



Brandeis University

**Department of Music
Graduate Student Handbook**

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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
- General information regarding rights and responsibilities

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 only, they are not a substitute for consulting regularly with the department Directors of Graduate Study (DGS) 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, Gender, and Sexuality Studies (in conjunction with the Program in Women's Studies), *only available to Ph.D. candidates.*
- 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, Gender, and Sexuality 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.

Time to degree: The following statement may be found in the *University Bulletin*:

The Master's degree must be earned within four years from the inception of full-time graduate study at Brandeis.

The Master of Fine Arts degree must be earned within five years from the inception of full-time graduate study at Brandeis.

Students entering Brandeis with no previous graduate work must earn the Doctorate within eight years from the inception of study. Students who are granted credit for a year of graduate work completed elsewhere must earn the degree within seven years from the inception of their study at Brandeis.

Master of Arts in Music

Students pursuing an M.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.A. degree in Composition and Theory are:

- One year of residency.
- Seven and one-half graduate-level courses, including:
 - Seminars in composition
 - Proseminars in tonal writing
 - Proseminars and seminars in tonal and non-tonal analysis. MUS 172a: *Proseminar in Theory and Composition* is required.
- A composition, which is begun during the first semester and performed in the spring graduate composers' concert.
- Attendance at all departmental composition colloquia.
- Continuing beyond one year: please see note on page 6.

Program in Musicology

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

- One year of residency.
- Seven and one-half 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.
- Graduate students in musicology are expected to have a good knowledge of form and analysis techniques, and will be assessed on this by means of a take-home exam early in their first semester. If the student does not pass the exam, they will be advised to audit a suitable music theory class within the department, such as Music Theory 3 and/or 4, after which they may retake the assessment exam. The exam may be waived if the student has completed a graduate-level course in music analysis that is approved by the graduate program chair.
- *Previous coursework:* Coursework from other institutions cannot be counted toward the required courses for the M.A. or M.F.A. degree in Musicology.
- 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.
- Continuing beyond one year: please see note on page 6.

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. MUS 172a: *Proseminar in Theory and Composition* is required.
- 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. 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 departmental composition colloquia.
- Continuing beyond two years: please see note on page 6.

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 offered by the department (including an array of courses in different historical periods, in music analysis, and in history of theory). In the Spring semester of the second year, students should register for an independent study in order to complete the Major Research Project requirement (this independent study counts as one of the twelve required graduate-level courses).
- Graduate students in musicology are expected to have a good knowledge of form and analysis techniques, and will be assessed on this by means of a take-home exam early in their first semester. If the student does not pass the exam, they will be advised to audit a suitable music theory class within the department, such as Music Theory 3 and/or 4, after which they may retake the assessment exam. The exam may be waived if the student has completed a graduate-level course in music analysis that is approved by the graduate program chair.
- Students who wish to register for courses outside of the graduate-level musicology and theory/analysis proseminars or seminars offered by the department (MUS 175 and above), must submit by email AND in hard copy to the musicology program chair (cc'ing the email to the department's Senior Academic Administrator) before the end of the registration period the following items: 1) a one-paragraph justification for taking the course; 2) the course syllabus; and 3) appropriate proof (e.g., a communication from the course professor) that the course is a graduate-level course. If the student wishes to register for an independent study with musicology or composition faculty, in lieu of the syllabus and communication from the professor, please submit a justification that includes a description of the proposed final work product of the independent study, and 1-2-page selective bibliography.
- *Previous coursework:* Coursework from other institutions cannot be counted toward the required courses for the M.A. or M.F.A. degree in Musicology.
- Satisfaction of the language requirement in either French or German. The language 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 and may be taken more than once. 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 by written petition to the DGS. Justification for the language should be based on its relevancy to the student's specific research area(s).

