

BRANDEIS UNIVERSITY  
DEPARTMENT OF MUSIC



GRADUATE STUDENT HANDBOOK  
2024-25

# CONTENTS

Introduction	2
People and Facilities	3
Graduate Programs in Music	6
<b>The Graduate Program in Composition</b>	<b>7</b>
M.A.	7
M.F.A.	7
Ph.D.	8
Year-by-Year Plan for the Ph.D.	15
New Music Brandeis	16
<b>The Graduate Program in Musicology</b>	<b>19</b>
Program Structure and Logistics	19
Degree Requirements	23
M.A.	23
M.A. in Music and Women's and Gender Studies (in Passing)	25
Ph.D.	26
Year-by-Year Plan for the M.A. and Ph.D.	34
<b>Teaching Assistant Requirements for PhD Students</b>	<b>39</b>
<b>Music Department Policies for Graduate Students</b>	<b>43</b>
<b>Graduate School Policies and Resources</b>	<b>46</b>
Academic and Grievance Policies	46
Funding Opportunities	48
Disability Resources	52
Rights, Responsibilities, and Professional Conduct	53
FAQ for Master's Students	54
FAQ for Ph.D. Students	56
Useful Sites	58
Loans FAQ	59

# INTRODUCTION

This handbook is designed for the use of Brandeis students who are currently pursuing a graduate degree in music. It is intended to serve as both a guidebook to the various resources available to graduate students and as 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](http://www.brandeis.edu/gsas).

Biographies of the Department of Music Faculty may be found on the department’s website: [www.brandeis.edu/music](http://www.brandeis.edu/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 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.

# PEOPLE AND FACILITIES

## Music Department Administrative Staff

**\*Yu-Hui Chang**, Department Chair, Victor and Gwendolyn Beinfield Professor of Music. Yu-Hui became chair in 2024 and her office is 225.

**Bradford Garvey**, Director of Graduate Studies (DGS), assistant professor of Music. If you have questions about graduate school policies, TA assignments, degree requirements, and so on, ask the DGS. Brad's office is 218.

**Erin Gee**, Composition Graduate Advisor, Professor of Composition. Professor Gee's office is R220.

**Julie Seeger**, Program Administrator for Music, Theater Arts, Philosophy, History of Ideas. Julie manages much of the daily activity in the building and department. 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, and the Director of Graduate Studies in managing the graduate programs. Julie does not have an office in Slosberg, but is often at the front desk.

**Corie Melaugh**, Piano Technician. Corie maintains and repairs all of our pianos, two harpsichords, and fortepiano. She works at Brandeis mainly in the early morning and on weekends, and is best reached by email: [cmelaugh@brandeis.edu](mailto:cmelaugh@brandeis.edu) or [pianotech@brandeis.edu](mailto:pianotech@brandeis.edu).

**Deborah Rosenstein**, Division Manager, Administration & Operations. Deborah is the Manager of the entire Division of Creative Arts and should only be contacted when appropriate—usually, departmental matters are not in her purview, but larger issues and questions about university or Division policy are. Deborah's office is in Lown 210.

**Pepper**, Dean of Dog Affairs in the Division of the Creative Arts. A snack Inspector, albeit a lazy one—Pepper only inspects snacks that she can currently see or smell. Most other snacks in the Music Department do not need to be inspected by her. Her office is wherever she currently is.

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.

## **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.

## **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. Her contact information is:

Lisa Zeidenberg  
Academic Outreach Librarian for Creative Arts  
Library and Technology Services  
Mailstop 045  
781-736-4697  
[lzeidenb@brandeis.edu](mailto:lzeidenb@brandeis.edu)

# GRADUATE PROGRAMS IN MUSIC

The Brandeis Music Department encompasses two graduate programs: one in Composition and Theory and one in Musicology. The Department awards the following graduate degrees:

In Composition and Theory:

- Master of Arts
- Master of Fine Arts
- Ph.D

In Musicology:

- Master of Arts
- Master of Arts (in Passing) in Music and Women's, Gender, and Sexuality Studies, in conjunction with the Program in Women's Studies. This joint degree is only available to Ph.D. candidates.
- Ph.D

# THE GRADUATE PROGRAM IN COMPOSITION AND THEORY

## M.A.

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.
- A composition, which is begun during the first semester and performed in the spring graduate composers' concert.
- Attendance at all departmental composition colloquia and concerts.
- Continuing beyond one year: please see note on page 6.

## M.F.A.

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](http://www.brandeis.edu/gsas/students/master-thesis.html)
- Attendance at departmental composition colloquia and concerts.
- Continuing beyond two years: please see note on page 6.

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 CONT 200A, print out the add/drop form from [http://www.brandeis.edu/registrar/forms/docs/forms/add\\_drop.pdf](http://www.brandeis.edu/registrar/forms/docs/forms/add_drop.pdf), obtain the program chair's signature indicating that the program has a thesis or paper requirement, and submit the form 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 Mira Howell ([mhowell@brandeis.edu](mailto:mhowell@brandeis.edu)) requesting this waiver once you have finalized your registration for the semester.

## PH.D.

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 and concerts.

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 coursework, 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**

See the section below on p. 39 titled “TEACHING ASSISTANTSHIP REQUIREMENT FOR PHD STUDENTS.”

### **Language Requirement**

Students must satisfy the language requirement in one foreign language—French, German, Italian, or request another language by writing a 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 and Concerts**

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.

Departmental concerts (with student works or visiting composers) are usually scheduled in the evening in the Slosberg concert hall. All graduate students are expected to attend all departmental concerts.

