ph.D. in music specialize in one of the two following areas:

- Composition and Theory
- Musicology (with an emphasis on music history, or theory and analysis)

Ph. D. Requirements in Composition and Theory

The Ph.D. program in composition and theory is designed to help students develop a command of the craft of composition. That objective is supported by studies in theory and analysis, and in electro-acoustic music.

Requirements for completion of the Ph.D. in music composition and theory include:

- Residency requirement
- Coursework
- Teaching
- Language requirement
- General and qualifying examinations
- Dissertation and defense
- Attendance at departmental colloquia

Details of each degree requirement follow. The section on **Year-by-Year Courses of Study** shows how students are expected to satisfy the different requirements on a year-by-year basis.

Residency Requirement

Students must be registered as full-time students for at least three years. Once the residency requirement is fulfilled, students are given post-resident status. Continuation status is given once students are ABD (completed all course work, teaching, and passed oral qualifying exam).

Coursework Requirement

Students are required to take sixteen graduate-level courses. MUS 171a: *Form and Analysis* is required in the first year, unless an exemption is obtained through examination.

Previous coursework: Coursework from other institutions or from the M.A. or M.F.A. program at Brandeis cannot be counted toward the required courses for the Ph.D.

Teaching Requirement

Preparation of graduate students for teaching careers is an integral part of the Ph.D. program in music. Beginning with the second year of residency, students are required to serve as teaching fellows in undergraduate courses in music theory or history and literature, for a minimum of seven semesters. All teaching comes under the guidance of the primary course instructors and the department chair.

Students are given a list of available courses and asked to complete a form listing their preferred teaching assignments every spring. This is then reviewed by faculty, who make final assignments. Every effort is made to meet students' requests, within the limits of projected course enrollments. Students are encouraged to consider one semester of teaching a University Writing Seminar (UWS) as part of fulfilling this requirement. Music students have found this to be a valuable teaching experience and useful in enhancing their own writing skills. Information about the UWS this is available on the **University Writing Program** website. *All assignments are subject to change based on final class enrollment figures.*

Language Requirement

Students must satisfy the language requirement in one foreign language—French, German, Italian, or request another language by written petition to the Graduate Program Chair. Language examinations to test reading proficiency are administered by the Music Department and are offered once each semester. Students are asked to translate several passages with the aid of a dictionary. Samples of texts used for these exams are available from the academic administrator. There are special reading seminars for German and French that are offered to graduate students who have some basic knowledge of either language. These can be helpful in preparing for the exams and students interested in these should contact the instructor directly. No registration is required, since this is a no charge/no credit course. Language course credits may not serve to fulfill the language requirement.

Colloquia

Each year the Music Department sponsors colloquia at which distinguished scholars, composers, and performers are invited to campus to discuss their recent work with our graduate students. In addition, members of the Brandeis faculty, as well as advanced graduate students, may hold colloquia devoted to their own works in progress.

Colloquia are usually scheduled for Thursday afternoons at 4 or 4:30 pm. All graduate students in music are expected to attend all department colloquia in composition during their years of residency and post-residency.

General and Qualifying Examinations

Doctoral students are required to pass two examinations (in addition to the oral defense of the dissertation):

- A general examination
- An oral qualifying examination based on five significant works chosen suggested by the student and approved by the composition faculty.
- The *general examination*, taken during the spring of the second year of residency, consists of two analytical essays:
 1. An essay on a 20th-century piece of music;
 2. An essay on a piece from the repertoire of another period.

The procedure for the general exam is as follows:

1. The faculty select the works, and formulate questions about each one.
2. The student has one week, working at home, to write both essays responding to the questions.

The composition faculty regard the experience as a growth experience rather than a simple requirement, and it is common for students to be asked to take the general exams more than once. Students may be required to take an additional course or engage in specific studies prior to re-taking the exam.

The *oral qualifying exam*, normally taken in the third year and only after successful completion of the written general exam, consists of a 2-3 hour professional-level discussion with the entire composition faculty, on five significant pieces of music from different stylistic periods that have been approved by the faculty.

Dissertation and Defense

The doctoral dissertation in music composition and theory consists of two parts:

- An original musical composition, of substantial proportions. Once completed, dissertation pieces

are scheduled for performance on the New Music Brandeis series.

- A thesis on a theoretical or analytical subject of approximately 40-50 pages in length.

