

College of Music - Graduate Handbook

2021-22

TABLE OF CONTENTS

<i>Fall 2021 and Spring 2022 Calendars of Important Dates</i>	3-6
I. PROGRAM OVERVIEW	
a. Maximum and Minimum Number of Credits / Full-time Status	7
b. Academic Standards	8
c. Academic Advising / Progress Reports	9
d. Master of Music and Master of Arts Degrees.....	9
i. Admission / Requirements / Time Limits	9
ii. Transfer/Lifelong Education Credits / 2 nd Master's Degree	10
iii. Ensemble Requirements	10
e. Doctor of Musical Arts and Doctor of Philosophy Degrees	11
i. Time Limits	11
ii. Lifelong Education Credits / 2 nd Master's Degrees	11
iii. Dual Doctoral Degrees	12
II. PROGRAM COMPONENTS / PLAN OPTIONS	
a. Master of Music and Master of Arts Degrees.....	13
i. Master's Orientation Examinations	13
ii. Applied Lessons, Required Recitals & MUS 896	14
iii. Oral Final Certifying Examination	14
b. Doctor of Musical Arts and Doctor of Philosophy Degrees.....	16
i. Doctoral Orientation Examinations	16
ii. Applied Lessons, Required Recitals & MUS 996	16
iii. Guidance Committees and Reports / GradPlan	17
iv. Course Requirements.....	18
v. Doctoral Comprehensive Examinations	19
vi. Dissertation / Document / Lecture-Recital Proposal	21
vii. Final Oral Examination	21
viii. Additional Notes About Lecture-Recitals and the Document	22
ix. IRB – Institutional Research Board	22
III. DEGREE REQUIREMENTS	
a. Collaborative Piano	25
i. MM and DMA	25
b. Jazz Studies	28
c. Music Composition	30
i. MM and DMA	30
d. Music Conducting – Wind, Choral, and Orchestral	32
i. MM and DMA	32
e. Music Education	36
i. MM and PhD.....	37
f. MM Performance	39
i. Piano	41
ii. Brass	41
iii. Strings and Woodwinds	42
iv. Percussion and Instrumental Specialists – Brass, Strings, Woodwinds	43
v. Vocal	45

g.	DMA Performance	46
h.	Music Theory	49
i.	Musicology	52
j.	Piano Pedagogy	53
k.	Certificates	
	i. Performance Diploma.....	54
	ii. Graduate Certificate in Music Theory	56
	iii. Graduate Certificate in College Teaching	58
	iv. Graduate Certificate in Music Career Development.....	58
	v. Graduate Certificate in Music Cognition	59
IV.	COMPLETING YOUR DEGREE	60
V.	ADVISING MATERIALS	
	a. Theory and Musicology Area Graduate Course Offerings	61
	b. Electives and Independent Study	62
	c. MUS 830 Waiver and DF + I Grades	63
	d. Running Start / Entrepreneurship	64
	e. Timelines for DMA Students	64
VI.	FUNDING OPTIONS	72
VII.	INTERNATIONAL STUDENTS	74
VIII.	STUDENT CONDUCT & CONFLICT RESOLUTION	
	a. Integrity of Scholarship and Grades	80
	b. Academic Dishonesty	80
	c. MSU Policy on Relationship Violence and Sexual Misconduct (RVSM)	81
	d. Consensual Amorous or Sexual Relationships with Students	82
	e. University Policies and Social Media	83
	f. Office of the Ombudsman	84
	g. Confidentiality of Student Records	84
IX.	COLLEGE OF MUSIC POLICIES	
	a. Academic Performance / Standards / Time Limits / Retroactive Changes	85
	b. University Attendance Policy / Grief Absence Policy / Final Exam Policy	86
	c. Grievance in the College of Music	87
	d. Policy on Studio Teaching Assignments	87
	e. Studio Protocol Regarding Physical Contact	88
	f. Evaluation of Faculty	89
	g. Integrity & Safety in Research & Creative Activities	90
	h. RCR https://grad.msu.edu/rcr	90
X.	GRADUATE ASSISTANTSHIPS	
	a. Responsibilities and Expectations	94
	b. Enrollment / Credits / Grade Point	95
	c. Mandatory Training.....	96
	d. SIRS / Faculty Evaluation of GA Performance / Reappointment	97
	e. Advancement and Promotion / Tax Status	98
	f. Tuition Waiver / Teaching Assistant Tuition Waiver Pool	99
	g. Insurance / Parking	99
XI.	ENROLLMENT (Fees, Drops/Add. Holds).....	100
XII.	MISCELLANEOUS INFORMATION (including Recitals, Programs, Rehearsals, Keys)	103
XIII.	ORIENTATION MATERIALS	
	a. New Graduate Students / New Graduate Assistant (TA and RA)	110
	b. Graduate Assistant Specifics (2018-19) / TA Tips.....	139
XIV.	UNIVERSITY AND LOCAL RESOURCES	143

College of Music - Important Dates and Deadlines - Fall Semester 2021

DATE / DEADLINE	EVENT
<p style="color: red;">3/16/21 4/2/21 // 4/21/21 7/19/21 7/20/21</p> <p style="color: red;">8/1/21</p>	<ul style="list-style-type: none"> - E-mail notification to students for FS'21 and SS'22 enrollment. - <u>Scheduled</u> enrollment // OPEN enrollment begins for FS'21 and SS'22. - \$50 Late enrollment fee begins for currently enrolled students not enrolled for Fall 2021. - Initial tuition billing statements available on StuInfo. (NO paper bills.) * Scholarship and Fellowship info will be input by this date. - Initial minimum tuition and fee payment for Fall 2021 due. (<i>\$50 late registration fee after this date EXCEPT for Incoming students.</i>)
<p>8/27/21, Friday Musicology 9a-12p ; Theory 130p-6p</p> <p><i>(Details to follow via e-mail)</i></p>	<p>Summer 2021 Music THEORY / HISTORY COMPrehensive Examination. (CURRENT degree Doctoral Students Only who are near completion) * (Students must contact shoekst@msu.edu by JULY 30, to sit for the exam.) Request sign-up after the initial notice is sent out. * (Students <u>must</u> have been/be enrolled for at least 1 credit SS'21, US'21 or FS'21 to take exam.)</p>
<p>8/2/21 - International Students</p>	<p>International Students check-ins with OISS begin. http://oiss.isp.msu.edu/students/ will have a schedule and directions.</p>
<p>8/18/21 - 8/20/21 - TA Orientations</p>	<p>Teaching Assistant Orientation Programs (TAP) – TA's will be notified of specifics by your Graduate Secretary.</p>
<p>8/29/21, Sunday, 9am - 6pm EST 106 Farrall Hall <i>(Details to follow via e-mail)</i></p>	<p>Graduate Orientation Examination for MUSIC THEORY</p> <ul style="list-style-type: none"> - NEW Graduate Students (excluding PhD Mus Ed and MM Jazz) - Any graduate student who has not yet taken this exam at MSU - You may take each section of the exam only 1 time.
<p>8/30/21, Monday, 10am-12:00pm <i>(Details to follow via e-mail)</i></p>	<p>New Graduate Student Orientation DMA students who participated in this as an MM student do not attend.</p>
<p>8/30/21, Monday, 1:00pm-2:00pm <i>(Details to follow via e-mail)</i></p>	<p>NEW Teaching Assistant Orientation This includes any student who has NOT been a Teaching Assistant previously or have been off at least 1 year.</p>
<p>9/1/21, Wednesday</p>	<p>Classes begin for Fall 2021 - Follow 'MONDAY' Schedule Late enrollment fee (\$100) begins for <u>returning</u> students who have not already enrolled for at least one credit.</p>
<p>9/3/21, Monday</p>	<p>FS'21 Graduation Applications Due - Visit the Registrar's Office Website <i>If you apply after this date, you will NOT be listed in the commencement program</i></p>
<p>9/6/21, Monday</p>	<p>Labor Day -- University closed</p>
<p>9/8/21, Wednesday</p>	<p>End of open add period for Fall 2021 - 8 p.m. Override requests must be submitted before 5 p.m. After today, ALL ADDS must be done by Anne Simon. <u>Students cannot enroll for themselves.</u> DROPS are still allowed.</p>
<p>9/9/21, Thursday</p>	<p>Faculty and Students should verify that their class lists and schedules - course #, section #, instructor, # of credits are correct. Contact Anne Simon (GR) or Talitha Wimberly (UN) with any problems.</p>
<p>9/27/21, Monday</p>	<p>End of tuition refund period - NO refunds after this date - NO Exceptions</p>
	<p>\$200 late enrollment fee begins for student not yet enrolled.</p>