## **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 or 21st 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 may offer some general guidelines about how to approach the analyses of the works.
2. The student has one week to write both essays at home, then turn in the essays before the designated deadline.

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-hour professional-level discussion. In the two-hour exam, students are expected to give a presentation on pieces from the repertoire list that is approved by the composition faculty, and should be prepared to begin the examination with this presentation. Usually there is time for in-depth conversation on two pieces, which the faculty will select at the beginning of the exam. During the presentation, students may be interrupted at any time with questions from the faculty.

One month prior to the exam date, students should send the composition faculty PDFs of all five scores with the measure numbers marked (if not already given by the publisher). Also required are recordings or links to recordings of these five pieces.

### **Guidelines for oral exams music selection:**

- 1 piece from the Renaissance or Baroque period
- 1 piece from the Classical or Romantic common practice period
- 1 extended tonal piece from the late 19th to early 20th century
- 2 pieces from the 20th or 21st century of different styles
- At least one of the selected pieces should be written by a woman or minority composer. More are welcome.

### **Dissertation and Defense**

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

- An original musical composition of substantial proportions.
- A thesis on a theoretical or analytical subject of approximately 40-50 pages in length.

The thesis part requires first and second readers. The thesis principal advisor serves as the first reader, and another Brandeis faculty member serves as a second reader at the student's request. With the agreement from the thesis principal advisor, a scholar/composer from outside the department is invited to serve as an outside reader.

In the third year of residency (but not before passing the oral qualifying exam), the student is expected to develop a well-developed (5-7 pages) 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/analytical method, a review of the most important research/analysis sources, and the topic's 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 composed 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 the Dissertation Defense Form to the defense.
3. At the conclusion of the defense each committee member must sign the Defense Form.
4. The student must bring the original signed Defense Form to the Registrar's Office. ..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, 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:

<https://www.brandeis.edu/gsas/student-resources/thesis-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.

## Dissertation and Graduation Planning

This is a suggested timeline for different PhD graduation dates. Students may use this timeline to help monitor their dissertation progress. **The actual deadlines for graduation will depend on the GSAS announcement.** Be sure to file a graduate degree application with GSAS/Registrar early on. (Usually 3-4 months before the intended graduation date. Check the Registrar website for deadline info.)

<for a May degree>

- By mid-January: Approval of the complete thesis draft by the advisor. Send the draft to the second reader. Have the thesis advisor confirm with the outside reader.
- By mid-February: Approval of thesis from the second reader. Approval of composition from the advisor. Send the dissertation and the composition to the outside reader. Set up the defense date.
- Defense deadline: mid-March
- Dissertation Submission deadline: mid April

<for an August degree>

- By mid-March: Approval of the complete thesis draft by the advisor. Send the draft to the second reader. Have the thesis advisor confirm with the outside reader.
- By mid-April: Approval of thesis from the second reader. Approval of composition from the advisor. Send the dissertation and the composition to the outside reader. Set up the defense date.
- Defense deadline: by the commencement in May (The GSAS deadline is in July, but the faculty may not be available in the summer.)
- Dissertation Submission deadline: early August.

<for a February degree>

- By late September: Approval of the complete thesis draft by the advisor. Send the draft to the second reader. Have the thesis advisor confirm with the outside reader.
- By late October: Approval of thesis from the second reader. Approval of composition from the advisor. Send the dissertation and the composition to the outside reader. Set up the defense date.
- Defense deadline: late November to early December
- Dissertation Submission deadline: early January

# YEAR-BY-YEAR PLAN FOR THE PH.D. IN MUSIC 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 MFA 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 for 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.

## 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: Julie Seeger*

- 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

### **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 Julie Seeger 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 needed basis. This is particularly critical for ensemble use. Julie has a complete inventory of the collection.

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

# THE GRADUATE PROGRAM IN MUSICOLOGY

The musicology program at Brandeis offers an integrated approach to the study of music and its many contexts. We combine close critical attention to musical works and practices with investigation into the historical, cultural, intellectual, and institutional factors that have shaped their creation and reception. Our graduate curriculum is expansive, encompassing both intensive seminars on specific topics and proseminars that expose students to a variety of methodologies and new developments in the field.

## PROGRAM STRUCTURE AND LOGISTICS

Brandeis offers two graduate degrees in musicology: a two-year M.A. and a five-year Ph.D. Interested Ph.D. students may choose to pursue an M.A. in Passing in Music and Women's, Gender, and Sexuality Studies; the requirements for this option will dovetail with those for the Ph.D. and will not add extra time to the doctoral degree.

### People

The Director of Graduate Studies (DGS) is responsible for implementing academic policies, serving as a general advisor to graduate students, and representing the music department to the Graduate School of Arts and Sciences. For the 2024-25 academic year, the DGS in musicology is Prof. Bradford Garvey ([bradfordgarvey@brandeis.edu](mailto:bradfordgarvey@brandeis.edu)).

The Department Administrator maintains department records, assigns teaching assistantships, administers language exams and the General Examination, and oversees administrative matters. The music department's Administrator is Julie Seeger ([jseeger@brandeis.edu](mailto:jseeger@brandeis.edu)).

The Musicology Faculty consists of permanent and visiting faculty members who offer graduate-level coursework in musicology, including independent studies. Tenure-line faculty members (indicated with an asterisk in the list below) may also serve as research advisors and dissertation committee members. For the 2024-25 academic year, the Musicology Faculty includes:

- Prof. Taylor Ackley ([taylorackley@brandeis.edu](mailto:taylorackley@brandeis.edu))
- \*Prof. Emily Frey ([eafrey@brandeis.edu](mailto:eafrey@brandeis.edu))

- Prof. Bradford Garvey ([bradfordgarvey@brandeis.edu](mailto:bradfordgarvey@brandeis.edu))
  - Prof. Michael Heller ([michaelheller@brandeis.edu](mailto:michaelheller@brandeis.edu))
- \* on leave fall semester 2024

## Advising

Students entering the program will be assigned a faculty advisor to guide them for their first year; this will normally be the Director of Graduate Studies in musicology. The Director of Graduate studies will continue to meet with each graduate student at least once a year to discuss general issues such as progress to degree and professional development.