- Major research project: A thesis on 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. The thesis should range from 40 – 50 pages minimum. Two copies of the thesis must be submitted to the DGS 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. If the student chooses the option of two revised seminar papers, two copies of each of the seminar papers should be submitted to the DGS in accordance with deadlines posted in the Academic Calendar found in the *Brandeis University Bulletin*.
- 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.
- Continuing beyond two years: please see following note.

NOTE: For students who have filled the residency requirement (one year for the M.A., two years for the M.F.A.)

For students who have fulfilled their residency requirement, GSAS has worked with the Registrar's office to create the course, CONT 200A. If you are completing a required thesis or paper/research project you should register for CONT 200A (a 12-credit course placeholder/research course). This course enables you to be full time for up to **two semesters**. **If you do not have a thesis or paper/research project you may not register for CONT 200A but may register for content courses and pay the requisite fees.**

Registration Process: To register for this class print out the add/drop form from http://www.brandeis.edu/registrar/forms/docs/forms/add_drop.pdf, obtain the program chair's signature signifying that the program has a thesis or paper requirement, and submit it to the Office of the University Registrar prior to the end of the registration period.

Fee Waiver: Students registered for CONT 200A or required thesis course **only** can receive a **fee waiver**. You should email Erin Bishop (ebishop@brandeis.edu) requesting this waiver once you have finalized their registration for the semester.

Master of Arts in Music and Women's, Gender, and Sexuality Studies (in Passing)

During the course of their work toward the Ph.D., students in music may earn a joint M.A. with Women's, Gender, and Sexuality Studies by completing the following requirements in conjunction with program requirements for the M.A.

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

- One year of residency.
- WMGS 205a. Graduate Foundational Course in Women's, Gender, and Sexuality Studies.
- One course in feminist research methodologies (WMGS 208b, or the Feminist Inquiry course offered through the Graduate Consortium in Women's Studies).
- Two courses at the graduate level listed as electives in Women's, Gender, and Sexuality Studies. Normally, only one of these courses may be a Directed Reading course (WMGS 310a,b).

- Four courses at the graduate level in the music department. One graduate course from the consortium that is related to music & women's, gender, and sexuality studies may be substituted. One of the four courses must include a seminar paper that focuses on a topic related to women's and gender studies. In cases where this is not possible, an independent study leading to a paper addressing an issue specifically related to music & women's, gender, and sexuality studies may be substituted. MUS 171a *Form and Analysis* is also required.
- Attendance at all Music Department musicology colloquia.
- Completion of a Master's research paper of professional quality and length (normally twenty-five to forty 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, Gender, and Sexuality Studies core or affiliate faculty. In consultation with the primary advisor, a student may register for WMGS 299a,b, "Master's Project." However, this course may not count toward the eight required courses.

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 172a: *Proseminar in Theory and Composition* is required.

Students should then register for **401d** with **each/both** of their advisors (composition advisor, **and** analysis paper advisor).

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 assistants in undergraduate courses in music theory or history and literature, for a minimum of six course assignments.* All teaching comes under the guidance of the primary course instructors and the department chair. . First time teaching assistants 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 also required to complete **Title IX Training**.

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.*

*If a student secures an outside fellowship with funding for dissertation research or dissertation writing, up to two course assignments of the teaching requirement may be waived. The student still must have completed all other requirements except the dissertation in order to attain 'ABD' ('All but dissertation') status.

Language Requirement

Students must satisfy the language requirement in one foreign language—French, German, Italian, or request another language by written petition to the DGS. Language examinations to test reading proficiency are administered by the Music Department and are offered once each semester and may be taken more than once. 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. *The language requirement should be met within the first two years.*

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 to 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. Students should be prepared to begin the examination with a presentation on the selected pieces.

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. Only students who have completed the oral exams may send in the dissertation proposals for approval, and the proposals should be discussed with the advisors first. In the prospectus, the student should address the thesis's topic, research method, and its contribution to the field. The dissertation *composition* does not need approval from the composition faculty, and can be decided between the advisor and the student. However, the student should include a description of the composition in the prospectus.