10/21/21, Wednesday	Last day to drop Fall courses with no grade reported. After today, ALL CHANGES must be done by Anne Simon. Students cannot drop or add for themselves without charges to their account. (Faculty, TA's and Students should verify enrollments for accuracy.) Final date to report grades for (I) incompletes from SS'21 or US'21.
10/25-10/26/21, Thursday & Friday	Fall 2021 Break - Univ open; NO Classes
10/26/21, Tuesday	Dissertation Completion Award (College of Music) - <u>For SS'22 + US'22</u> Application packages, via pdf to musgrad@msu.edu , due to Music Graduate Office by 5 p.m - (for students in the <u>final</u> stages of their work.)
11/19/21, Friday	\$50 Late Enrollment fee begins (8 p.m.) for currently enrolled students not yet enrolled for Spring 2023. Override requests must be in before 5 p.m.
11/20/21, Saturday	SS'22 Initial billing statements available on STUINFO. (NO paper bills.)
11/20/21, Saturday, Musicology 9a-12p; Theory 130p-630p (Details to follow via e-mail)	Fall 2021 Music Theory/History Comprehensive Examination (CURRENT degree Doctoral Students Only who are near completion) ** Students must sign up with Ms. Hoekstra by Oct. 29, 2021 . ** Students <u>must</u> be enrolled for at least 1 credit to sit for comp. exam
11/25-11/26/21, Thursday & Friday	Thanksgiving Holiday -- University closed.
~ 11/29/21, Monday	SIRS (student instructional rating system) Forms distributed to faculty and TA's for students to evaluate/comment on the class and teacher. Faculty, TA's and Students should check their class lists for accuracy – Contact Anne Simon (GR) or Rita Martin (UN) with any problems.
12/10/21, Friday	Last day of classes. (ALL drops or adds after this date receive a minimum of \$200 Late Fee, for <u>each</u> course.) *** Initial minimum tuition & fee payment is due for Spring 2023 – *** \$50 Late Registration fee is assessed after this date.
12/11-12/21/21, Saturday – Tuesday	On-line grading available to instructors. Grades not reported by 4:00 pm 12/21/21 will not be included in end-of-semester official reporting.
12/13-12/17/21, Monday - Friday	Final exams for Fall 2021
12/17/21, Friday	Deadline for submitting Master's Theses/ Doctoral Dissertations to Graduate School AND the College of Music. (Compositions and DMA Documents are submitted only to the College and are submitted via pdf to musgrad@msu.edu .)
12/17/21, Friday Time TBA Breslin Center	Fall Semester Advanced Degree Commencement http://www.msu.edu/unit/acadevnt/commencement/ (University-wide ceremony only. NO College of Music ceremony.)
12/24-12/27/21 ; 12/31/21-1/3/22 1/10/22	Holiday observed -- University closed. Spring 2023 Classes Begin.

**** After enrollment, MSU E-mail is the only e-mail address used for our mailing lists. You should monitor your e-mail regularly and during ALL breaks.**

** We do our best to keep you informed of deadlines and what you need to do for them.

It is your responsibility to meet with the Graduate Studies Advisor each semester.

Before your last semester you should schedule an appointment to assure that you are on track to graduate.

College of Music - Important Dates and Deadlines - Spring Semester 2022

DATE / DEADLINE	EVENT
<p style="color: red;">3/16/21 4/2/21 // 4/21/21 11/19/21 11/20/21</p> <p style="color: red;">12/1/21</p>	<ul style="list-style-type: none"> - E-mail notification to students for FS'21 and SS'22 enrollment. - <u>Scheduled</u> enrollment // <u>OPEN</u> enrollment begins for FS'21 and SS'22. - \$50 Late enrollment fee begins for currently enrolled students not enrolled for Spring 2023. - Initial tuition billing statements available on StuInfo. (NO paper bills.) - Initial minimum tuition and fee payment for Spring 2023 due. (<i>\$50 late registration fee after this date EXCEPT for Incoming students.</i>)
12/24-12/27/21 ; 12/30/21-1/2/22	Holiday observed -- University closed.
1/9/22, Sunday, 1:00-5:00 pm <u>210 Computer Center</u>	Graduate Orientation Examination for Music Theory <ul style="list-style-type: none"> - NEW Graduate Students (excluding PhD Mus Ed and MM Jazz) - Any graduate student who has not yet taken this exam
1/10/22, Monday	Classes begin for Spring 2023. Late enrollment fee (\$100) begins for returning students who have not already enrolled for at least one course.
1/14/22, Friday by 5:00 pm	<p><u>End of open add period for Spring 2023 - 8 p.m.</u> Override requests must be submitted by 5 p.m. Students can no longer add classes themselves. ALL enrollment done by Anne Simon.</p> <p>SS'22 Graduation Applications Due - Visit the Registrar's Office Website <i>If you apply after this date, you will NOT be listed in the commencement program</i></p> <p>Faculty <u>and</u> Students should verify that their class lists and schedules - course #, section #, instructor, # of credits are correct. Contact Anne Simon (GR) or Talitha Wimberly (UN) with any problems.</p>
1/17/22, Monday	MLK Day -- Classes cancelled; University open
2/2/22, Wednesday	Students should verify that their schedules are correct - course #, section #, instructor and # of credits. Contact Anne Simon (GR) or Talitha Wimberly (UN) with any problems.
2/4/22, Friday	End of tuition refund period -- NO refunds after this date – NO exceptions
3/2/22, Wednesday	<p>\$200 late enrollment fee begins for student not yet enrolled. Last day to drop Spring courses with no grade reported.</p> <p>After today, ALL CHANGES must be done by Anne Simon. Students cannot drop or add for themselves.</p> <p>Final date to report grades for (I) incompletes from US'21 or FS'21</p>
3/7 – 3/11/22, Monday –Friday	Spring Break – University open
3/14/22, Monday (4/2/22)	<p><u>Scheduled</u> Enrollment begins for Summer 2022. (Open enrollment begins for Summer 2022.)</p>
3/28/22, Monday	Dissertation Completion Award (College of Music) - <u>For US'22 + FS'22</u> Application packages, via pdf to musgrad@msu.edu , due to Music Graduate Office by 5p.m - (for students in the <u>final</u> stages of their work.)
4/1/22, Friday	<p><u>Scheduled</u> Enrollment begins for Fall 2022 and Spring 2023 classes. Visit your StuInfo screens for YOUR scheduled time.</p>

4/15/22, Thursday	Acceptance of financial aid, assistantships, or signing of letter of intent to attend a given institution becomes binding (NASM Code of Ethics, Article V) for graduate students.
4/16/22, Saturday, Musicology 9a-12p; Theory 130p-6p (Details to follow via e-mail)	Spring 2023 Music Theory/History Comprehensive Examination (CURRENT degree Doctoral Students Only who are near completion) ** Students must sign up with Ms. Hoekstra by March 24, 2022 . ** Students <u>must</u> be enrolled for at least 1 credit to sit for comp. exam.
~ 4/18/22, Monday	SIRS (student instructional rating system) Forms distributed to Faculty, TA's and Students for students to evaluate/comment on the class and teacher. Faculty, TA's and Students should check their class lists for accuracy – questions &/or access problems should be directed to Rita Martin.
5/1/22, Friday	Last day of classes. (ALL drops or adds after this date receive a minimum of \$200 Late Fee, for <u>each</u> course.)
5/1-5/10/22, Saturday-Tuesday	On-line grading becomes available to instructors. Grades not reported by 4:00 pm 5/10/22 will not be included in end-of-semester official reporting. (ALL drops or adds after this date receive a minimum of \$200 Late Fee, for <u>each</u> course.)
5/2-5/6/22, Monday-Friday	Final exams for Spring 2023
5/6/22, Friday Time TBA Breslin Center	Spring Semester Advanced Degree Commencement – Master's and Doctoral http://www.msu.edu/unit/acadevnt/commencement/ Specific details will be provided throughout SS'22.
5/7/22, Saturday	UNDERGRADUATE ONLY - College of Music Degree Commencement
5/6/22, Friday	Deadline for submitting Master's Theses/ Doctoral Dissertations to Graduate School AND the College of Music. (Compositions and DMA Documents are submitted only to the College and are submitted via pdf.)
5/16/22, Monday June 2022-August 2022	MSU Summer'22 Classes Begin. College of Music courses begin/end on varying dates See Schedule of Courses for details for your specific course.
6/20/22, Monday, <u>6pm</u> 210 Computer Center	Graduate Orientation Examination for MUSIC THEORY * (REQUIRED for NEW Summer MM Graduate Students)
8/26/22, Friday Musicology 9a-12p; Theory 130p-6p (Details to follow via e-mail)	Summer 2022 Music THEORY / HISTORY COMPRehensive Examination. (CURRENT degree Doctoral Students Only who are near completion) * Students must sign up with Ms. Hoekstra by JULY 29 , to sit for the exam. * Students <u>must</u> have been/be enrolled for at least 1 credit SS'22, US'22 or FS'22 to take exam.