At the end of the first year in the program, M.A. and Ph.D. students must formally choose a research advisor. The research advisor should be someone with whom the student shares significant research interests, as they will supervise the student's master's and doctoral projects (please consult the individual faculty web pages for summaries of faculty research interests and publications). Students should indicate their choice of advisor on their Individual Development Plan (IDP) at the end of their first year, after a consultation with the proposed advisor. Students who would like to change their research advisor at a later stage in the program may do so by notifying the DGS, the academic administrator, the current advisor, and the new advisor.

At the end of the second year in the program, Ph.D. students must formally choose a committee for the Qualifying Examination. This committee will consist of at least three faculty members: two from the Brandeis music department (including the student's primary research advisor) and one from outside the department (either from a different department within Brandeis or from a different university). After consulting their research advisor, the student is responsible for seeking out an appropriate outside committee member and obtaining their assent. Students should list their committee on their IDP at the end of their second year.

## Annual Evaluation

Students will be readmitted to the graduate program and any funding will be renewed on a yearly basis, **subject to the outcome of an annual evaluation conducted by the musicology faculty each May.** Following the annual evaluation, the faculty will make one of three recommendations to both the student and the Graduate School of Arts and Sciences:

1. The student should be readmitted to pursue work toward the M.A. or Ph.D.
2. *(For Ph.D. students only)* The student should pursue a terminal M.A. degree.

3. The student should be terminated from the program.

The Director of Graduate Studies will convey the faculty's decision to individual graduate students in writing, along with any concerns, suggestions, or other comments raised during the meeting.

The annual evaluation will take into account the following criteria, depending on the student's stage within the program:

- Performance in coursework, both oral and written (including attendance and participation in seminars)
  - Note: while seminars, proseminars, and reading courses in musicology will be graded on a Credit/No Credit basis, students may receive unofficial grades on term papers and other assignments. Unofficial grades are intended to help students gauge their own progress through the program; they will not appear on university transcripts.
- Incomplete coursework
- Performance on exams
- Performance as a teaching assistant
- Research progress
- Professional preparation (conference presentations, funding and fellowship applications, internships, etc.)
- Hardships, obstacles, or other personal circumstances faced by the student

### **Individual Development Plan (IDP)**

To help inform faculty of their goals, progress, accomplishments, as well as any factors such as illness or personal adversity that may have impacted their academic performance, students must fill out and submit an Individual Development Plan (IDP) by May 1 of each year. The IDP - a form that will be available on the department's shared Google Drive and circulated by the DGS each year - will invite reflection on

- a) the student's long- and short-term goals
- b) steps taken toward meeting those goals
- c) challenges or obstacles faced
- d) concrete plans for the future. It is intended to help faculty provide better guidance to graduate students through a fuller consideration of students' evolving goals and need.

## **Transfer Credit**

After completing one year of full-time residence, or the equivalent at a part-time rate, Ph.D. students in musicology may apply for credit for up to two advanced courses taken previously at another institution. Credit may only be granted if:

- 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.

# DEGREE REQUIREMENTS

## M.A.

Requirements for the M.A. in musicology include:

- Successful completion of coursework requirements
- Two years of residency, as stipulated by GSAS
- Attendance at department colloquia
- Major research project

### Coursework Requirements

All entering graduate students in the musicology program must complete:

- The proseminar Introduction to Musicology in their first semester
- The half-credit course Musicology Lab twice, over both semesters of their second year
- Ten other graduate-level seminars and proseminars, including an independent study taken during the second year

Students wishing to take graduate-level coursework outside of the music department may do so with the written approval of the DGS. No more than one seminar may be taken outside of the music department in any given semester.

In the fall semester of the second year, graduate students should register for Musicology Lab in addition to three seminars. In the spring semester of the second year, M.A. students should register for one seminar, Musicology Lab, and an independent study to complete their major research project. This independent study will count as one of the ten required graduate-level courses.

### Residency Requirement

According to the Graduate School of Arts and Sciences, M.A. students are required to spend two full years in residence at Brandeis.



## Department 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, and to actively engage in all department colloquia in musicology during their years of residency and post-residency.

## Major Research Project

The major research project for the M.A. may take one of two forms:

- An original thesis on a topic acceptable to the musicology 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.

Whichever option the student chooses, the major research project should range from 40 – 50 pages minimum, and it must be completed under the supervision of a faculty advisor from the musicology division. The student should approach their potential advisor to discuss the major research project no later than September of the second year. In their second year, the student should register for an independent study with their advisor to complete the major research project.

## *Submission Guidelines*

If the student chooses to write an original thesis, it 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: <https://www.brandeis.edu/gsas/student-resources/thesis-dissertation-guide>

If the student chooses the option of two revised seminar papers, the seminar papers should be submitted to the DGS by the last day of instruction of the spring semester.

## *M.A. in Passing*

For doctoral students who are applying for the M.A. degree as part of their progress toward the Ph.D., successful completion of the written General Examination will fulfill the thesis requirement.

### **Continuing Beyond Two Years**

In certain cases, students may require additional time to complete the major research project. 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 students to retain full-time status for up to two semesters.