Each of the two parts has first and second readers. They may be the same or different faculty, depending on the topic.

In the third year of residency (but not before passing the oral qualifying exam), the student is expected to develop a brief prospectus of the dissertation in consultation with the dissertation advisor, and present it to the composition faculty for their approval. A dissertation reading committee of three or more members is created, with the student's principal advisor as chair of the committee. At least one member of the committee should be a tenured member of the faculty, and one should be from outside the department. When complete, the dissertation must be submitted (two copies), together with a thesis abstract of no more than 350 words, to the reading committee for formal approval (this should be done in accordance with deadlines posted in the Academic Calendar).

Once approved by the reading committee, the thesis must be successfully defended in an oral examination. The advisor or the program chair notifies the candidate of the date, time, and place of the exam. Deadlines for defenses, which correspond to dates for degrees, are listed in the Academic Calendar and on the GSAS website. The thesis must be deposited in the department office at least two weeks prior to the oral exam so that it is available for inspection by interested faculty members,

The dissertation reading committee, with the approval of the Associate Dean for Graduate Education, appoints a dissertation examining committee to preside over the oral exam. The examining committee will be comprised of at least three faculty examiners, at least one of whom is a tenured faculty member and one is from a graduate program from another institution. The student may *suggest* an outside reader, who must then be approved by the faculty. The oral examination will be open to any Brandeis faculty member, and to invited faculty members from other institutions.

After the defense, a report signed by the dissertation examining committee, certifying the candidate's successful performance on the oral exam, is submitted to the University Registrar. Normally this will indicate the need for minor revisions, which must be completed and formally approved in time for final submission. If the committee requires substantial revisions of the dissertation, they must be completed and accepted by the committee within six months of the defense; otherwise the dissertation must be re-defended. The department recommends to the Dean of Arts and Sciences that the Ph.D. be awarded to the candidate.

Procedures for Day of Defense

1. The student needs to print the Ph.D. Dissertation Defense form (until recently called the Report on Ph.D. Dissertation and Oral Examination), which is found on the Registrar's website (from the GSAS home page, click on Forms, click on graduate degree applications, click on Ph.D. Dissertation Defense Form).
2. The student brings both the **Dissertation Defense Form** and **Signature page** to ones defense. (contact Helene Greenberg at GSAS regarding questions about Signature page)
3. At the conclusion of the defense each committee member must sign both the Defense Form and the Signature page.
4. The student must bring the original signed Defense Form to the Registrar's Office and the signed Signature Page to Helene Greenberg in GSAS...ideally the same day as the defense but no later than the next business day.
5. The Music Department requires a copy of the Defense Form and the Signature page, which needs to be made prior to dropping the forms off at GSAS and the Registrar Office.
6. Any student with minor revisions to the dissertation must also file a **Ph.D. Revisions Form** (on Registrar's website- see Forms section), which is to be signed by the Committee only after the revisions have been approved. In cases where it is not possible to obtain signature of all committee members, the program chair and principal advisor signatures will be sufficient. **This form must be submitted prior to filing the final dissertation.**

The complete GSAS guidelines for dissertation procedures is to be found at the following site:
www.brandeis.edu/gsas/students/dissertation-guide.html

Guidelines for dissertation submission and publication are available on the GSAS website. The title of your dissertation as submitted to the Registrar's Office should have the title of your paper followed by: and

an original composition, *title of composition (in italics)*.

Note: students must be registered and enrolled in the term(s) in which the dissertation is defended and submitted to the Graduate School office.

Ph.D. Requirements in Musicology

The concentration in musicology offers an integrated approach to the understanding of the nature, structural basis, and historical development of music.

Requirements for completion of the Ph.D. in musicology include:

- Satisfactory completion of the coursework and language requirements as listed in the M.F.A. in musicology
- Residency requirement
- Additional coursework
- Teaching
- General examination
- Dissertation and defense
- Attendance at departmental colloquia

Students in musicology may elect to emphasize or concentrate in music history, or in theory and analysis.

- In the *music history program* a variety of techniques and methodologies, including source studies, style, development, and historiography, are applied to different repertoires and historical problems.
- The *theory and analysis program* features work in the history of theory as well as analytical work in the context of theory construction involving the evaluation of pretonal, tonal, and contemporary analytical models.

Details of the degree requirement follow. The section on **Year-by-Year Courses of Study** shows how students are expected to satisfy the requirements on a year-by-year basis.