**** After enrollment, MSU E-mail is the only e-mail address used for our mailing list. You should monitor your e-mail regularly and during ALL breaks.**

** We do our best to keep you informed of deadlines and what you need to do for them.

It is your responsibility to meet with the Graduate Studies Advisor each semester.

Before your last semester you should schedule an appointment to assure that you are on track to graduate.

I. PROGRAM OVERVIEW

COLLEGE OF MUSIC

James B. Forger, DEAN

The College of Music provides high quality, professional education for undergraduate and graduate students pursuing music as a career in the areas of performance, conducting, music education, composition, music theory, musicology, jazz studies, piano pedagogy, and collaborative piano.

Mission Statement

The mission of the Michigan State University College of Music is to offer the finest quality of professional instruction available in undergraduate and graduate programs in music; to further the understanding of the arts and practice of music on campus; to provide comprehensive non-degree instruction through the Community Music School; to serve the community, state, region and nation through service, teaching, research and performance; and to provide an excellent faculty with the time and resources to pursue significant research and creative activity.

Graduate Study

The College of Music offers a wide variety of disciplinary and interdisciplinary programs leading to the Master of Arts, Master of Music, Doctor of Musical Arts, and Doctor of Philosophy degrees. Within the framework approved by the faculty of the University and College, graduate programs are designed to respond to current professional and social needs and to students' expectations and goals. The programs combine selected aspects of the following learning opportunities: requisite course work; outreach and teaching experiences; and production, performance, or research projects.

The College of Music faculty and student body represent diverse backgrounds and cultures and work together to challenge past assumptions and set future directions in the arts. An open and responsive learning environment continues to attract faculty, staff, and students from rich and varied cultural traditions into our educational community.

All of the graduate degree programs offered by the College of Music have been accredited by the National Association of Schools of Music

General Requirements for Consideration for Admission to Master's and Doctoral Degree Programs in the College of Music

Each applicant must submit a College of Music Application, including a letter giving the applicant's academic background and reasons for pursuing advanced study.

International applicants must fulfill the University's English language proficiency requirement as described in the *Graduate Education* section of *Michigan State University Academic Programs* (<http://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=111#s336>)

Master's and doctoral degree programs may specify additional requirements for consideration for admission such as a sample of an applicant's compositions, a portfolio, an audition, or an interview.

Maximum and Minimum Number of Credits

Maximum

Graduate students may carry up to 16 credits each semester. A student load above 16 credits requires approval by the student's dean. Enrollment in doctoral dissertation research (course number 996, 997, 998 and 999) credits need not be counted in determining maximum credits.

Minimum

All students using University services (faculty consultation included) for graduate work must be registered each semester. Minimum registration consists of one course of 1 credit.

Full-Time

In order to be considered full time for academic purposes, students must carry the minimum number of credits per semester as defined below:

Master's level	9 credits
Doctoral level	6 credits

Full-time status for doctoral students is defined as a minimum of 1 credit for those students who:

1. Have successfully completed all comprehensive exams and are actively engaged in dissertation research; OR
2. Are doing department-approved off-campus fieldwork related to preparation of their dissertation.

Academic Standards for all Graduate Students

A graduate student in the College of Music must:

1. Maintain a cumulative grade-point average of at least 3.00.
2. Not accumulate deferred grades (identified by the DF-Deferred marker) in more than 8 credits in courses (excluding courses numbered 896, 897, 898, 899 or 996, 997, 998, 999).

If at the end of a semester a graduate student fails to meet one or both requirements specified above, the student shall receive a deficiency warning. If the deficiency is not removed within one calendar year, the graduate student will not be allowed to continue in the degree program.

A student may accumulate no more than 6 credits with a grade below 3.0 in courses that are to be counted toward the degree.

Credit will not be awarded for any course in which the student receives a grade less than 2.0. However, all grades are counted in the calculation of the grade-point average (GPA).

Any deficiencies in a given area must be removed before the student may enroll in graduate level courses in that area.

Academic Standards for Graduate Assistants in the College of Music

A graduate assistant in the College of Music must:

1. Maintain a cumulative grade-point average of at least 3.25.
2. Not accumulate deferred grades (identified by the DF-Deferred marker) in more than 8 credits in courses (excluding courses numbered 896, 897, 898, 899 or 996, 997, 998, 999).

If at the end of a semester a graduate assistant fails to meet one or both of the requirements specified above, the graduate assistant shall receive a warning and be allowed to hold the graduate assistantship for one additional semester. If at the end of the additional semester the graduate assistant has failed to meet one or both of the requirements specified above, the graduate assistantship shall be withdrawn.

Courses Used to Satisfy a Foreign Language Requirement in a Master's or Doctoral Degree Program in the College of Music

If a foreign language requirement is included in a student's degree program, it is highly recommended that the student enroll in courses that are to be used to satisfy that requirement under the Credit–No Credit (CR–NC) system.

Academic Advising

It is each student's responsibility to know University and College requirements as stated in the catalog and in college printed materials. To assist the student in interpreting policies and requirements, academic advisement is provided by the Associate Dean for Graduate Studies, Dr. David Rayl and Academic Advisor, Ms. Susan Hoekstra. Students are strongly encouraged to consult regularly with an advisor.

Student Progress Reports

<https://grad.msu.edu/sites/default/files/content/gsr/GSRR.pdf>

The Graduate Student Rights and Responsibilities (Document 2.4.8), specifies that graduate students should have an annual evaluation and/or progress report. Written Progress Reports will be sent to first year Master's and second year DMA students by the Graduate Advisor during Spring Semester and placed in their file. The Graduate Studies Office will generate this report in consultation with the major teacher.

Master of Music and Master of Arts Degrees

Master of Music degree programs are offered in the following areas: Music Performance, Music Composition, Music Conducting, Music Education, Music Theory, Piano Pedagogy, Jazz Studies and Collaborative Piano. The Master of Arts degree program is offered in the area of Musicology.

Admission

In addition to meeting the requirements of the University as described under Admission in the *Graduate Education* section of the Academic Programs Catalog,

<http://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=111#s336>, students must meet the requirements specified below.

To be admitted to a Master of Arts/Master of Music degree program on regular status, an applicant must have:

1. A baccalaureate degree from a recognized educational institution.
2. A minimum cumulative grade–point average of 2.80 for the undergraduate program of study, as well as have met the College requirements for admission to a master's degree program.
3. Received the approval of the faculty in the applicant's area of specialization.

Admission on provisional status may be offered if the applicant's record is incomplete or contains minor deficiencies in preparation.

Requirements for a Master's Degree

The student plans a program of study in consultation with a graduate advisor subject to the rules of the College, and the University. Two patterns are in general use: Plan A (with thesis) and Plan B (without thesis). See pages 25-55 for specific requirements.

Time Limit

The time limit for completion of the master's degree is 5 years from the beginning of the first semester in which credit was earned toward the degree. Requests for extension of the 5-year period of time toward degree must be submitted to the Associate Dean for Graduate Studies, who will request approval from the Dean of The Graduate School and notify you of the decision.

Credits at 800- and 900- level

Per University policy (<https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=111>) more than half of the credits of the total required for a master's degree must be taken in courses at the 800- and 900- levels. (Students in the Master of Music degree in Vocal Performance should carefully monitor their classwork to ensure that they have 16 credits at the 800- and 900- level.

Transfer and Lifelong Education Credits

Students in any master's program in the College may apply a maximum of **9** credits earned through any combination of courses taken through lifelong education, graduate certification, or in transfer from another institution, if they are appropriate to a student's program and **provided they were completed within the time limits approved for the earning of the degree desired at Michigan State University**. The advisor and Associate Dean for Graduate Studies must grant approval. **Only courses in which at least a 3.0 grade or its equivalent was received will be considered for transfer.** <https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=111>

With the approval of the student's academic advisor and the Associate Dean for Graduate Studies, these transfer credits **may** fulfill specific MSU degree requirements; but not all transfer credits will necessarily fulfill specific MSU degree requirements.

Second or Dual Master's Degree

A candidate for a second master's degree from Michigan State University may request the application of up to 9 credits, appropriate to both programs, from the first master's degree program to the second or from one master's program to another. These 9 credits must have been earned within the time limitations of the college concerned. Credits used to satisfy the requirements of one master's degree may not be used to satisfy the residency requirements of another master's degree.