Registration Process: To register for CONT 200A, print out the add/drop form from [Course Change Form \(Add/Drop\)](#), obtain the program chair's signature indicating that the program has a thesis or paper requirement, and submit the form 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 GSAS Department Coordinator Kimberly Davis ([kimberlydavis@brandeis.edu](mailto:kimberlydavis@brandeis.edu)) requesting this waiver once you have finalized your registration for the semester.

## **M.A. 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 special coursework during their first two years and a major research project during their second year. In addition, students pursuing the M.A. in Passing should follow the requirements for the Ph.D. in musicology (see below).

### **Coursework Requirements**

Candidates for the joint M.A. in Passing must complete the following courses:

- The proseminar Introduction to Musicology, to be taken during the student's first semester

- The half-credit course Musicology Lab, to be taken twice during the student's second year
- Four graduate-level courses in Women's, Gender, and Sexuality Studies:
  - 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).
- Five electives at the graduate level in the music department. One graduate course from the Graduate Consortium in Women's Studies that is related to music may be substituted.
  - One of the five electives in the music department 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.
- One independent study in either Music or Women's, Gender, and Sexuality Studies, to be taken with the student's thesis advisor.

### **Major Research Project**

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.

## **PH.D.**

Requirements for the Ph.D. in musicology include:

- Successful completion of the coursework requirements as listed for the M.A. in musicology
- Three years of residency, as stipulated by GSAS
- Attendance at department colloquia
- Teaching assistantships

- Language exam(s), if applicable
- General Examination
- Qualifying Examination
- Prospectus
- Dissertation and defense

### **Coursework Requirements**

Ph.D. students are expected to complete all required coursework - Introduction to Musicology, Musicology Lab, and ten graduate-level seminars and proseminars - within their first two years of study at Brandeis. Beginning in the third year, students should register for MUS 401d (Dissertation Research) with their proposed advisor.

### **Residency Requirement**

According to the Graduate School of Arts and Sciences, all Ph.D. students are required to spend three full years in residence at Brandeis.

### **Department 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.

### **Teaching Assistantships**

See the section below on p. 39 titled "TEACHING ASSISTANTSHIP REQUIREMENT FOR PHD STUDENTS."

### **Language Exams**

Students whose dissertation projects will require primary and/or secondary research in languages other than English must demonstrate proficiency in all pertinent languages. The dissertation advisor can advise which languages will be necessary for the student's proposed dissertation project. This proficiency will normally be assessed by means of a

two-hour translation exam, taken with the aid of a dictionary. In certain situations, the language exam requirement may be waived with the approval of the DGS. Such situations may include:

- If the student's proposed dissertation will not rely on primary or secondary sources in languages other than English
- If the student is a native speaker of the pertinent non-English language(s)
- If the student's undergraduate education was conducted in the pertinent language (e.g. a student wishing to research French opera who has B.A. from the Université du Québec à Montréal)

Exemptions to the language exam requirement are not automatic. Students who wish to seek an exemption should contact the DGS, who will consider requests on a case-by-case basis.

## **The General Examination (Year 2)**

The General Examination is designed to assess scholarly breadth, testing students' mastery of three distinct subject areas within the field of musicology. When students enter the Ph.D. program, they will be given a list of approximately 20 potential topics encompassing a broad range of musicological areas and approaches. In consultation with the faculty, students must choose three topics from disparate subfields. (For example, "Hildegard," "music of colonial America," and "music and technology in the twentieth century" would be an acceptable set of three topics; "Brahms," "Romantic opera," and "nineteenth-century nationalism" would not.) The topics should not overlap with the student's intended field of specialization for their Ph.D. thesis, nor with a graduate-level course taken by the student prior to sitting the General Examination, either in their previous institution or at Brandeis. The final list of three topics must be submitted to the Director of Graduate Studies by December 15 of the first year. If the faculty requests revisions to the student's list of selected topics, the revised list must be resubmitted to the DGS no later than January 15.

During the spring semester of the first year, students should compile bibliographies for each of their three chosen topics. Each bibliography should contain a minimum of thirty non-reference scholarly sources, representing the current state of musicological scholarship in each of the three subject areas. Bibliographies must be submitted to the DGS by April 15 of the first year. If the faculty requests revisions to the bibliographies, the revisions must be resubmitted to the DGS no later than May 31.

The General Examination is an eight-hour written exam taken in early September of the second year. It consists of six questions written by the faculty, with two questions pertaining to each of the three topics. Students will write three essays total, one on

each topic; they may choose which of the two questions they wish to answer. Essays should be 1500 words minimum and must demonstrate the student's mastery of contemporary and significant historical scholarship in each of the three areas. Students must also demonstrate a high level of competence in musical description and analysis. Questions in one of the three areas will ask the student to describe a piece of music in some detail (the unidentified score will be provided during the examination), and the student should convey thoughtful and relevant observations in appropriate technical language.

The musicology faculty will review the exams and deliver results by October 1. If a student does not pass part or all of the exam, they will be offered a re-test of the relevant section(s) in early February of the second year. (In the event of a re-test, the faculty will write new questions for each of the topics being assessed. The faculty will review the re-test and deliver results by March 1). **Students who do not pass all sections of the General Examination after this February re-test will be advised to pursue a terminal Master of Arts degree.**

Admission to, and continuation of funding for, the third year of the Ph.D. program is contingent upon having passed the General Examination by the spring of the second year.