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 must be from outside the department (either from another Brandeis department, or university). 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. It is the responsibility of the dissertation committee chair (customarily the first reader for the analysis paper) to contact the outside reader. 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 the defense (contact Meghan Peck 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 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 or Committee Chair 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), but may also include 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.

Graduate students in musicology are expected to have a good knowledge of form and analysis techniques, and will be assessed on this by means of a take-home exam early in their first semester. If the student does not pass the exam, they will be advised to audit a suitable music theory class within the department, such as

Music Theory 3 and/or 4, after which they may retake the assessment exam. The exam may be waived if the student has completed a graduate-level course in music analysis that is approved by the graduate program chair.

Previous coursework: Students who have completed graduate coursework in musicology, music history, music theory, or music analysis 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 assistants in undergraduate courses in theory or history and literature for a minimum of six course assignments.* 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 assistants are required to attend the TA 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 also required to complete **Title IX Training**.

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.*

*If a student secures an outside fellowship with funding for dissertation research or dissertation writing, up to two course assignments of the teaching requirement may be waived. The student still must have completed all other requirements except the dissertation in order to attain 'ABD' ('All But Dissertation') status.

Language Requirement

Evidence of proficiency in German and one other language relevant to the student's field of study. 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 and may be taken more than once. 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 that are offered to graduate students who have some basic knowledge of German. 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.

Students must submit a written petition to the DGS in Musicology regarding the second language choice, including a justification for the language choice based on its relevancy to the student's specific research area(s).

If a student's second language is English, given that they are writing their dissertation in English, they need take only one reading language exam to satisfy the language requirement (English will qualify as their second reading language by default).

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 **May of the first year**, the student submits six topics to the Chair of the Musicology Program, one for each historical period, having discussed their choice of topic with the appropriate musicology faculty. Students are encouraged to meet with faculty to review a bibliography for their study, and to begin preparation for the exam at that time. **By the end of February of the second year**, students should submit period topics and sample questions, pieces for the five periods, and bibliography to the entire musicology faculty.

By May of the second year, students must demonstrate competence by means of a written general examination, usually offered during finals week of the Spring semester, which consists of the following two parts:

- 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.

By first day of the Spring semester of the third year of residency, the student is expected to submit a prospectus (max 25 pages, including bibliography) of the dissertation in consultation with the dissertation advisor appointed by the DGS in Musicology and presented to advisor for approval by the musicology faculty. The prospectus should include the following: a detailed rationale of the project (supported by, but not limited to, an assessment of relevant secondary literature), a description of the research methodology and materials, an overview of each chapter, and a selective and lightly annotated bibliography. The prospectus should be defended during the course of the Spring semester of the third year of residency.

Subsequent to the successful defense of the prospectus, a dissertation reading committee of three or more members is appointed by the DGS in Musicology, with the student's principal advisor as chair of the dissertation committee. At least one member of the committee should be a tenured member of the faculty, and one must be from another Brandeis department or university. 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 dissertation 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 dissertation 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 dissertation defense will normally be conducted during the Fall or Spring Semesters (and *not* during the summer recess): students should plan for this accordingly. The dissertation 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 the defense. (contact Meghan Peck 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 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 Dissertation Committee Chair 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 Director of Graduate Studies 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 should fulfill all Ph.D. requirements except for completion of 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, proseminars and seminars in composition including MUS 172a: *Proseminar in Theory and 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. For any semester in which you are taking less than two courses also register for CONT 500. This will bring you up to full-time status.
- 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 401d (Dissertation Research) with at least one advisor. Students should ultimately be registered for 401d with their respective advisors for **both** the composition and the analysis paper.
- Attend department composition colloquia.
- Defend the dissertation.
- ABD (all but dissertation) status: composition students are considered ABD once they have completed the residency requirement, all course work and teaching, passed their written and oral exams, passed the language exam, and had their thesis prospectus accepted by the composition faculty.