Residency Requirement

Students must be registered as full-time students for at least three years. Once the residency requirement is fulfilled, students are given post-resident status. Continuation status is given once students are **ABD** (completed all requirements including successful defense of dissertation prospectus).

Coursework Requirement

In addition to the twelve courses required for the M.F.A. degree, students are required to take four graduate-level courses—normally, MUS 401d (Dissertation Research), and other courses, as recommended by the faculty. Courses consist of proseminars and seminars. *Proseminars* survey an array of topics illustrating the representative avenues of research and methodological approaches; *seminars* typically concentrate on a single topic.

Previous coursework: Students who have completed graduate coursework at other institutions prior to entering the program may, after their first year in residence, apply for credit for up to two semester courses.

Teaching Requirement

Beginning with the second year of residency, students are required to serve as teaching fellows in undergraduate courses in theory or history and literature for a minimum of six semesters. Musicologists have the option of teaching only one course in their second year (fall semester), allowing time in the spring semester to prepare for generals. All teaching comes under the guidance of the primary course instructors and the department chair. First time teaching fellows are required to attend the TF Orientation in August. The Graduate School sets the date for the 4-hour workshop, which is customarily a few days prior to the first day of classes.

Students are given a list of available courses and asked to complete a form listing their preferred teaching assignments every spring. This is then reviewed by the faculty, who make final assignments. Every effort is made to meet students' requests, within the limits of projected course enrollments. Student may be assigned one semester of teaching in the University Writing Program (UWS) as part of fulfilling this requirement. . All assignments are subject to change based on final class enrollment figures.

Language Requirement

Evidence of proficiency in German and French. The German requirement should be satisfied in the first year. Language examinations to test reading proficiency are administered by the Music Department and are offered once each semester. Students are asked to translate several passages with the aid of a dictionary.

Samples of texts used for these exams are available from the academic administrator. There are special reading seminars for German and French that are offered to graduate students who have some basic knowledge of either language. These can be helpful in preparing for the exams and students interested in these should contact the instructor directly. No registration is required, since this is a no charge/no credit course. Language course credits may not serve to fulfill the language requirement.

Requesting alternative language: Students may request to substitute another language for French only by written petition to the Graduate Program Chair. Justification for the language should be based on its relevancy to the student's specific research area(s).

Colloquia

Each year the Music Department sponsors colloquia at which distinguished scholars, composers, and performers are invited to campus to discuss their recent work with our graduate students. In addition, members of the Brandeis faculty, as well as advanced graduate students, may hold colloquia devoted to their own works in progress.

Colloquia are usually scheduled for Thursday afternoons at 4 or 4:30 pm. All graduate students in music are expected to attend all department colloquia in musicology during their years of residency and post residency.

General Examination

During the spring of the first year of residency, all students should meet with the musicology faculty to discuss the format of the general exams. By June of the first year, the student submits six topics, one for each historical period. Students are encouraged to meet with faculty to review a bibliography for their study, and to begin preparation for the exam at that time.

In August following the end of the second year, students must demonstrate competence by means of a written general examination, which consists of the following two parts (changed from previous generals format):

- An analysis of two compositions selected from the repertory. The procedure is as follows:
 - (1) Students choose one piece from each of five periods (Medieval/Renaissance, Baroque, Classical, Romantic, 20th century) to study in advance.
 - (2) Two of the five pieces will be chosen by the faculty for a written analysis paper, to be written during one day (normally 9am – 5 pm) of the two-day exam period.
- Essays in five of six historical areas, on topics proposed by the student. The procedure is as follows:
 - (1) The faculty compose questions for the exam based on the submitted topics for both, short and long essays.
 - (2) In a one-day exam (normally 9am – 5 pm) the student writes 5 essays in answer to each question selected—three short essays, and two longer essays.
- If a student does not pass any portion(s) of the General Qualifying Examination, they will be asked to re-take the portion(s) that they did not pass (the student is not required to re-take any part of the exam which they have already passed). The faculty, in discussion with the student, will schedule a time for re-examination.
- Copies of sample question from previous exams are available in Mark's office.

Dissertation and Defense

The doctoral dissertation, on a historical, theoretical, or analytical subject, should demonstrate the competence of the candidate as an independent investigator, his or her critical ability, and effectiveness of expression.