Students must apply for and be accepted into the second or dual master's degree. Students must complete a new College of Music application (<http://music.msu.edu/admissions/admissions-forms>) and a new Michigan State University application (<http://admissions.msu.edu/apply.asp>). For specific information, please visit the College of Music Admissions Office at 253 Music Building. If you are considering a second master's degree, you should also consult with the Associate Dean for Graduate Studies immediately.

The College of Music cannot guarantee funding for the costs of a second master's degree. For information about possible funding, consult the chair of the second degree.

Ensemble Participation

Each master's degree program carries specific major ensemble requirements. Details are in 'Degree Requirements'. In addition, students on College of Music Scholarships are **required** to participate in ensembles, per their award letter. Please refer to your award letter for specifics.

Master's students do not enroll for credit in ensembles.

Ensembles that satisfy this requirement, by area:

Classical Wind/Percussion

Symphony Orchestra	Wind Symphony	Concert Band
Symphony Band	Campus Band (if placed by audition)	Marching Band

Voice

Men's Glee (if placed by audition)	University Chorale	State Singers
Women's Glee (if placed by audition)	Choral Union (if placed by audition)	Women's Chamber Ensemble

Strings

Symphony Orchestra	Concert Orchestra (if placed by audition)
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Jazz Majors

Jazz Orchestra	Jazz octets
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Piano Majors

Accompanying (Applied Piano Majors)	Any of the above recognized ensembles
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Doctor of Musical Arts and Doctor of Philosophy Degrees

Doctor of Musical Arts degree programs are offered in Collaborative Piano, Music Performance, Music Composition and Music Conducting. The Doctor of Philosophy degree program is offered in Music Education.

Admission

In addition to meeting the requirements of the University as described under Admission in the *Graduate Education* section of the Academic Programs Catalog, <https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=111>, students must meet the requirements specified below.

To be admitted to a doctoral degree program in the College of Music on regular status, an applicant must have:

1. A record of high academic achievement and demonstrate potential as a performer, conductor, composer, or research scholar acceptable to the area of the degree.
2. A master's degree or equivalent in a relevant field.
3. A cumulative grade-point average of 3.0 in any previous graduate course work.

Admission on provisional status may be offered if the applicant's record is incomplete or contains minor deficiencies in preparation.

Requirements for Doctoral Degrees

The student plans a program of study in consultation with a guidance committee, subject to the rules of the College and the University. See pages 25-55 for specific requirements.

Time Limit

For the Doctor of Philosophy and the Doctor of Musical Arts degrees, all of the comprehensive examinations must be passed within 5 years and all remaining requirements for the degree must be completed within **8** years from the time when a student begins the first class at Michigan State University that appears on their doctoral program of study.

Requests for extension of the **8**-year period of time toward degree must be submitted to the Associate Dean for Graduate Studies, who will request approval from the Dean of The Graduate School and notify you of the decision.

Lifelong Education Credits

Up to **9** credits taken while enrolled under the Lifelong Education enrollment status, prior to acceptance, may be applied to a doctoral degree program provided the credits were completed within the designated time limit.

Second Master's Degree

Doctoral students may earn a second master's degree while working on a doctoral degree. A candidate for a second master's degree from Michigan State University may request the application of up to 9 credits, appropriate to both

programs, from the first master's degree program (whether from MSU or another university) to the second. These 9 credits must have been **earned within the 5-year time limit of the degree concerned**. Credits used to satisfy the requirements of one degree may not be used to satisfy the residency requirements of another degree. Additional credits from the doctoral degree may be counted toward the second master's degree.

Students must apply for and be accepted into the second master's degree. You must complete a new College of Music application (<http://music.msu.edu/admissions/>) and a new Michigan State University application (<http://www.admissions.msu.edu/admission/graduate.asp>). For specific information, please contact the College of Music Admissions Office at 253 Music Building. If you are considering a second master's degree, you should also consult with the Associate Dean for Graduate Studies immediately.

The College of Music cannot guarantee funding for the costs of a second master's degree. For information about possible funding, consult the chair of the second degree.

Dual Doctoral Degrees

Students may earn two doctoral degrees simultaneously. Those interested in two doctoral degrees **must consult with the Associate Dean for Graduate Studies in Music**, who will contact the Graduate School for their approval. **Students must apply for and be accepted into the second doctoral degree. You must complete a new College of Music application (<http://music.msu.edu/admissions/>) and a new Michigan State University application (<http://www.admissions.msu.edu/admission/graduate.asp>).** For specific information, please contact the College of Music Admissions Office at 253 Music Building.

Details about this option are at <https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=111>.

The College of Music cannot guarantee funding for the costs of a second doctoral degree. For information about possible funding, consult the chair of the second degree.

II. PROGRAM COMPONENTS / PLAN OPTIONS

All graduate degrees in the College of Music have varying components in addition to required coursework. For example, some master's degrees are available under Plan A (thesis option) and some under Plan B (non-thesis option). Other requirements vary by individual degree but include such things as orientation examinations, required recital(s), comprehensive examinations (doctoral students only), and final oral examination or thesis/dissertation/document/lecture-recital defense. See below, under individual degrees, the requirements for that particular degree program.

Master of Music and Master of Arts Degrees

Theory Orientation Examination

Every student admitted to a master's degree program in the College of Music, with the exception of master's students in jazz studies, must take the College's graduate orientation examination in music theory, a two-part examination covering written music theory and aural skills. Both parts of this examination must be taken before the first day of classes of the student's first semester of enrollment in the degree or prior to enrollment in any graduate-level theory course. The examination is given before the first day of classes in the fall, spring, and summer semesters. The lowest passing score for each part is 70%.

Master's students who score below 70% on the written music theory orientation examination must take MUS 200 Introduction to Music Theory. Students required to take MUS 200 must complete the course with a grade of 2.0 or higher **before** enrolling in any 800- or 900-level music theory course.

Master's students who score below 70% on the aural skills examination must take MUS 201 Aural Skills. Students required to take MUS 201 must take it either prior to or concurrently with their first music theory course at the 800- or 900-level and must complete it with a grade of 2.0 or higher.

MUS 200 and MUS 201 may not be used to meet the course or credit requirements of any College of Music degree program.

Selection of the Thesis Advisor

For those students in Music Education and Musicology/Ethnomusicology who elect to do a thesis, the selection of a thesis advisor is one of the most important decisions of your graduate career. The advisor most likely serves as your primary mentor during the progress of your degree, and oftentimes throughout your professional career.

- You should select your advisor no later than the end of your first year of study.
- The Area Chair will guide your selection of your advisor.
- Consult the following document for guidelines and appropriate expectations you can have of your faculty advisor:
Guidelines for Graduate Student Advising and Mentoring Relationships
(<https://grad.msu.edu/sites/default/files/content/researchintegrity/guidelines.pdf>)
- Consult with your advisor to develop a thesis proposal and for information about the format and scope of your thesis.
- Your advisor will coordinate your thesis efforts and give you regular feedback on your progress toward the final document.
- Consult with the Associate Dean for Graduate Studies if it becomes necessary to change your primary advisor.

About Applied Lessons, Required Recitals, and MUS 896

The MM in Music Performance requires 6 credits of **MUS 85x**: Applied Instrument, usually taken in the first two semesters of enrollment (3 + 3). Enrolling in 3 credits entitles the student to a one-hour lesson per week.

The MM in Music Performance also requires 4 credits of **MUS 896**: Recital, usually taken in year two of the master's degree. Once the student has completed 6 credits of 85x, s/he is entitled to a one-hour lesson per week as long as s/he enrolls for at least 1 credit of 896. (Enrolling for more credits does not entitle the student to additional lesson time.)

Students must be enrolled in either MUS 85x or MUS 896 credits to receive lessons from their applied teacher.

MUS 896 credits can be taken in any semester of enrollment. The student need not perform a recital during that semester. In some cases, a student may be enrolled in both 85x and 896 simultaneously. Individual teachers may specify a different schedule for taking these credits (for example, 2 + 2 + 2 of 85x in conjunction with 896 credits).

896 credits will have a grade of DF until the degree certification is entered by the Registrar's Office at the end of the degree. At that point they will convert to 'Pass' for Passing.

Faculty members are encouraged to develop an individual syllabus for each student enrolled in 896, especially if they have specific expectations of that student.

Oral Final Certifying Examination

Students should print the form at <http://music.msu.edu/information-for-students/for-graduate-students/masters-degree-forms> and take it to the oral examination.

All students in master's degree programs in the College are required to pass an oral final certifying examination. Oral final certifying examinations are given during Fall and Spring semesters and may be given during a Summer session with the approval of the Associate Dean for Graduate Studies and **every** member of the student's examining committee.