Time to degree:

The following statement may be found in the *University Bulletin*:

Students entering Brandeis with no previous graduate work must earn the doctorate within eight years from the inception of study. Students who are granted credit for a year of graduate work completed elsewhere must earn the degree within seven years from the inception of their study at Brandeis.

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, and is not counted toward the 12 required courses.
- Satisfy form and analysis requirement in the first year,
- Satisfy the language requirement in German by the end of the first year.
- Satisfy the language requirement in another *approved* language by the end of the second year.
- In the second year, teach one or two undergraduate courses in music theory or history and literature. You may opt out of teaching during the spring semester if you wish to allow time for study for general exams.
- By the end of the Spring semester of the second year, demonstrate competence by means of a two-part written general examination.
- Attend departmental musicology colloquia.

Third year:

- Take any remaining required graduate-level courses. Also register for MUS 401d (Dissertation Research) with your dissertation advisor when beginning to work on the dissertation, or CONT 500 until a dissertation advisor is chosen.
- Teach two 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 *every semester* for MUS 401d.
- Defend the dissertation.
- Attend department musicology colloquia.
- ABD (all but dissertation) status: musicology students are considered ABD once they have completed the residency requirement, all course work and teaching, passed their general and language exams, and had their dissertation prospectus accepted by the faculty.

Time to degree:

The following statement may be found in the *University Bulletin*:

Students entering Brandeis with no previous graduate work must earn the doctorate within eight years from the inception of study. Students who are granted credit for a year of graduate work completed elsewhere must earn the degree within seven years from the inception of their study at Brandeis.

New Music Brandeis

Mission

New Music Brandeis is a contemporary music concert series that showcases the work of Brandeis student composers. Programmed and managed by current Brandeis graduate student composers, New Music Brandeis is the leading presence of contemporary music on the Brandeis campus, featuring professional concerts of student work and other exciting, cutting edge repertoire performed by visiting artists.

General Information & Budgeting

- Brand New Music — Category for all concerts being produced here of new music organized through concert committee
- New Music Brandeis — Graduate student run series providing performance opportunities for Brandeis composers (may include advanced undergraduate composers)
 - authorized to contract individual freelance musicians
 - when contact outside ensemble, make sure faculty is up front
 - but if contact ensemble, esp. non-profit, have to go through chair
 - groups (1) sign contracts and (2) deal directly with faculty
 - faculty at rehearsals
- NMB is funded by the Music Department
- Plan on saving 10% of budget as contingency
- Pay scale for performers (non-Brandeis current graduate students):
 - \$300 for the first piece contracted per performer
 - \$100 for each subsequent piece per performer
- Current Brandeis graduate student performers are paid according to above pay scale.
- *Brandeis composition students cannot be paid to play their own pieces.*
- Ensembles in Residence
 - must run suggestions past grad composition advisor and department chair
 - subject to approval by Brandeis Arts Council if grant funded

NMB Director/Co-directors

Duties

- Planning events / ensembles / opportunities for NMB season
 - May, during/after finals week: gather the composers in a room and discuss what people want to write for
 - See “Ensembles in Residence” below
- Contracting performers (Usually freelancers. See “Ensembles in Residence” below.)
- Communicating with Brandeis composers about deadlines, expectations, rehearsal schedules, etc.
- Concert production
 - Stage managing
 - Publicity (posters, programs, e-flyers, social media invites, etc)
 - Reception
- Hospitality: arrange hotel, local travel, etc. as necessary and as agreed upon. Should seek advice from the concert program manager for determining best policy and arrangements

Compensation

- \$2,000 total available for compensation for NMB co-directors fees (from Graduate Student Fund)
- In past years, NMB co-directors have worked out distribution of funds between them. Possible models include
 - 50/50 split
 - Pay scale per event managed
- Other compensation is not supported (e.g., from Residency grant, etc)