During the third year of residency, the student is expected to develop a 15-20 page prospectus of the dissertation in consultation with the dissertation advisor (appointed by the program chair) and presented to advisor for approval by the musicology faculty.

A dissertation reading committee of three or more members is appointed by the program chair, with the student's principal advisor as chair of the committee. At least one member of the committee should be a tenured member of the faculty, and one from another institution. While students may suggest names of outside readers for consideration, the decision regarding the outside reader and the invitation to that reader will be made by the faculty advisor.

When complete, the dissertation must be submitted (two copies), together with a thesis abstract of no more than 350 words, to the department or committee chair for formal approval. This should be done in accordance with deadlines posted in the Academic Calendar found in the *Brandeis University Bulletin*.

Once approved by the reading committee, the thesis must be successfully defended in an oral examination. Deadlines for defenses, which correspond to dates for degrees, are listed in the Academic Calendar and on

the GSAS website. The advisor notifies the candidate of the date, time, and place of the exam. The thesis must be deposited in the department office at least two weeks prior to the oral exam so that it is available for inspection by interested faculty members,

The dissertation reading committee, with the approval of the Associate Dean for Graduate Education, appoints a dissertation examining committee to preside over the oral exam. The examining committee will be comprised of at least three faculty examiners, at least one of whom is a tenured faculty member and one is from a graduate program outside the student's own (usually from another university), in a related field.

The oral examination will be open to any Brandeis faculty member engaged in graduate instruction, and to invited faculty members from other institutions.

One file copy of the dissertation must be provided to the department at least two weeks prior to the defense.

After the defense, a report signed by the dissertation examining committee, certifying the candidate's successful performance on the oral exam, is submitted to the University Registrar. Normally this will indicate the need for minor revisions, which must be completed and formally approved in time for final submission. If the committee requires substantial revisions of the dissertation, they must be completed and accepted by the committee within six months of the defense; otherwise the dissertation must be re-defended. The department recommends to the Dean of Arts and Sciences that the Ph.D. be awarded to the candidate.

Procedures for Day of Defense

1. The student needs to print the Ph.D. Dissertation Defense form (until recently called the Report on Ph.D. Dissertation and Oral Examination), which is found on the Registrar's website (from the GSAS home page, click on Forms, click on graduate degree applications, click on Ph.D. Dissertation Defense Form).

2. The student brings both the **Dissertation Defense Form** and **Signature page** to ones defense. (contact Helene Greenberg at GSAS regarding questions about Signature page)

3. At the conclusion of the defense each committee member must sign both the Defense Form and the Signature page.

4. The student must bring the original signed Defense Form to the Registrar's Office and the signed Signature Page to Helene Greenberg in GSAS...ideally the same day as the defense but no later than the next business day.

5. The Music Department requires a copy of the Defense Form and the Signature page, which needs to be made prior to dropping the forms off at GSAS and the Registrar Office.

6. In most cases minor revisions will be required following the defense. Any student with minor revisions to the dissertation must also file a **Ph.D. Revisions Form** (on Registrar's website- see Forms section), which is to be signed by the Advisor and the student only after the revisions have been approved. **This form must be submitted prior to filing the final dissertation.**

The complete guidelines for dissertation submission and publication are available on the GSAS website: www.brandeis.edu/gsas/students/dissertation-guide.html

Note: students must be registered and enrolled in the term(s) in which the dissertation is defended and submitted to the Graduate School office.

Year-By-Year Course of Study for the Ph.D.

Graduate programs of study, including all course selections or changes (additions or deletions) must be approved by the Graduate Program Chair prior to registration.

In the following typical schedules, students may become eligible for an M.F.A. at the conclusion of the second or third year of graduate work, and fulfill all Ph.D. requirements except the dissertation by the beginning of the fifth year.

For more detailed information about any requirement, see the section on degree requirements for the M.F.A. or Ph.D.

Program in Composition and Theory

First two years:

- Take a minimum of three graduate-level courses each semester, including MUS 171a, proseminars and seminars in composition, seminars in tonal and non-tonal analysis, and a course (or demonstrate proficiency) in electro-acoustic music.
- Satisfy the language requirement in French, German, or Italian (or another language by petition).
- In the second year, teach one undergraduate course each semester in music theory or history and literature.
- At the end of the second year, demonstrate competence by means of a portfolio review and written general examination.
- Attend departmental composition colloquia.
- To satisfy M.F.A. degree requirements (if applicable) submit two original compositions.