### **The Dissertation Prospectus and the Qualifying Examination (Year 3)**

The Qualifying Examination is designed to assess the student's in-depth mastery of subject matter and theoretical approaches relating to 1) the student's primary research area (i.e. the basis for the dissertation) and 2) a secondary area of specialization. Students will prepare for the Qualifying Examination at the same time as they compose the dissertation prospectus, between May of the second year and December of the third year. The prospectus must be submitted and the Qualifying Exam taken in early December of the third year, normally December 1 for the prospectus and the following week for the Qualifying Exam. The student must defend both the prospectus and the Qualifying Exam in an oral examination taken shortly thereafter.

#### *The Prospectus*

The dissertation prospectus (max 25 pages, including bibliography) of the dissertation in consultation with the dissertation advisor. 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 selected bibliography.

The prospectus will serve as the basis for several important documents that the student is likely to write in the near and not-so-near future, from research statements for fellowship, postdoc, and job applications to book proposals. As such, the prospectus should communicate the significance of the dissertation in a cogent, engaging, and accessible way, making clear the contribution that this project will make to the field of musicology more broadly. Sample prospectuses are available on the musicology graduate program's shared Google Drive.

### *The Qualifying Examination*

During the spring semester of the second year, students should consult with individual faculty members to help select appropriate topics for the Qualifying Examination. By May 15 of the second year, students must submit to the DGS a list of three topics for the Qualifying Examination. Topics should include:

1. A century of music history (e.g. c. 1250 - c. 1350; 1912-2012) relevant to the student's dissertation research.
2. A theoretical or interdisciplinary topic (e.g. ecocriticism, music and the history of science, disability studies) relevant to the student's dissertation research. The purpose of this component is to encourage students to think about making their research speak to a broader scholarly community, not just to specialists in a narrowly-defined area.
3. A topic in a secondary area of specialization, not directly related to the student's dissertation research. Students who propose dissertations on European art music will be encouraged to develop a secondary specialization in music outside of this tradition; a prospective Josquin scholar might (for example) choose jazz, hip hop, or musical theatre as a secondary specialization.

If the faculty requests revisions to the topics chosen for the Qualifying Exam, these must be submitted by the student no later than June 15.

Over the summer following the second year, students should compile bibliographies for each of their three chosen topics. In total, these bibliographies should include approximately two hundred non-reference sources, representing the current state of, and significant historical musicological scholarship in, each of the three research areas. It is also important that if research in your chosen field is in a language other than English that this scholarship is also included in your bibliographies. (The bibliography does not need to be divided equitably among the three topics – for example, the bibliography for the century of music history is likely to be longer than those for the other two topics – and students may find it helpful to organize their sources under subheadings.) Bibliographies must be submitted to the DGS by September 1 of the

third year. If the faculty requests revisions to the bibliographies, these must be submitted no later than October 1.

The Qualifying Exam is an eight-hour written exam taken in early December of the third year. The format will be identical to that of the General Examination, consisting of six questions written by the faculty, with two questions pertaining to each of the three topics. Students will write three essays total, one on each topic; they may choose which of the two questions they wish to answer. Essays should be 2000 words minimum and must demonstrate the student's mastery of contemporary scholarship, and where relevant, understanding of the musical repertoire, in each of the three areas. A passing mark will require both thoughtful engagement with the relevant musicological literature and a high degree of competence in the description and analysis of music.

Approximately one week after submitting the written portion of the Qualifying Exam, the student will participate in a two-hour oral defense of both the prospectus and the exam, conducted by the student's Qualifying Exam committee (including the outside committee member, if available). The purpose of this combined defense is to ensure that the student is prepared - by demonstrating broad and deep familiarity of the musicological literature relating to the time period and theoretical issues encompassed by the dissertation - to embark on their proposed research project. During the defense, the student will be asked a wide range of questions pertaining to the three areas covered in the Qualifying Exam, potentially including questions from the written portion of the exam that the student chose not to answer. The student may also be asked to comment upon unfamiliar musical scores relevant to the three areas.

The musicology faculty will confer and deliver results immediately following the defense. If a student does not pass part or all of the Qualifying Examination, they will be offered a re-test of the relevant section(s) in April of the third year. (In the event of a re-test, the faculty will write new questions for each of the topics being assessed.) As before, the faculty will confer and deliver results immediately following the defense. Students who do not pass all sections of the Qualifying Exam upon re-testing will be advised to pursue a terminal Master of Arts degree.

Funding for the fourth year of the Ph.D. program is contingent upon having passed the Qualifying Examination, the prospectus defense, and any relevant language exams – by May of the third year. ABD status will be attained during the fourth year when the teaching assistantship requirement is met.

### **Dissertation and Defense**

The doctoral dissertation should demonstrate the competence of the candidate as an independent investigator, their critical ability, and their effectiveness of expression.



When complete, the dissertation must be submitted, 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 candidate should ensure that each member of the dissertation examining committee has received a complete draft of the dissertation at least six weeks prior to the defense date.

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, which is found on the Registrar's website:

<https://www.brandeis.edu/registrar/forms/pdf/phd-dissertation-defense-form.pdf>.

2. The student brings both the Dissertation Defense Form to the defense.

3. At the conclusion of the defense, each committee member must sign the Defense Form.000

4. The student must bring the original signed Defense Form to the Registrar's Office

5. The Music Department requires a copy of the Defense Form, which needs to be made prior to dropping the form off at 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:

<https://www.brandeis.edu/gsas/student-resources/thesis-dissertation-guide>

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 PLAN FOR THE M.A. AND PH.D. IN MUSICOLOGY

## Year One

### *Everyone*

Settle in and focus on your coursework, making sure to register for Introduction to Musicology or Introduction to Ethnomusicology in your first semester.

Attend department colloquia and Musicology Lab (Lab is highly recommended but not required this year).