Other Key People

DGS in Composition

- gives advice for programming
 - can we do this
 - how rent instruments
- make sure to cc: dept chair

Program Administrator: Cheryl Nalbach

- contracts
- handles budget and payment
- invoices and W-9 forms (required)
- usually mail checks after event: 2 week turn around
- directors can be reimbursed for reception and mailing fees
- if want “night of” payment, talk to Cheryl, but don’t advertise this possibility

Concert Program Manager: Deborah Rosenstein

- schedules the hall
- great at organization, publicity, outreach
- For Use of Department Instruments Including Pianos (check with Concert Program Manager)

Extended Techniques/Prepared Piano

‘Extended techniques’ refers to any non-traditional use of the instrument such as inserting foreign objects between the strings or plucking the strings with a guitar pick. Anyone wishing to prepare a piano for rehearsal or performance must first seek permission from the Concert Program Manager. You will then be contacted by her for further information and, in some cases an in-person meeting may be required. The music department reserves the right to deny permission for any non-traditional use of a piano if it is deemed to be detrimental to the wellbeing of the instrument. We recommend submitting the form as early as possible so that in the event that the requested techniques cannot be approved, there will be adequate time to find an alternative. **Only the older Steinway B may be used for this purpose. Please refer to the protocol document with useful information about extended techniques.**

Use of department percussion instruments

The department’s percussion instruments need to be shared by the student ensembles (Brandeis-Wellesley Orchestra, Wind Ensemble, Jazz Ensemble. New Music Brandeis), and other members of the department including student composers. A graduate composer should be designated as the “go to” individual for composers who wish to have access to the percussion storage room where most of the instruments are

stored. The 5-octave marimba is kept in the recital hall and arrangements for its use in the hall should be made with concert program manager Deborah Rosenstein as well as the graduate composer who is overseeing the collection. It is extremely important that the collection be kept intact and available to users on an as need basis. This is particularly critical for ensemble use. Mark has a complete inventory of the collection.

Absolutely no instruments may leave Slosberg and loaning of instruments to other ensembles is not permitted.

Graduate School Policies

Progress to the Degree

Admission to graduate programs is granted for one academic year at a time. Faculty review all students 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 also reviewed mid-year by the music department faculty. Students will be notified in writing of any deficiencies and given specific recommendations for meeting requirements.

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 asked to withdraw 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(s), who is then asked to support the petition.

Transfer Credit

For Musicology students only: after completing one year of full-time residence, or the equivalent at a part-time rate, Ph.D. students may apply for credit for up to two advanced courses taken previously at another institution, 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. or M.F.A. degree.

No transfer credit is allowed for composition students.

Incomplete Courses

A course grade of "Incomplete" should 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 can result 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 215-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. Lockers are available on the lower floor and may be signed out at the front office.

Music Department Administrative Staff

Mark Berger, Department Chair, Associate Professor of Music, violist in the Lydian String Quartet, composer. Mark began his chairmanship in January 2017. In addition he teaches courses in composition, music theory and analysis. His 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. Mark's office is 238.

Cheryl Nalbach, Program Administrator. 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.

Deborah Rosenstein, Concert Program Manager. Deborah 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 concert websites. All questions regarding use of the concert hall should be directed to Deborah. Deborah's office is 219.

Debbie Cyr, Piano Technician. Debbie maintains and repairs all of our pianos, two harpsichords, and fortepiano. Debbie is also head instructor for piano technology at the North Bennet School in Boston. She works at Brandeis mainly in the early morning and on weekends, and is best reached by email: cyr@brandeis.edu.

James Praznik, Music Technologist. James works with Deborah on managing the technology for the recital hall. He also assists in the department with technology related issues.

Students are hired on an hourly basis to work in the front office, to serve as desk monitors, and to work as concert and recording staff.

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

Lisa Zeidenberg
Academic Outreach Librarian for Creative Arts
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 DGS.** For complete 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 MIT.