Third year:

- Take four graduate-level courses.
- Teach undergraduate courses in music theory or history and literature.
- Take the oral qualifying exam.
- Submit a dissertation proposal.
- Attend departmental composition colloquia.

Subsequent year(s):

- Complete teaching requirement.
- Write dissertation, consisting of:
 - (1) an original musical composition.
 - (2) a thesis on a theoretical or analytical subject.
- Register for Cont 500A or, if ABD*, 401d (Dissertation Research).
- Attend department composition colloquia.
- Defend the dissertation.

*ABD (all but dissertation) status:

Composition students are considered ABD once they have completed all course work and passed their written and oral exams.

Program in Musicology

First two years:

- Take three graduate-level courses each semester--proseminars and seminars in musicology, including an array of courses in different historical periods, music analysis, and history of theory. MUS 171a *Form and Analysis* is required in the first year.
- Satisfy the language requirement in German by the end of the first year.
- Satisfy the language requirement in French (or another language by petition) by the end of the second year.
- In the second year, teach one undergraduate course in music theory or history and literature in the fall semester only. Teaching may not be assigned during the spring semester to allow time for study for general exams.

- In late August of the second year, demonstrate competence by means of a two-part written general examination.
- Attend departmental musicology colloquia.

Third year:

- Take four graduate-level courses, including MUS 401d (Dissertation Research) when beginning to work on the thesis. Prior to beginning work on the dissertation, students should register for CONT 500A.
- Teach undergraduate courses in music theory or history and literature.
- Submit and defend a dissertation proposal. *Further funding may be withheld if this is not completed by the end of the third year.*
- Attend departmental musicology colloquia.

Subsequent years:

- Complete teaching requirement.
- Write a dissertation on a historical, theoretical or analytical subject.
- Continue to register for CONT 500A or, if ABD*, MUS 401d.
- Defend the dissertation.
- Attend department musicology colloquia.

*ABD (all but dissertation) status:

Musicologists are considered ABD upon completion of all coursework, passing of both language and written general exams, and successful defense of their dissertation proposal.

Graduate School Policies

Progress to the Degree

Admission to graduate programs is granted for one academic year at a time. Students in all programs are evaluated by the faculty at the end of each academic year, to determine eligibility for readmission. Letters regarding readmission are mailed from the Graduate School to each student by mid-June.

All graduate students' progress is reviewed twice per year by the music department faculty. Students will be notified in writing of any deficiencies. Every student pursuing work for a degree, whether or not currently in residence, must register at the beginning of each term.

Note: Any grade below B-, or a grade of "NC" (no credit), is an unsatisfactory grade in the Graduate School. A course in which the student receives an unsatisfactory grade will not be counted toward graduate credit.

The graduate school allows a maximum of eight years for completion of the Ph.D. Students who have not completed the dissertation by that time are withdrawn from the program. Upon completion of the dissertation, students may be re-admitted for one term, in order to defend and receive the degree. It is possible to petition the graduate school for an additional year to complete the program. This must be done in consultation with the Department Program Chair, who is asked to support the petition.

Transfer Credit

For Musicology students only: after completing one term of full-time residence, or the equivalent at a part-time rate, Ph.D. students may apply for credit for advanced courses taken previously at another institution. A maximum of one year of residence credit may be granted, provided that:

- the work was done at an appropriately accredited institution,
- the level of the course(s) corresponds to the level of graduate work at Brandeis, and
- an honor grade (B or better) was earned in any course applied.

Transfer credit is not permitted toward the M.A. degree.

No transfer credit is allowed for composition students.

Incomplete Courses

A course grade of "Incomplete," unless given by reason of a student's failure to attend a final examination, must be made up no later than the end of the term following the term in which it was received. It is entirely the student's responsibility to make sure that the incomplete is made up **within the following semester**. Failure to do so results in a permanent incomplete on the transcript. The policy regarding absence from a final examination is discussed in the section of the *Brandeis University Bulletin* on "Academic Regulations."

Grievance and Petition Procedures

Departmental grievance procedures are governed by the GSAS Grievance Procedures set forth in the Graduate Student Handbook, available online at www.brandeis.edu/gsas/students/student-handbook/academic.html.