Keep an ear out for interesting conferences (AMS-Announce is a great way to find out about these; you can sign up at <https://www.amsmusicology.org/page/subscribe>). Attend regional and national conferences as possible.

By May 1, submit your IDP and declare your research advisor.

### *M.A.*

Think ahead about:

- PhD applications for next fall, if applicable.
- Potential thesis topics and formats. As a reminder, your thesis may take the form of either a 40-50 page research paper on an approved topic of your choice or two revised seminar papers (totaling 40-50 pages in length).

### *Ph.D.*

If applicable, take your language exam(s) or do language study so that you can take your exam(s) next year.

By December 15, submit your list of three topics for the General Examination to the DGS.

By April 15, submit your bibliographies for the General Examination to the DGS.

Prepare for your General Examination over the summer.

Think ahead about:

- Adapting any of your term papers for a conference presentation.

- Potential topics for your dissertation and Qualifying Examination.
- Potential mentors from outside the Brandeis Music Department to serve on your exam and dissertation committee.

## Year Two

### *Everyone*

Finish your required coursework, making sure to register for Musicology Lab during both the fall and the spring semesters.

Attend department colloquia and Musicology Lab.

Keep an ear out for interesting conferences and attend when possible. Consider submitting abstracts to graduate student and regional conferences.

By May 1, submit your IDP.

### *M.A.*

Submit PhD applications in the fall, if applicable.

Register for an independent study with your research advisor.

Complete and file your thesis.

### *Ph.D.*

In early September, take your General Examination.

Take any required language exam(s) if you haven't already.

Begin TA assignments.

Contact a professor from outside the Brandeis music department about serving as an exam and dissertation committee member.

By May 1, declare your committee on your IDP.

By May 15, submit your list of topics for the Qualifying Examination to the DGS.

Begin writing your prospectus and preparing for your Qualifying Examination over the summer.

Think ahead about:

- Applying for research and travel funding in the fall, especially if you want to go abroad. In many cases, you'll need to apply for funding the year before you'd like to receive it, so you'll probably have to apply for funding in your third year to do research during your fourth year. For a list of funding opportunities, see <https://www.brandeis.edu/social-sciences/research/funding-opportunities.html> and the "Travel and Research Grants" section at <https://www.amsmusicology.org/page/grants>.

## Year Three

By September 1, submit the bibliographies for your Qualifying Examination to the DGS.

Complete TA assignments during both semesters.

Attend department colloquia and Musicology Lab (when possible).

Keep an ear out for interesting conferences and attend when possible.

Submit abstracts to AMS and to other conferences as appropriate.

In the fall, apply for research/travel funding (see links above). **NB:** If you are planning to do research abroad or elsewhere in the US, think about doing so in the summer after your third year or early in your fourth year to give you enough time to write your dissertation after you return. If you get a Fulbright, DAAD, or other year-long research fellowship, obviously you'll have a little more time to work with!

In December, take your Qualifying Examination and complete your exam/prospectus defense.

During the spring, draft at least one dissertation chapter. Revise and polish it over the summer.

By May 1, submit your IDP.

Think ahead about:

- Applying for dissertation fellowships next fall.
- Revising a term paper or dissertation chapter and submitting it to a journal.

## Year Four

Conduct archival research or fieldwork as necessary.

Continue drafting and revising dissertation chapters. By the end of this year, you should have at least two polished chapters and one more complete chapter draft.

Complete TA assignments.

Attend department colloquia and Musicology Lab (when possible).

Keep an ear out for interesting conferences and attend when possible.

Submit abstracts to AMS and to other conferences as appropriate.

Consider sending a polished term paper or dissertation chapter to a journal; ask your advisor for thoughts about which one.

Apply for Brandeis funding (UPI, Dissertation Year Fellowship, etc.) and for external dissertation fellowships (see links above). You might also check the Dissertation Fellowships wiki ([https://academicjobs.fandom.com/wiki/Dissertation\\_Fellowships\\_2024-2025](https://academicjobs.fandom.com/wiki/Dissertation_Fellowships_2024-2025)), but be warned that this can be a stressful and desperate place.

By May 1, submit your IDP.

Think ahead about:

- Applying for dissertation fellowships, postdocs, and jobs next fall.

## Year Five

Attend department colloquia and Musicology Lab (when possible).

Keep an ear out for interesting conferences and attend when possible.

Submit abstracts to AMS and to other conferences as appropriate.

If you have not already done so, send a polished term paper or dissertation chapter to a journal; ask your advisor for thoughts about which one.

Apply for external dissertation funding as well as jobs and postdocs. Once again, AMS-Announce and the wikis (primarily the infamous Musicology Jobs wiki and the Humanities and Social Sciences Postdocs wiki) can be invaluable sources of information on what's out there. Be warned, however, that the wikis can also be toxic, especially as rejection season starts to roll in.

By May 1, submit your IDP unless you have already completed your dissertation defense.

Finish and file your dissertation. Review the basic procedure and filing deadlines at <https://www.brandeis.edu/gsas/student-resources/thesis-dissertation-guide.html>. Remember that dissertation defenses are not held during the summer except in the most *extreme* circumstances, so if you want to have your degree conferred in August, you will need to defend by the end of the spring semester. You'll then have a couple of months to incorporate feedback from your defense before you submit your dissertation by the deadline.

Congratulations: you're Phinished!

# TEACHING ASSISTANTSHIP REQUIREMENT FOR PHD STUDENTS

PhD students at Brandeis serve as Teaching Assistants during the course of their studies. Teaching Assistants (TAs) serve in a teaching support role for an undergraduate course. TAs are union-eligible positions and are expected to work up to an average of 10 hours per week. 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**.