All deficiencies with regard to orientation examinations or entrance requirements, whether stated in terms of credits, courses, or performance standards, must be removed before the oral final certifying examination is scheduled.

A student must be registered for at least 1 credit during the semester in which he/she takes the oral certifying examination (see *Maximum and Minimum Credits*). This requirement may be waived if the examination is administered during the Summer session immediately following a spring semester during which the student was registered and/or prior to a fall semester in which the student will be registered.

If the student fails the oral final certifying examination, the student shall be allowed to retake the examination only once, during the next Fall or Spring semester.

Format of Oral Final Certifying Examination

The student is responsible for forming the certifying committee and scheduling the examination. The committee consists of three College of Music faculty members. The make-up of the committee and the format of the examination vary from degree to degree (see below). The examination should be scheduled in a faculty studio for 75 minutes, although the examination itself will typically take only 60 minutes. The student should contact committee members at the beginning of the semester in which s/he intends to take the certifying examination. This should be in the final semester of required coursework or any semester thereafter.

Master of Music in Collaborative Piano, Conducting, Performance, Piano Pedagogy

Plan B only: The committee consists of three faculty members: the primary teacher, a second member from the area of the degree, and a member of either the music history or music theory faculty. Each committee member, working with the student, will develop a research question for the student to prepare in advance.

On the day of the examination, the student meets with the committee and makes a presentation of approximately 15 minutes per question. The student can use notes but should not read the answer. In most cases it is suggested that the student prepare, for the committee, a 1-2 page handout or organizational outline for each question. Musical examples (in score or on recordings or live) are recommended. Following the presentation, committee members will ask follow-up questions. Because the format of each question differs slightly, students are urged to ascertain the specific expectations of each committee member upon receipt of the research question.

Master of Music in Composition

Plan A only: The examination is a defense of the thesis/composition. The committee consists of three faculty members: the thesis advisor, a member of either the music history or music theory areas, and a third member from any area in the College. (This third member is typically a member of the composition area.) For the format of the defense, consult with your thesis advisor. The completed thesis must be submitted to each member of the committee at least one month prior to the defense.

Master of Music in Music Education

Plan A: The examination is a defense of the thesis. The committee consists of two faculty members from music education and a third at-large member (usually a faculty member with whom the student has taken course work). The thesis advisor will serve as chair. The completed thesis must be submitted to each member of the committee at least one month prior to the defense.

Plan B: The committee consists of three faculty members: two from music education (one of whom will act as chair) and a third at-large member (usually a faculty member with whom the student has taken course work). Each committee member, working with the student, will develop a question for the student to prepare in advance. At a time that is mutually agreed upon by the student and the chair, the student will write answers to each of the three questions. This on-campus exam will last 3 hours with approximately 1 hour allotted to each question. Approximately 1-2 weeks later, at a time that is mutually agreed upon by the student and each committee member, the oral examination will take place, at which the committee members may ask follow-up questions or ask for clarification of any of the written answers.

Master of Music in Music Theory

Plan B only: Please consult with the chair of the music theory area for details about these components and the required form for completion/submission to the Graduate Studies Office.

Master of Music in Jazz Studies

Plan B only: The committee consists of three faculty members from jazz studies area. The primary teacher will act as chair. For format information contact the Jazz Studies Office.

Master of Arts in Musicology

The committee consists of three faculty members: two from musicology (one of whom will act as chair) and a third at-large member from within or outside the College (usually a faculty member with whom the student has taken course work). In instances where additional expertise would be beneficial it is recommended that the committee include an additional faculty member from within or outside the College of Music. The completed thesis must be submitted to each member of the committee at least one month prior to the defense.

Doctor of Musical Arts and Doctor of Philosophy Degrees

Theory Orientation Examination

Every student admitted to a doctoral degree program in the College of Music other than music education, must take the College's graduate orientation examination in music theory, a two-part examination covering written music theory and aural skills, before the first day of classes of the student's first semester of enrollment in the degree. Any doctoral student in music education who is required to or intends to take one or more music theory courses must take the graduate orientation examination prior to enrolling in graduate-level music theory courses. The examination is given before the first day of classes in the fall, spring, and summer semesters. The lowest passing score for each part is 70%.

Doctoral students who score below 70% on the written music theory orientation examination must take MUS 200 Introduction to Music Theory. Students required to take MUS 200 must complete the course with a grade of 2.0 or higher **before** enrolling in any 800- or 900-level music theory course.

Doctoral students who score below 70% on the aural skills examination must take MUS 201 Aural Skills. Students required to take MUS 201 must take it either prior to or concurrently with their first music theory course at the 800 or 900-level and must complete it with a grade of 2.0 or higher.

MUS 200 and MUS 201 may not be used to meet the course or credit requirements of any College of Music degree program.

Selection of the Final Project Advisor

The selection of a dissertation/document/lecture-recital advisor is one of the most important decisions of your graduate career. The advisor most likely serves as your primary mentor during the progress of your degree and oftentimes throughout your professional career. For students in performance degrees the advisor is the primary teacher with whom you study.

- You should select your advisor no later than the end of your first year of study.
- The Area Chair will guide your selection of your advisor.
- Consult the following document for guidelines and appropriate expectations you can have of your faculty advisor:
Guidelines for Graduate Student Advising and Mentoring Relationships
(<https://grad.msu.edu/sites/default/files/content/researchintegrity/guidelines.pdf>)
- Consult with your advisor to develop a proposal and for information about the format and scope of your dissertation, document, and/or lecture-recital proposal research.
- Your advisor will coordinate your dissertation/document/lecture-recital efforts and give you regular feedback on your progress toward a successful conclusion.
- Consult with the Associate Dean for Graduate Studies if it becomes necessary to change your primary advisor.

About Applied Lessons, Required Recitals, and MUS 996

The DMA in Music Performance requires 24 credits of **MUS 996: Doctoral Recital**. MUS 996 credits are graded by the applied instructor. Faculty members will develop an individual syllabus for each student enrolled in 996, to reflect the specific expectations of that student. These credits reflect the work done in connection with all lessons, required recitals and the document and/or lecture-recital(s). During the first six semesters of study, the student typically enrolls in at least 3 credits per semester and is entitled to a one-hour lesson per week. (Enrolling for more credits does not entitle the student to additional lesson time: enrolling for less credits does not reduce lesson time.)

Following six semesters of enrollment, a student must enroll in at least 1 credit of 996 in any semester in which s/he is taking lessons or consistently working with a faculty member on a document or lecture-recital. After six semesters of enrollment, a student need not take lessons from their applied instructor in every semester of enrollment in 996. This decision must be made in consultation with the applied teacher.

Students must be enrolled in MUS 996 credits to receive lessons from their applied teacher. A student must be registered for at least 1 credit (usually 996) during the semester in which s/he defends the document and/or lecture-recital(s) (see *Maximum and Minimum Credits*)

Guidance Committee and Reports

Each graduate student admitted to a doctoral program has the responsibility to form a guidance committee. (See below for the make-up of individual committees.) Students in the PhD in music education and the DMA in Composition should speak with the area chair to determine the appropriate procedure for assembling the committee.

The following applies to students in the DMA in performance, collaborative piano, and conducting. It is the student's responsibility to contact each committee member in person (not via e-mail), asking if they will serve on the committee, and to meet individually with that committee member to determine required coursework. Specific area requirements and electives will be determined by the applied teacher, who chairs the committee. Specific coursework in music theory and musicology will be determined by the music theory and music history committee members, respectively. (NOTE: Before contacting an individual musicology professor the student must meet with the Chair of Musicology to discuss selection of a music history representative.)

The student should bring the form entitled 'Report of the Guidance Committee' (available at <http://music.msu.edu/information-for-students/for-graduate-students/doctoral-degrees-forms>) to the meeting with each committee member and write down the courses already taken and the required coursework discussed with that committee member. The student should use this form to enter their information into **GRADPLAN** in the New SIS (Student Information System). **GRADPLAN** will contact the professors for their approval of the entered program.

GradPlan <http://student.msu.edu>

GradPlan is a University requirement for ALL Master's, Doctoral and PhD students. Once your Guidance Committee Report is complete, you must enter this same information into the GradPlan system. This is considered your required coursework. With each major step in the completion of your degree there will be an approval step. At the end, when your coursework, comprehensive exams and your dissertation are completed, the Graduate School and the College of Music will sign the final approval for you to graduate.

Students pursuing more than one DMA degree must submit a GRADPLAN for EACH program.

Each DMA student is required to assemble a guidance committee, and develop and submit a guidance committee report prior to registering for the third semester of classes. For example, a student who enters in Fall 2021 must complete these tasks before registering for Summer or Fall Semester 2022. Students who fail to complete these tasks can have an administrative hold placed on their university account and will **not** be allowed to register for a third semester until the report is submitted.