Resources and Facilities

Slosberg Music Center

The Slosberg Music Center provides state of the art classrooms, a 225-seat recital hall, two recital-quality grand pianos, a Noack tracker organ, the Brandeis Electro-Acoustic Music Studio (BEAMS), classrooms with grand pianos and audio equipment, a limited number of practice rooms, and office space. Classrooms are locked at 5 pm and on weekends, but may be unlocked by music students with their Brandeis ID. The department also has an extensive early music instrument collection including a French double-manual harpsichord by William Dowd and an 1835 Viennese fortepiano built by Jacob Worel and restored by Keith Hill. These instruments are housed on the first floor in the William P. Jencks Early Music Room. The building is equipped with wireless internet access.

Graduate students have access to the building 24/7 by use of the card swipe, which unlocks the front right -side door after hours. There is a shared graduate student office (228) with two networked Macintosh computers and dedicated laser printer. These computers will also print to the front office photocopier.

Each graduate student has a mailbox in the front office (208), accessible 9 am – 5 pm, M – F. Faculty mailboxes are also located in the office. Mail is collected and delivered once per day between 11:30 am and noon. A limited number of lockers are available on the lower floor and may be signed out at the front office.

Music Department Administrative Staff

Mary Ruth Ray, Department Chair, Violist in the Lydian String Quartet, Professor of the Practice. Mary Ruth has been chair of the department since January 2006. In addition to her duties as chair, she performs with the Lydian String Quartet, teaches viola, and oversees the private instrumental instruction program. Her office is 237.

Mark Kagan, Senior Academic Administrator. Mark manages the graduate program and works closely with the department chair and faculty on planning and implementing policy. He also manages the building, supervises the administrative staff, and works closely with the department chair. His office is 238.

Cheryl Nalbach, Senior Department Coordinator. Cheryl manages much of the daily activity in the building. She coordinates the use of classroom space in the building, use of keys, lockers, and equipment. She also handles the accounts payable for the department and works with the undergraduate advising head in managing the undergraduate program. Cheryl's office is 209.

Shawna Kelley, Concert Program Manager. Shawna produces approximately 80 concerts and events for the department and the intercultural residency (MusicUnitesUS), and manages the concert hall. She handles all daily and weekend reservations for use of the concert hall, and also maintains the department and concert websites. All questions regarding use of the concert hall should be directed to Shawna. Her office is 219.

Debbie Cyr, Piano Technician. Debbie maintains and repairs all of our pianos, our harpsichord, and fortepiano. She works mainly in the early morning and on weekends, and is best reached by email: cyr@brandeis.edu.

Office of the Arts

The Office of the Arts was founded in 2003 to cultivate the performing, visual, and cultural arts at Brandeis University as an essential component of a liberal arts education and research study. It advocates that participation in the arts is essential to humanistic learning and social transformation.

The Office of the Arts is dedicated to:

- Integrating the arts into the life of the Brandeis community as a meaningful component of a liberal arts education and research study.
- Fostering innovation in the arts as a means to enrich creative thought and social activism.
- Uniting communication and collaboration between the School of Creative Arts, The Rose Art Museum, and other university arts programs.

- Serving as the central information resource for the arts at Brandeis.
- Inspiring and supporting student engagement in the arts.
- Honoring diverse cultural traditions and encouraging new and interdisciplinary forms of art.
- Celebrating art as an expression of the idealism with which Brandeis University was founded: truth, education, and justice.

The Office of the Arts is located in the Bernstein-Marcus Administration Building. **Scott Edmiston** is Director, **Ingrid Schorr** is Program Coordinator.

Libraries and Research

The Creative Arts Library, housed in the main university library, has strong holdings in scholarly music editions, journals, microfilm reprints of original materials, sound recordings, videos, scores, collected editions and monuments, facsimile editions, and rare books. The scope of the collection includes all periods of Western music history from antiquity to the present; the interaction of music and high/popular culture; performance practice; repertory to support instrumental and voice instruction and chamber music performing ensembles; jazz, women and music; music theory, analysis, and composition; music aesthetics; and electronic music. These materials are also accessible through an online catalog system called LOUIS. The University Archives houses the Walter F. and Alice Gorham Collection of Early Music Imprints, 1501–1650.

Students can join an electronic feed to keep them apprised of new acquisitions in their subject area. An on-line research guide for music is available to assist students in locating music-related resources: <http://brandeis.libguides.com/music>. For a complete list of library research resources go to: <http://lts.brandeis.edu/research/>.

The Interlibrary Loan Office provides books or photocopies of materials not owned by the university.