All PhD students are members of the [Graduate Assistant Union, SEIU Local 509](#) when they work as Teaching Assistants. The definition of this role is included below.

*Teaching Assistant. Teaching Assistant duties may include, but are not limited to, assisting the professor with: course preparation before and during the semester; Latte maintenance; grading essays, exams, and homework; syllabus design; writing exam questions. Teaching Assistants may be required to attend classes on a regular basis. Teaching Assistants may also be responsible for some instructional duties, including the following: lead discussion sessions, labs and recitations and/or teach an occasional class. They may also be responsible for some student advising and may be required to hold office hours. Teaching Assistants are required to complete Title IX training.*

In the Department of Music, we offer opportunities for our PhD students to serve as TAs for a number of our undergraduate academic courses. The list of courses for which we have assigned TAs in the past are listed at the end of this below. In assigning students as TAs the Department assesses the following criteria, ranked this order:

1. Departmental need (especially large enrolled classes)
2. Faculty input on which classes for which the support of a TA is important pedagogically, especially if a TA has certain skill sets needed for a particular class
3. Student preference (the courses which the student believes would provide them with the best learning and pre-professional experience)



All PhD students are required to fulfill six TA assignments in order to graduate, normally during Years 2-4. 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 is available on the University Writing Program website. In addition, 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, at the discretion of the program DGS. The student still must have completed all other requirements except the dissertation in order to attain 'ABD' ('All but dissertation') status.

### **The Process**

TAs are assigned following this process:

1. In the Spring, the Senior Academic Administrator asks all faculty teaching academic courses for their TA requests, and if they require the TA to have particular skills;
2. The Senior Academic Administrator then sends a list of the TA opportunities to graduate students, with a form asking them to submit the following:
  - their ranked preferences,
  - their research interests
  - their prior experience
  - any relevant skills
3. The Senior Academic Administrator then matches the students to the opportunities based on the ranked criteria stated above, and consulting with individual faculty who requested particular skills and any queries regarding the students stated research interests;
4. The Department Chair and the DGS of each program, composition and musicology review the final list of assignments, and to assess whether additional CA positions need to be created and requested;
5. The Senior Academic Administrator then emails the students with the details of their TA assignments, with the proviso that the assignments are provisional and may be changed based on the final course schedule and course enrollment.
6. All assignments are subject to change based on final class enrollment figures.

### **Roles and Responsibilities**

First and foremost, teaching assistantships are seen as a sort of apprenticeship: they are an opportunity for students to gain first-hand experience of how a professor organizes

their courses and teaches undergraduate students. It is strongly recommended that faculty meet with their assigned TA prior to the beginning of the semester to review the TA's roles and responsibilities, and to discuss what the TA hopes to contribute to the success of the course, and what they hope to gain from the experience. Clerical work and grading will be part of a teaching assistant's work, but they should not comprise the entirety of the work. The following list may be helpful as the faculty member and the teaching assistant sit down ahead of time to review the teaching assistant's roles and responsibilities, *and to ensure that the required work of the TA averages no more than 20 hours per week. If a student calculates they are working more than this average, please reach out in the first instance to your professor to discuss the workload.*

Teaching assistants could, for example:

- assist with course preparation before and during the semester;
- maintain the Latte page
- do some but not all of the grading (for instance, a TA might grade all in-class quizzes, or a portion of the midterm exams or final exams)
- take attendance
- have input into the writing of essay or exam questions
- lead discussion sections
- lead labs
- spend a portion of the class time working with the students in small groups
- hold regular office hours for students
- lead exam review sessions
- teach occasional classes during the semester. If a student does teach a full class, it is important that the professor and student meet shortly thereafter to provide feedback on the teaching
- attend class regularly

**List of courses for which students have been asked to TA in the past (courses taught by graduate faculty or academic courses with large enrollments; see the University Bulletin for course descriptions):**

AMST/MUS 39b Protest Through Song: Music that Shaped America

AMST/MUS 55a Music in Film: Hearing American Cinema

MUS 1a Exploring Music

MUS 3b Global Soundscapes: Performing Musical Tradition Across Time and Place

MUS 5a The Beginner's Toolbox: Fundamentals of Music Notation and Performance

MUS 45a Beethoven

MUS 52b Russian Music and Russian Power from Glinka to Putin

MUS 54b Music and Poetry in the German Art Song During the Nineteenth Century  
MUS 56b Romanticism in European Music and Literature: Breakups, Breakdowns, and Beauty  
MUS 102a Western Classical and Popular Music I: How It's Made, Part 1 (Lab)  
MUS 102b Western Classical and Popular Music I: How It's Made, Part 2 (Lab)  
MUS 104a Western Classical and Popular Music II: How It's Made, Part 1 (Lab)  
MUS 104b Western Classical and Popular Music II: How It's Made, Part 2 (Lab)  
MUS 106a Undergraduate Composition  
MUS 106b Advanced Undergraduate Composition  
MUS 107a Introduction to Electro-Acoustic Music  
MUS 131a Music in Western Culture: Early Medieval to the Sixteenth Century  
MUS 133b Music in Western Culture: Seventeenth and Eighteenth Centuries  
MUS 135a Music in Western Culture: 19th Century to Today  
MUS 136b Divas  
MUS 175A Instrumentation and Orchestration

# MUSIC DEPARTMENT POLICIES FOR GRADUATE STUDENTS

## 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.

## 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:

<https://www.brandeis.edu/registrar/registration/cross-registration.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.

## 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.

## 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, Fafali-Ghanaian Drumming and Dance Ensemble). 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 Julie directly.