Any desired or required changes in the membership of the guidance committee may be made by the graduate student with the concurrence of the committee chairperson or by the unit with the concurrence of the graduate student, in accordance with University and College policy. The membership of the guidance committee, with the concurrence of the graduate student, may be changed as appropriate to the research topic. Guidance committee chairpersons on leave shall provide for the necessary guidance of their advisees during their absence. **All changes must be submitted in writing via e-mail to the Graduate Studies office. All of these changes must also be noted in GRADPLAN.**

Any desired or required changes in the Musicology or Theory courses on the guidance committee report may be made by the graduate student with the concurrence of the committee member from that area. These changes should be changed as appropriate to the research topic. **ALL changes must be submitted in writing via e-mail to the Graduate Studies office. All of these changes must also be noted in GRADPLAN.**

DMA in Composition

Each committee will be made up of four faculty members: two in the area of music composition (one of whom must serve as the chairperson), one in the area of music theory, and one in the area of musicology. Each student in the program has a major professor who provides instruction in music composition, oversees the preparation of the

original composition, and oversees the final oral examination based upon that composition. This professor typically serves as chair of the guidance committee. In instances where additional expertise would be beneficial it is recommended that the guidance committee include an additional faculty member from within or outside the College of Music

DMA in Conducting

Each committee will be made up of four faculty members: two in the student's conducting area (one of whom will serve as chair), one in the area of music theory, and one in the area of musicology. Each student in the program has a major professor who provides instruction in the student's major area, oversees the musical content of the student's program, guides the preparation of required conducting appearances, oversees the preparation of the scholarly paper, and oversees the final oral examination. This professor typically serves as chair of the guidance committee. In instances where additional expertise would be beneficial it is recommended that the guidance committee include an additional faculty member from within or outside the College of Music.

DMA in Performance

Each committee will be made up of four faculty members: two faculty in the student's performance area (one of whom must serve as the chairperson), one in the area of music theory, and one in the area of musicology. Each student in the program has a major professor who provides instruction in the student's major area and oversees the musical content of the student's program. This professor typically serves as the chair of the guidance committee. In instances where additional expertise would be beneficial it is recommended that the guidance committee include an additional faculty member from within or outside the College of Music.

DMA in Collaborative Piano

Each committee will be made up of four faculty members: two faculty in the student's performance area (one of whom must serve as the chairperson), one in the area of music theory, and one in the area of musicology. Each student in the program has a major professor who provides instruction in the student's major area and oversees the musical content of the student's program. This professor typically serves as the chair of the guidance committee. In instances where additional expertise would be beneficial it is recommended that the guidance committee include an additional faculty member from within or outside the College of Music.

PhD in Music Education

Each committee will be made up of four faculty members: three in the area of music education (one of whom will serve as chair and as the student's major professor and primary advisor) and one from the student's cognate area. In instances where additional expertise would be beneficial it is recommended that the guidance committee include an additional faculty member from within or outside the College of Music.

Course Requirements

Courses (in addition to those numbered 996, 997, 998, 999) will be prescribed by the guidance committee to ensure that the student will have a comprehensive knowledge of a major field and related subjects. The courses that a student is required to complete will depend upon prior academic background in relation to the selected graduate program. Any deficiencies in a given area, as determined by the guidance committee, must be removed before the student may enroll in graduate level courses in that area.

Doctoral Comprehensive Examinations

All students who are enrolled in doctoral degree programs within the College of Music are required to pass comprehensive examinations. For details about those examinations, see the statements on those programs in the sections that follow. The comprehensive examinations are given during fall and spring semesters and the summer session.

Students must be registered for at least 1 credit during the semester(s) in which they take comprehensive examinations (see Maximum and Minimum Credits). This requirement is automatically waived if the examination is administered during the summer session immediately following a spring semester during which the

student was registered or prior to a fall semester in which the student will be registered. Scheduling, composing, and evaluating the comprehensive examinations is done in accordance with college policy.

In the case of a comprehensive examination that consists of more than one part, the date that the student passes the examination is the date on which he or she passes the final component of the comprehensive examination. The college shall make available to doctoral students upon matriculation a written explanation of comprehensive examination procedures. The comprehensive examinations must be passed before an oral defense of the dissertation or document and/or lecture-recital(s) can be scheduled.

For the Doctor of Philosophy and the Doctor of Musical Arts degrees, all of the comprehensive examinations must be passed within 5 years, and all remaining requirements for the degree must be completed within **8** years from the time when a student begins the first class at Michigan State University that appears on their doctoral program of study.

Requests for extension of the **8**-year period of time toward degree must be submitted to the Associate Dean for Graduate Studies. He will request approval from the Dean of The Graduate School and notify you of the decision.

Students who are enrolled in the **Doctor of Philosophy degree program with a major in music education** are required to take a comprehensive examination in the field of music education. This involves three questions from the music education core curriculum and one question from the cognate area. Questions are designed in collaboration with faculty, and the allowable core areas are Measurement (MUS 960), Philosophy (MUS 962), Conducting Research (MUS 965), Qualitative Research (MUS 966), Psychology (MUS 861), Curriculum (MUS 862), Sociology (MUS 863), and College Music Teaching (MUS 964).

Students should have completed the course prior to proposing a question in that area. The four questions are written at home, and students will have one month to complete and submit their documents. Faculty will have at least four weeks to read comprehensive examinations prior to the comprehensive examination defense meeting that includes all music education faculty and the professor who consulted on the cognate question. For specific details a student should consult with their academic advisor in music education. The comprehensive examinations in Music Education may be given during summer at the discretion of the area faculty. .

Students who are enrolled in the **Doctor of Musical Arts degree program in music composition** are required to take a comprehensive examination in the field of composition and the standard comprehensive examinations in music theory and musicology. Please see below for an explanation of the format of the musicology and music theory examinations. For specific details about the composition examination, please consult with the area chair in composition. The comprehensive examination in composition may be given during summer at the discretion of the area faculty.

Students who are enrolled in the **Doctor of Musical Arts degree program in music conducting** are required to take four comprehensive examinations: the standard comprehensive examinations in music theory and musicology; a question from the student's area in conducting to be written on campus; and a "take home" question from the student's area in conducting. Please see below for an explanation of the format of the musicology and music theory examinations. For specific details about the conducting examinations, please consult with the academic advisor in conducting.

Students who are enrolled in the **Doctor of Musical Arts degree program in music performance** are required to take the comprehensive examinations in music theory and musicology. Please see below for an explanation of the format of this examination.

Doctoral Comprehensive Examinations in Music Theory and Musicology

The doctoral comprehensive examinations in music theory and musicology are given during fall and spring semesters and the summer session. For specific dates, check with the Graduate Studies office.

Students planning to take the comprehensive must contact Susan Hoekstra, Graduate Advisor, (shoekst@msu.edu), at least six weeks prior to the exam date. No exceptions to this deadline will be allowed. Students who do not comply with this rule will not be allowed to take the comprehensive examination.

Eligibility

A student becomes eligible to attempt each of the two exams when finished with or in the last semester of coursework in that area. An eligible student may attempt either one or both exams on a given test date. If a student passes either the musicology or music theory exam, but not both; the successfully completed exam does not need to be retaken.

Preparing for the Comprehensive Examinations

Musicology: The comprehensive examination in musicology takes place in the morning, typically from 9:00 a.m.–12 noon. Students will receive a list of questions, with one question drawn from each of the 800- and 900-level musicology courses taught during the past five years. A maximum of two questions may be attempted and at least one question must be answered satisfactorily in order to pass this portion of the examination. Students must provide their own pencils, erasers, and writing and paper. Reference materials (in printed form, on computer media, or in any other form) are not permitted.

Theory: The comprehensive examination in music theory takes place in the afternoon, typically from 1:30–6:00 p.m. Students will receive a list of questions, with one question drawn from each of the 800- and 900-level theory courses taught during the past five years. A maximum of three questions may be attempted and at least two questions must be answered satisfactorily in order to pass this portion of the examination. Students must provide their own pencils, erasers, and writing and music paper. Reference materials (in printed form, on computer media, or in any other form) are not permitted.

The techniques, terminology, and skills addressed in a corresponding course are sufficient for answering the question satisfactorily. Reviewing course materials and consulting with the instructor of the class is strongly recommended.