Brandeis is a member of the Boston Library Consortium, composed of twelve academic and research institutions in the area.

Lisa Zeidenberg, Arts and Culture Librarian, manages the Creative Arts collection and is available to offer you assistance in locating materials for your research.

Lisa Zeidenberg
 Arts and Culture Librarian
 Research and Instruction Services
 Library and Technology Services
 Mailstop 045
 781-736-4697
 lzeidenb@brandeis.edu

Inter-University Cross-Registration Program

Brandeis University participates in a cross-registration program with Boston College, Boston University, and Tufts University that allows for Brandeis graduate students to take graduate level courses at these institutions as part of their tuition at Brandeis. A full-time graduate student in the Graduate School of Arts and Sciences is permitted to enroll in no more than one graduate cross-registered course each term. This should be viewed as an opportunity to enhance their graduate experience, and not as a substitute for courses already offered at Brandeis. **Graduate Students wishing to consider this option must first discuss it with their Graduate Program Chair.** For compete information about the consortium, go to: www.brandeis.edu/gsas/students/cross.html.

Graduate Women's Studies Consortium

Students interested in gender and women's studies may enroll, with their advisor's approval, in interdisciplinary courses offered through the Graduate Women's Studies Consortium at Radcliffe College.

Funding Opportunities for Graduate Students

Information regarding internal and external funding opportunities available to students in the Graduate School of Arts and Sciences is given below. Additional information can be found in the section of the *Brandeis University Bulletin* under “GSAS-Financial Assistance,” and on the GSAS website.

Funding for Masters and Ph. D. Programs

M.A. and M.F.A. students are offered partial need-based tuition scholarship by GSAS.

Ph.D. students are offered full tuition and living stipend by GSAS, which is renewable based on successful academic progress for an additional 4 years (for a total of 5 years of funding). After the fifth year, students are required to assume the costs of reduced tuition and fees. GSAS also offers graduate student awards, and prizes (see GSAS Funding Opportunities below).

External Funding Opportunities

Students may consult the Graduate School of Arts and Sciences web site, <http://www.brandeis.edu/gsas/apply/fundingopp.html> for a list of external funding opportunities.

GSAS Funding Opportunities

The following internal funding opportunities are administered by the Graduate School of Arts and Sciences:

GSAS Master’s Research Fund Competition

This grant from The Master's Research Fund provides \$300 to \$500 to help cover research expenses. *These awards are reserved exclusively for master's students.* The competition is held once or twice during the year. Additional information, instructions, and application forms are available at: http://www.brandeis.edu/gsas/financing/awards/masters_fund/index.html.

University Dissertation Fellowship

The goal of this fellowship is to provide an academic year’s funding to allow for uninterrupted work toward completion of a dissertation. Candidates are nominated by their program chairs, and up to six fellowships are awarded each year. Awards are restricted to doctoral candidates who have completed all requirements other than the dissertation. Students intending on applying must first obtain approval from their advisor.

University Prize Instructorship

The purpose of this award is to allow a student to teach an advanced undergraduate course that is related to his or her research interests and dissertation work, so as to enhance the student’s capacity to assume teaching responsibilities following completion of the Ph.D. Candidates must have completed at least one semester as a Teaching Fellow and must be ABD by early May of the year the prize is awarded.

Up to five instructorships will be awarded to candidates who propose courses that represent strong contributions to the undergraduate curriculum and who have demonstrated excellence and commitment to teaching. Selection criteria include quality of the proposed course as demonstrated by the syllabus, its relevance to the curriculum, and its intellectual appeal to undergraduates.

Sachar Scholarships

A limited number of awards for research and study abroad are made each year to Ph.D. students for pre-dissertation or dissertation research. These grants can be used for summer or academic year travel abroad.

Travel Funding

An amount of money is available to Ph.D. students each fiscal year for reimbursement of travel expenses associated with their scholarly activities. To qualify, a student must be in the advanced stages of research and be attending a conference for the purpose of serving on a panel or presenting a paper.

Music Department Funds

The music department may be in a position to offer a small amount of funding annually for student projects and travel. Students should submit requests directly to the department chair only after having exhausted other resources.

Funding from Other Departments

Students are encouraged to investigate funding opportunities that may be offered by other departments. The Brandeis Center for German and European Study offers funding from the Max Kade Foundation to Germany, or German-speaking countries of Europe, for a German-related research project. This can include language study.