## Google Groups (formerly Listservs)

Julie will add you to the Graduate Google Group Brandeis Music Graduate Program. 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 Google Group for musicologists: *Brandeis Musicology*, and one for composers: *Brandeis Composition*. **Once you are in the group you can send emails to the entire list. (email addresses: [musicgrads-group@brandeis.edu](mailto:musicgrads-group@brandeis.edu); [musicology-groups@brandeis.edu](mailto:musicology-groups@brandeis.edu); [composition-group@Brandeis.edu](mailto:composition-group@Brandeis.edu) )**

## 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. These students also serve as [Graduate Student Representatives \(GDR\)](#) to GSAS.

## **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 Julie Seeger, their advisor, or the department 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 suggests the use of *Interfolio* to manage cv's, letters of recommendation, and other dossier materials.

## **Updates**

Please let Julie 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!

# GRADUATE SCHOOL POLICIES AND RESOURCES

## ACADEMIC AND GRIEVANCE 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.

### 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 at: <https://www.brandeis.edu/gsas/student-resources/resources.../grievance.html>.



# 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](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*

GSAS offers an amount of money 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. Application are available at:

<https://www.brandeis.edu/gsas/student-resources/fellowships.html>

### **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 Julie Seeger or the DGS for additional information and advice.

### **Funding from Other Departments and Research Centers**

Students are encouraged to investigate funding opportunities that may be offered by other departments and [Research Centers and Institutes.](#) [The Mandel Center for the](#)

[Humanities](#) has several opportunities for graduate students at Brandeis. 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. [The Schusterman Center for Israel Studies](#) also offers funding for research on the topic of Israel, broadly, and the [Crown Center for Middle East Studies](#) also offers funding for research dealing with Middle Eastern topics.

## 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.**
- While it is understandable that outside jobs may be necessary for graduate students, they must not conflict with students' ability to attend classes, accept TA 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 a 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 Becky Prigge, Assistant Dean for Student Affairs for GSAS, x 6-8536, [rebeccaprigge@brandeis.edu](mailto:rebeccaprigge@brandeis.edu).

# RIGHTS, RESPONSIBILITIES, AND PROFESSIONAL CONDUCT

The 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](http://www.brandeis.edu/studentlife/sdc/rr/index.html).

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.”

# FAQ FOR MASTER'S STUDENTS

## 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 Chris Naylor ([cnaylor@brandeis.edu](mailto:cnaylor@brandeis.edu)) or Kimberly Davis at ([kimberlydavis@brandeis.edu](mailto:kimberlydavis@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 15<sup>th</sup> in the Fall and January 31<sup>st</sup> 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 at the GSAS office. Please email Chris Naylor ([cnaylor@brandeis.edu](mailto:cnaylor@brandeis.edu)) or Abigail Arnold ([aarnold26@brandeis.edu](mailto:aarnold26@brandeis.edu)) if you have any questions.

## Health Insurance Information

**Whom do I contact about health insurance questions?**

Please contact University Health Plans (UHP) at 1-800-437-6448 or at [GSAS Student Services](#). We 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. Whom should I talk to about this?**

You should first speak with your program and then reach out to Alyssa Canelli at [acanelli@brandeis.edu](mailto: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 Master's student.**

Please contact Alyssa Canelli at [acanelli@brandeis.edu](mailto: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 15<sup>th</sup> in the fall and January 31<sup>st</sup> 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 Workday and look at your paycheck. If your paycheck looks correct, but you did not receive your payment, check on WORKDAY 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 WORKDAY or if your payment amount is incorrect, please contact Kimberly Davis at ([kimberlydavis@brandeis.edu](mailto:kimberlydavis@brandeis.edu)).

### What if I cannot log in to WORKDAY?

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

If you are supposed to receive a payment, but do not receive one, and you cannot log in to WORKDAY, please email Kimberly Davis at ([kimberlydavis@brandeis.edu](mailto:kimberlydavis@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. Information is located on the *Student Resources* website: <https://www.brandeis.edu/gsas/student-resources/index.html>. 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 Kimberly Davis at ([kimberlydavis@brandeis.edu](mailto:kimberlydavis@brandeis.edu)).

## Whom do I contact about health insurance questions?

For any questions not related to health insurance credits on your WorkDay account, please contact University Health Plans (UHP) at 1-800-437-6448.

# Change of Status Information

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

You should first speak with your program and then reach out to Alyssa Canelli at [acanelli@brandeis.edu](mailto: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](mailto: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>

# USEFUL SITES

## **Academic Calendars**

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

## **Provisional Bulletin for 2022 - 23:**

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

## **Change of Status Form:**

[https://docs.google.com/forms/d/e/1FAIpQLSfLxI1m5C-8iRpQ7B7QniA326G\\_uXr\\_x33VkJ90TAyT08t-Hw/viewfor](https://docs.google.com/forms/d/e/1FAIpQLSfLxI1m5C-8iRpQ7B7QniA326G_uXr_x33VkJ90TAyT08t-Hw/viewfor)

## **Information on Student Loans;**

<https://www.brandeis.edu/student-financial-services/student-loans/index.html>

## **Stipend Information:**

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

## **Health Insurance Information**

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

## LOANS FAQ

**As a graduate student, am I eligible to apply for student loans? (Post-bacc students, please see next 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](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](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](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:

<https://studentaid.ed.gov/sa/fafsa/filling-out/dependency>

### **Whom do I contact if I have questions?**

Please contact Stephanie Hunt, Associate Dean for Financial Aid and Admission Strategy, ([stephaniehunt@brandeis.edu](mailto:stephaniehunt@brandeis.edu)) for more information.