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 should consult the Graduate School of Arts and Sciences website 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. They may also see Mark Kagan for additional information and advice.

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 assistant to the Concert Program Manager, 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 that office. 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. Here is the official GSAS policy for PhD students receiving full stipend funding:

PhD students receiving full stipend funding from Brandeis will be limited to 20 hours per week of employment at Brandeis, including all employment completed as part of their PhD program. All students contemplating outside employment that would require a significant portion of their time must discuss their intentions with their DGS.

For all graduate students, 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 DGS 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.

Emergency Funding

For some students, you may believe that you cannot find support for food or other needs. Other concerns may focus on tuition bills, or family situations. Our team is here to support you, and there are resources available to students who are experiencing financial emergencies.

The Office of Student Financial Services (SFS) considers financial aid appeals for undergraduate students based on extenuating circumstances (e.g., job loss, significant unreimbursed medical expenses, etc.). Scholarship

and/or loan funds may be available for such circumstances. Our counselors will be glad to meet with you to discuss these options.

Brandeis Emergency Fund

SFS also participates in the administration of the Brandeis Emergency Fund, which is available to both undergraduate and graduate students experiencing some kind of financial emergency when other resources are not available. In the past, the fund has supported students facing un-reimbursed medical or dental expenses, needing to travel home for unexpected illness or death in the immediate family, confronted with theft or damage to personal belongings, intersession housing and food needs, and the purchase of clothing appropriate for winter or an interview. We also know that a few students every semester confront food instability. The Brandeis Emergency Fund may be an option in these cases.

SFS can provide confidential support for students with demonstrated financial need facing financial challenges.

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 Erin Bishop, Senior Department Coordinator for GSAS, (x 6-3409, ebishop@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, harpsichord, or fortepiano. For information about this speak with Mark or Cheryl 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 is an additional listserv for musicologists: musicology@lists.brandeis.edu, and one 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.

Attending Department-sponsored Colloquia

Each year the department sponsors a series of musicology and composition colloquia. As noted earlier in this handbook, attendance is required at all relevant colloquia. We will do our best to send timely notices about them and anyone who has concerns about attending should contact Mark Kagan as well as their program chair.

Degree Applications and Deadlines

Degrees are awarded in 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.

Dossier Services

The music department recommends the use of *Interfolio* to manage cv's, letters of recommendation, and other dossier materials.

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!

Rights and Responsibilities, and Professional Conduct

Then following is a quote for the GSAS Graduate Student Handbook: “All students are required to abide by University standards of conduct as stated in the “Rights and Responsibilities Handbook” from The Department of Student Development & Conduct found at www.brandeis.edu/studentlife/sdc/rr/index.html. A copy of the handbook will be distributed through your academic department when you arrive on campus.”

It is assumed that you will treat all of your colleagues here at Brandeis in a highly professional manner, including respecting each other’s privacy and belongings. Please do not leave personal items in the graduate office for extended periods of time. The graduate office should remain locked whenever it is unoccupied. Since the graduate office computers are for shared use when you are in, we ask that you *not* leave files on the desktop after completing your work.

Harassment of any sort is not tolerated at Brandeis. A full discussion of this is also included in the “Rights and Responsibilities Handbook.”

Financial Information

I'm an Extended Master's student and eligible for a tuition fee waiver because I'm only working on my required capstone/thesis project. Why is my tuition waiver not on my account?

GSAS does not process tuition fee waivers for Extended Master's students until course enrollment for the fall semester is finalized. If you have additional questions about tuition fee waivers that are available only for Extended Master's students, please contact Monique Howell at (mhowell@brandeis.edu).

What if I am serving as a course assistant?

You will receive a separate letter detailing your course assistant position after we obtain the required paperwork from your department. Course Assistant payments begin on September 15th in the Fall and January 31st in the Spring.