- MUS 868 (separate question for each individual offering)
- MUS 869
- MUS 870
- MUS 871
- MUS 872
- MUS 873 (separate questions for Dr. Sly's and Dr. Stroud's sections; only 1 may be answered)
- MUS 874/977 (A single Schenker question covering both courses)
- MUS 875
- MUS 867/876/972 (A single keyboard skills question covering ALL courses)
- MUS 877/878 (A single orchestration question covering both courses)
- MUS 879
- MUS 891 (separate question for each individual offering)
- MUS 970/971 (a single pedagogy question covering both courses)
- MUS 973 (separate question for each individual offering)
- MUS 976 (separate question for each individual offering)

Dissertation/Document/Lecture-recital(s) Proposal

Students in the PhD in music education and the DMA in composition should consult with their advisor for the format and timeframe of the dissertation proposal.

Students in the DMA in conducting and those in the DMA in performance who elect to do a document and lecture-recital must develop a topic with their advisor and submit a proposal for approval by each member of the guidance committee. The proposal must be approved by the committee no less than 6 months prior to the date of the final oral examination. The proposal should be 2-3 pages in length and should summarize the principal “argument” of the document and/or lecture-recital. Consult with the chair of your guidance committee for additional suggestions

for the proposal's format or see <http://music.msu.edu/information-for-students/for-graduate-students/doctoral-degrees-forms>. **A suggested timeline for this process is included in the 'Advising Materials' section and on our website.**

Students in the DMA in performance who elect to do two lecture-recitals must develop each of the topics with their advisor and submit a separate proposal for each for approval by each member of the guidance committee. The proposal must be approved by the committee no less than 1 month prior to the "defense" of the lecture-recital. The proposal should be 2-3 pages in length and should summarize the principal "argument" of the lecture-recital. Consult with the chair of your guidance committee for additional suggestions for the proposal's format or see <http://music.msu.edu/information-for-students/for-graduate-students/doctoral-degrees-forms/>. **A suggested timeline for this process is included in the 'Advising Materials' section and on our website.**

Proposal Approval form (a fillable pdf) and a copy of the proposal must be submitted to the Graduate Studies Office. The Approval form must be signed by committee members or they may electronically sign the form. The proposal is not approved without all committee members acknowledgement.

https://www.music.msu.edu/assets/aa_BLANK_Proposal_Acceptance_2016_-_FILLABLE_1.pdf

Final Oral Examination

<https://www.music.msu.edu/information-for-students/for-graduate-students/forms>

Students must be registered for at least 1 credit during the semester(s) in which they take their final oral examination (see *Maximum and Minimum Credits*). The final oral examination is the defense of the dissertation, composition, document and/or lecture-recital(s).

The dissertation, composition or scholarly paper on which the final oral examination is based, must be submitted to the members of the student's guidance committee no later than four weeks before the final oral examination. In cases where the final oral examination involves a lecture-recital and document, the student must pass the defense of the lecture-recital and the document before the lecture-recital can be performed. In cases where the final oral examination involves two lecture-recitals, the student must pass the defense of the lecture-recital before that lecture-recital can be performed. Final oral examinations and performances of lecture-recitals are given during Fall and Spring semesters. They may be given during a Summer session with the approval of the Associate Dean for Graduate Studies **and every** member of the student's committee.

For the Doctor of Philosophy in Music Education degree, should the student's guidance committee fail to accept the dissertation or the student's performance on the final oral examination, the student shall be allowed to rewrite the dissertation or to retake the examination only once. The dissertation must be rewritten or the examination must be retaken within one year, during a Fall or Spring semester.

For the Doctoral of Musical Arts degree, should the guidance committee fail to accept the student's performance on the lecture-recital, the related paper, or the final oral examination, the student shall be allowed to repeat the performance of the lecture-recital, to revise the related paper, or to repeat the final oral examination. The lecture-recital must be repeated, the paper revised, or the oral examination repeated within one year, during a Fall or Spring semester.

The format of the final oral examination varies, depending on the degree program. The examination should be scheduled for 90 minutes.

- For students in the PhD degree in Music Education, the DMA in composition or the DMA in conducting, the examination is a defense of the dissertation, document, or final composition.
- For students in the DMA in performance who elect to do a lecture-recital and document, the oral examination is a presentation of the lecture-recital and a defense of the document. Formats vary somewhat depending on the primary teacher and the area, but generally the student is asked to present the lecture itself (approximately 30 minutes) and to be prepared to present the musical portion (approximately 30 minutes),

though often the committee will ask for only excerpts from the musical portion. The remainder of the examination is a defense of the document and the lecture.

- For students selecting the two lecture-recital option, the preceding format for the lecture-recital is followed. *For specific details about the defense, a student should consult with their primary teacher or the chair of their guidance committee.*

Additional Notes About Lecture-Recitals and the Document

The Chicago Manual of Style is the style manual preferred by most College of Music faculty for DMA documents. Because the document is submitted only to the College of Music Graduate Office and not to the Graduate School, formatting rules are not so stringently applied.

Please consult your document advisor, before you begin your work, for suggestions regarding formatting and appropriate length of your project. If your lecture-recital defense and/or the public presentation of your lecture-recital requires any special audiovisual equipment that is not normally present in the room you are using, you must notify Recording Services no less than 30 days in advance.

Institutional Review Board (IRB)

IRB is an acronym for Institutional Review Board. This is a committee established to review and approve research involving human subjects. The IRB office is part of the Human Research Protection Program (HRPP) which facilitates the MSU IRB review processes in accordance with federal, state, and local regulations, university policies, and ethical standards.

If you are planning to use interviews, observations, or other interactions with composers, musicians or performers for your research, you must go through the IRB approval process. This process protects you, the individuals you are interviewing, and the university.

What do I do?

As of December 1, 2017 students will enter their information using the CLICK system.

- 1.) With the assistance of your Guidance Committee, first determine if you will be using interviews, observations or other interactions with composers, musicians or performers for your research.
- 2.) If you will, then go to the HRPP website <https://hrpp.msu.edu/> Click on TEMPLATE. The form you need to fill out is **HR-512**. After filling out that form, save it.
- 3.) Go back to the HRPP home page and fill out the basic application using the CLICK System. They will ask you to attach the **HR-512** form you just saved.
- 4.) Wait to hear back from the HRPP office regarding your research. *Most if not all proposals submitted by DMA students are determined exempt.* If your proposal is determined exempt, you are finished with the process.

NOTE: Each research project is specialized. It is best to talk with the HRPP office for further instructions. You can also find information at hrpp@msu.edu. If your proposal is determined NON-exempt, then you will need to follow the steps the HRPP office suggests.

III. DEGREE REQUIREMENTS

Information in this section can be found in its entirety in MSU Academic Programs (<http://www.reg.msu.edu/AcademicPrograms/>)

Descriptions of the degree programs, organized by fields of study, are presented below. All of the graduate degree programs offered by the College of Music have been accredited by the National Association of Schools of Music.

For additional information about graduate programs in the College of Music, contact the Associate Dean for Graduate Studies.

Graduate Degree Programs

The College of Music offers the graduate degree programs that are listed below:

Master of Arts

- Musicology

Master of Music

- Collaborative piano
- Jazz studies
- Music composition
- Music conducting
- Music education
- Music performance
- Music theory
- Piano pedagogy

Doctor of Musical Arts

- Collaborative Piano
- Music composition
- Music conducting
- Music performance

Doctor of Philosophy

- Music education

Certificates

- *Performance Diploma*
- *Graduate Certificate in Music Theory*
- *Graduate Certificate in College Teaching*
- *Graduate Certificate in Music Career Development*
- *Graduate Certificate in Music Cognition*

Collaborative Piano

Master of Music

In addition to meeting the requirements of the University and of the College of Music, students must meet the requirements specified below.

Admission

To be considered for admission to the Master of Music degree program in collaborative piano, an applicant must present a live performance audition before and be interviewed by a committee of faculty in the piano area, including the director of the collaborative piano program. For an applicant who has a Bachelor of Music degree in piano performance from Michigan State University, the live performance audition may be waived at the discretion of the faculty in the piano area.

With the approval of the faculty in the piano area, an applicant may be considered for admission to the program on the basis of a high-quality audio recording of a recent performance including a solo piano work, one vocal-piano work, and one instrumental-piano work. An applicant who submits an audio recording may be admitted only on **provisional** status pending the presentation of a live performance audition before and an interview with the faculty in the piano area. The live performance and the interview must be completed before the end of the first semester of enrollment in the program and must meet the requirements of the piano area.

To be admitted to the Master of Music degree program in collaborative piano on regular status, an applicant must have:

1. A bachelor's degree in piano performance from a recognized educational institution, or have completed the courses in music performance that are required for the Bachelor of Music in piano performance from Michigan State University or their equivalents.
2. Presented a live performance audition and interview that was acceptable to the committee of faculty from the piano area.