Employment in the Music Department

Students are regularly hired for part-time work in the department. The jobs available include concert managers, ushers, evening monitors, recording engineers, and front office staffing. Since these positions are developed on consultation with the Student Employment Office, the pay scale is determined by SEO. There may be occasional need for students to manage large events, for which a flat fee would be offered.

Employment Outside of the Music Department

Both the Music Department and the Graduate School are sensitive to the high cost of living in the Boston area. GSAS continues to make a concerted effort to increase the amount of fellowship funding. That said, students often find it necessary to look for jobs outside of the department in order to supplement their income. This may include working for other Brandeis offices, teaching for other departments, teaching writing seminars (UWS), outside teaching, etc. While it is understandable that outside jobs may be necessary, they must not conflict with students' ability to attend classes, accept TF assignments in the department, attend colloquia, and make acceptable progress toward the degree. Students must consult with their program chair and contact the department senior academic administrator before considering accepting jobs that might in any way cause a conflict with their responsibilities to their program.

International students with J-1 or F-1 visas are not permitted to work outside of Brandeis except under the provision of Optional Practical Training (OPT). International students should consult the Brandeis International Students and Scholars Office (ISSO) about this option.

Disability Resources at Brandeis

Brandeis University welcomes all qualified individuals as students, faculty, or staff members and represents a diverse body. The University is committed to provide reasonable accommodations to individuals with appropriately documented physical, learning, or psychological disabilities. A student is considered to have a disability if:

- The student has a physical or mental impairment that substantially limits one or more major life activities.
- The student has a record of such impairment or is judged to have such impairments including functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

A 'reasonable' accommodation' is defined as any change in the work or educational environment that will allow student with a documented disability to perform the essential functions. All accommodations are made on a case-by-case basis. Students, faculty, and staff must follow well-established procedures to obtain accommodations.

For more information regarding reasonable accommodations, contact Alwina Bennett, Assistant Provost for Graduate Student Affairs (x63546, alwina@brandeis.edu).

Some Additional Notes

Performance Opportunities

Graduate students are welcome to perform in any student ensembles (U. Chorus, Chamber Choir, Orchestra, Wind Ensemble, Early Music Ensemble, Chamber Music, jazz ensemble, etc.). Information about the ensembles, including auditions and programs can be found on the music department's website. Graduate credit is not given for them. Students are also welcome to give recitals and chamber music performances.

Students may also wish to study privately with one of the vocal or instrumental instructors on staff in the department. Payment for lessons is made directly to the instructor. The music department *may* be able to subsidize the cost of private lessons and students should inquire about this possibility at the beginning of the fall term.

Qualified players are welcome to practice on one of the department's concert pianos, tracker organ,

harpichord, or fortepiano. For information about this speak with Mark directly.

Listserves

Mark will add you to the graduate listserv: musgrad@lists.brandeis.edu. Please be sure to read the emails sent to this list, since it is the primary way that we will communicate with you. There are an additional listserves for musicologists: musicology@lists.brandeis.edu, and for composers: composition@lists.brandeis.edu. Once you are on a listserv you can send emails to the entire list.

Course Materials

Generally speaking readings for graduate courses consist of chapters from selected texts that are assigned by the instructor. These are usually available online or are on reserve at the library. In some cases course packets containing all of the readings are assembled and made available for sale. The cost of these is in the range of \$30.

Representation at Department Faculty Meetings

Each year graduate students elect one musicologist and one composer to attend all department faculty meetings. These representatives are invited to bring suggestions and concerns on behalf of the group to the faculty for consideration, and to report back to you all.

Fridays at 3 pm

This time slot is devoted to a somewhat informal series of talks and performances. Included is a series of graduate student colloquia where students are invited to present short papers on work in progress, papers that they may be giving at a conference, discussions of compositions in progress or complete. Other afternoons are given over to recitals by instructors or students. Shawna coordinates the dates for the Fridays at 3.

Degree Applications and Deadlines

Degrees are awarded on May, August and February. The Registrar's Office sets annual deadlines for degree applications, defenses, and final submissions of theses and dissertations. There is no flexibility with regard to these deadlines. Students who receive August and February degrees are invited to attend the following May commencement.

Updates

Please let Mark know if you receive awards for your work, will be presenting papers, having compositions performed, articles accepted for publication, etc. We will regularly update the website with this information. Thanks!