If you have not already completed an I-9, you will receive an email containing login information for completing Section 1 of your I-9 online. Section 2 must then be completed in person with Elizabeth (Lizz) Kurian at the GSAS office. Please email Lizz (kurian@brandeis.edu) if you have any questions.

Health Insurance Information

Who do I contact about health insurance questions?

Please contact University Health Plans (UHP) at 1-800-437-6448 or info@univhealthplans.com. GSAS will not be able to answer any questions about coverage.

Change of Status Information

I'm thinking of going on leave for the Fall and/or Spring semester. Who should I talk to about this?

You should first speak with your program and then reach out to Alyssa Canelli at acanelli@brandeis.edu. Please do this as soon as you begin to consider a leave so Alyssa can walk you through what you need to do.

My readmission letter lists me as an advanced student, but I think I should be an extended masters student.

Please contact Alyssa Canelli at acanelli@brandeis.edu. If a change is necessary, she will be able to update your status and/or contact the appropriate people to confirm the change of status. Definitions of statuses can be found under "Academic Regulations" on the University Bulletin: <http://www.brandeis.edu/registrar/bulletin/provisional/gsas.html>

Loan Information

As a graduate student am I eligible to apply for student loans?

Yes, federal loans are available to U.S. citizens and eligible non-citizens. Private loans are also available to U.S. Citizens and in limited cases international students may be eligible to apply. Students must be enrolled AT LEAST half-time (6 credits) to be eligible for loans.

Please see the included Loans FAQ for more details about the types of loans available and how you can apply for loans.

FAQ for PhD Students

Financial Information

When do I receive my first payment?

Students whose stipends begin in the summer will receive their first check on July 15. Students whose stipends begin in the fall will receive their first check on September 15. Course Assistant payments begin on September 15th in the fall and January 31st in the Spring.

What do I do if I did not receive my first payment or the amount is incorrect?

- 1) Try to log on to BUSS (<https://www.brandeis.edu/buss/>) and look at your paycheck. If your paycheck looks correct, but you did not receive your payment, check on BUSS to see if you have direct deposit set up and that the information is correct. If you do not have direct deposit set up, check your mailbox in your department.
- 2) If you are unable to log into BUSS or if your payment amount is incorrect, please contact Elizabeth (Lizz) Kurian at kurian@brandeis.edu

What if I cannot log in to BUSS?

If you are not currently receiving any payments (e.g., summer, on a leave of absence), you will be deactivated in BUSS. If you need to obtain paystubs for loan purposes, etc., please contact payroll@brandeis.edu.

If you are supposed to receive a payment, but do not receive one, and you cannot log in to BUSS, please email Lizz Kurian at kurian@brandeis.edu

Health Insurance Information

Where is my health insurance credit?

If you are eligible for a health insurance credit, you will not see it posted on your account until you sign up for insurance through the website (<https://www.universityhealthplans.com/>). If you do not sign up, you will be default enrolled in the program and we will not put the credit on your account.

If you signed up for health insurance, it will take a few days for the credit to appear on your account. If it is over 10 days or your bill is due soon and the credit is still not on your account, please contact Lizz Kurian at kurian@brandeis.edu

Who do I contact about health insurance questions?

For any questions not related to health insurance credits on your Sage account, please contact University Health Plans (UHP) at 1-800-437-6448 or info@univhealthplans.com. GSAS will not be able to answer any questions about coverage.

Change of Status Information

I'm thinking of going on leave for the Fall and/or Spring semester. Who should I talk to about this?

You should first speak with your program and then reach out to Alyssa Canelli at acanelli@brandeis.edu. Please do this as soon as you begin to consider a leave so Alyssa can walk you through what you need to do.

My readmission letter lists me as a post-resident student, but I think I should be a continuation student instead.

Please contact Alyssa Canelli at acanelli@brandeis.edu. If a change is necessary she will be able to update your status and/or contact the appropriate people to confirm the change of status. Definitions of statuses can be found under "Academic Regulations" on the University Bulletin:

<http://www.brandeis.edu/registrar/bulletin/provisional/gsas.html>

***Use the following sites for important
Graduate Student information***

Academic Calendar

Fall Term 2019

<https://www.brandeis.edu/registrar/calendar/fall19.html>

Spring Term 2020

<https://www.brandeis.edu/registrar/calendar/spring20.html>

Key Degree Dates for Graduate Students 2019-2020

<https://www.brandeis.edu/registrar/calendar/gradkeydates19-20.html>

Definition of Status

<http://www.brandeis.edu/registrar/bulletin/provisional/gsas.html>

Change of Status Form

<https://www.brandeis.edu/gsas/current/pdf-forms/change-of-status.pdf>

choose: Academic Regulations section

How to Apply For Loans

https://www.brandeis.edu/gsas/financing/apply_for_loans/index.html

Stipend Information

<http://www.brandeis.edu/gsas/financing/stipends.html>

Health Insurance Information

<http://www.universityhealthplans.com/>

Loans FAQ

As a graduate student am I eligible to apply for student loans? (post-bacc students please see back of page)

Yes, federal loans are available to U.S. citizens and eligible non-citizens. Private loans are also available to U.S. Citizens and in limited cases international students may be eligible to apply. Students must be enrolled **AT LEAST half-time (6 credits)** to be eligible for loans. There are two types of loans available to graduate students:

Unsubsidized Stafford loan:

Unsubsidized Stafford Loans are non-need based guaranteed loans. The only two conditions that would preclude a student from eligibility for this loan would be (a) if a student has reached his or her maximum lifetime aggregate limit (currently \$138,500), or (b) if a student is in default status for a previously awarded federal loan.

The maximum amount of Stafford Loans that a student may request in one academic or calendar year is \$20,500.

Graduate PLUS Loan:

A fixed interest rate student loan guaranteed by the U.S. Government that allows master's and doctoral students to borrow the total cost for their graduate school needs, including tuition, room and board, supplies, lab expenses, and travel, less any other aid. The Graduate PLUS loan is a non-need, credit based loan similar to a private student loan with the benefit of having a fixed interest rate and federal guarantee.

Detailed information, along with application information is available at http://www.brandeis.edu/gsas/financing/apply_for_loans/index.html

How Do I Apply for Federal Loans?

1. Fill out the Free Application for Federal Student Aid (FAFSA): <https://fafsa.ed.gov/>
2. For **Stafford loans** please follow the steps listed here: http://www.brandeis.edu/gsas/financing/apply_for_loans/stafford_steps.html
3. For **Graduate PLUS loans**, please follow the steps listed here: http://www.brandeis.edu/gsas/financing/apply_for_loans/grad_plus_steps.html

As a Post baccalaureate student, am I eligible for loans?

For purposes of federal financial aid eligibility post-baccalaureate program students are considered enrolled in "preparatory coursework to enroll in a graduate program." Students must be enrolled in at least half-time status (2 courses per semester minimum).

Independent students and dependent students whose parents are denied a PLUS loan:

Eligible to borrow a total of **\$12,500** in Stafford Loans (**up to \$5,500 of which can be Subsidized**) through the Federal Direct Loan Program.

Dependent students whose parents can borrow a PLUS loan:

May borrow a total of **\$5,500** in Stafford Loans (**subsidized and/or unsubsidized**) through the Federal Direct Loan Program.

**Students can only receive a Direct Loan for one consecutive 12-month period per Federal regulations.

Post-baccalaureate program degree-seeking students **are not eligible to apply for the Direct PLUS Loan (also referred to as the Graduate PLUS loan or Grad PLUS loan).

How do I know if I am an Independent or Dependent student?

To determine your dependency status, please visit this site: <https://studentaid.ed.gov/sa/fafsa/filling-out/dependency>

Who do I contact if I have questions?

Please contact Monique Howell at mhowell@brandeis.edu for more information.