Requirements for the Master of Music degree in Collaborative Piano

The program is available only under Plan B (without thesis). A total of 30 credits is required for the degree. The student's program of study must be approved by the student's academic advisor. The student must meet the requirements specified below:

1.

Complete all of the following courses (18 credits):	CREDITS
MUS 841 Seminar in Advanced Collaborative Piano Techniques	4
MUS 849 Piano Performance	2
MUS 850A Piano	4
MUS 850B Collaborative Piano	2
MUS 856 Chamber Music	2
MUS 896 Recital Performance (1cr each semester of enrollment)	4

2. Complete two courses in music theory at the 400 level or above.
3. Complete a 3-credit course in music history at the 400 level or above.
4. Complete 3 to 5 elective credits in music courses at the 400-level or above, exclusive of additional credits in MUS 849, MUS 850A, MUS 850B, and MUS 896.
5. Participate in music activities during four semesters of enrollment in the program. The activities must be approved by the student's academic advisor and must involve piano accompanying.
6. Successful completion of the oral certification examination.

- Complete 3 collaborative recitals. The faculty of the piano area must approve each recital in a pre-recital hearing. An AUDIO recording and program of each of the recitals is required and must be submitted to the Graduate Studies Office, via FileDepot. See page 108 for instructions.

Doctor of Musical Arts

In addition to meeting the requirements of the University and of the College of Music, students must meet the requirements specified below.

Admission

To be admitted to the Doctor of Musical Arts degree program in collaborative piano on regular status, an applicant must have:

- A master's degree in music from a recognized educational institution or a total of 30 credits of approved graduate course work.
- Presented a live performance audition acceptable to the committee appointed by the Dean of the College of Music.

Applicants must present a live 40-minute audition, including 30 minutes of performance that demonstrates proficiency in solo performance and instrumental and vocal accompanying and approximately 10 minutes of discussion on one or more of the works, that is acceptable to the committee appointed by the Dean of the College of Music.

Applicants must also be prepared to respond to questions from the audition panel on the entire program.

With the approval of the faculty in the piano area, an applicant may be considered for admission to the program on the basis of a high-quality audio recording of a recent performance rather than based on a live performance audition. An applicant who submits an audio recording may be admitted only on **provisional** status pending the presentation of a live performance audition before a faculty committee appointed by the Dean of the College of Music. The audition must be presented before the end of the first semester of enrollment in the program.

Guidance Committee

The Associate Dean of Graduate Studies or their designee must be a member of the student's guidance committee and must serve as its chairperson. The Director of Collaborative Piano, a second faculty member from the piano area, one faculty member from the area of musicology, and one faculty member from the area of music theory must be members of the student's guidance committee. In instances where additional expertise would be beneficial, it is recommended that the guidance committee include a faculty member from within or outside the College of Music.

Requirements for the Doctoral of Musical Arts Degree in Collaborative Piano

Each student in the program has a major professor who provides instruction in collaborative, oversees the musical content of the student's program, guides the preparation of required recitals, oversees the preparation of the scholarly paper, lecture-recital(s) and the final oral examination. Normally, the student studies with the major professor for six semesters.

The student must meet the requirements specified below:

-

Complete all of the following courses (11 credits)	CREDITS
MUS 830 Research Methods and Materials in Music	3
MUS 840 Chamber Music Literature with Piano	2
MUS 841 Seminar in Advanced Collaborative Piano Techniques	4
MUS 842 Vocal Coaching Techniques	2

2. Complete at least 6 credits of 800- or 900-level courses in musicology and three courses in music theory, as specified by the student's guidance committee
3. Demonstrate proficiency in two languages by completing two of the following options. Courses completed at another university may be used to satisfy this requirement.

a.		CREDITS
	FRN 101 Elementary French I	4
	MUS 219 French Diction for Singers	1

b.		CREDITS
	GRM 101 Elementary German I	4
	MUS 248 German Diction for Singers	1

c.		CREDITS
	ITL 101 Elementary Italian I	4
	MUS 144 Italian Diction for Singers	1

4. Pass the written comprehensive examinations in musicology and music theory. Students become eligible to take the comprehensive examination in either of these areas during the semester in which they are completing the required course work in that area.

5. Complete the following requirements in lieu of 24 credits of Music 999, a doctoral dissertation, and a final oral examination in defense of the dissertation:

- a. Complete 24 credits of Music 996 *. These credits must include at least six semesters of collaborative piano, at least three semesters of applied piano and at least two semesters of collaborative performance of vocal repertoire. These requirements may be met concurrently * *MUS 996:005 Collab.Piano (17 credits), MUS 996:001, MUS 996:005, or MUS 996:006 Piano Perf (3 credits: 1 during each of 3 semesters) and MUS 996:028 Vocal Coaching (4 credits)*

- b. Perform **five** public collaborative recitals that have been approved by a committee of faculty from the student's area, two of which must be presented within two consecutive semesters, excluding summers. Two of the recitals must be instrumental recitals; two of the recitals must be vocal recitals. The fifth recital may be either an instrumental or vocal recital. An AUDIO recording and program of each of the recitals is required and must be submitted to the Graduate Studies Office, via FileDepot. See page 108 for instructions.

- c. Complete one of the following three options:

- i. Present a **lecture-recital** twice, first to the student's guidance committee as part of an oral examination and then to the public **and** submit a **scholarly paper** upon which the lecture-recital is based. In no case may the lecture-recital be presented publicly until it has been approved by the committee. The oral examination will be a defense of the lecture-recital and the paper. A recording of the lecture-recital is required and must be submitted to the Graduate Studies Office.

- ii. Present **two lecture-recitals**. Each lecture-recital must be presented twice, first to the student's guidance committee as part of an oral examination and then to the public. In no case may the lecture-recital be presented publicly until it has been approved by the committee. **Each** oral examination will be a defense of one of the lecture-recitals. A recording of **each** lecture-recital is required and must be submitted to the Graduate Studies Office.

- iii. With the unanimous consent of the student's guidance committee, submit a **scholarly paper** of major scope, comparable to a traditional dissertation, and take a final oral examination based on the paper.

Proposal Approval paperwork for each lecture-recital and the scholarly paper must be approved in writing by all members of the guidance committee no less than SIX months before the oral examination on that lecture-recital may occur. A recording of the public lecture-recital(s) and the scholarly paper will be retained by the College as part of the permanent degree record.

[https://www.music.msu.edu/assets/aa_BLANK_Proposal_Acceptance_2016 - FILLABLE 1.pdf](https://www.music.msu.edu/assets/aa_BLANK_Proposal_Acceptance_2016_-_FILLABLE_1.pdf) and <https://www.music.msu.edu/assets/FileDepotdirections.pdf>

In the case of (1) and (3) above, the student must have completed successfully all of the required course work (with the exception of Music 996 Doctoral Recital Performance), the comprehensive examination, the required public recitals, and the scholarly paper before the final oral examination may occur.

In the case of (2) above, the student must have completed successfully all of the required course work (with the exception of Music 996), the comprehensive examination, and the required public recitals before either of the oral examinations may occur.

Academic Standards

Doctoral study presumes continuing excellence in course work, reading, and writing. **A student may accumulate no more than 6 credits with a grade below 3.0 in courses that are to be counted toward the degree.**

With regard to 4. (c) (1) above, the student's performance on the lecture-recital and the related scholarly paper and the final oral examination based on the lecture-recital and the paper must be approved by the members of the student's guidance committee with not more than one dissenting vote. Should the committee fail to accept the student's performance on the lecture-recital and the related paper or the final oral examination, the student shall be allowed to repeat the performance of the lecture-recital or to revise the related paper or to repeat the final oral examination. The lecture-recital must be repeated or the paper revised or the oral examination repeated within one year, during a fall or spring semester.

With regard to 4. (c) (2) above, the student's performance on each of the two lecture-recitals and the final oral examination based on each lecture-recital must be approved by the members of the student's guidance committee with not more than one dissenting vote. Should the committee fail to accept the student's performance on either lecture-recital or the final oral examination, the student shall be allowed to repeat the performance of the lecture-recital or to repeat the final oral examination. The lecture-recital must be repeated or the oral examination repeated within one year, during a fall or spring semester.

With regard to 4. (c) (3) above, the student's performance on the scholarly paper and the final oral examination based on the paper must be approved by the members of the student's guidance committee with not more than one dissenting vote. Should the committee fail to accept the student's performance on the paper or the final oral examination, the student shall be allowed to revise the related paper or to repeat the final oral examination. The paper must be revised or the oral examination repeated within one year, during a fall or spring semester.

Jazz Studies

Master of Music

In addition to meeting the requirements of the University and of the College of Music, students must meet the requirements specified below.

Admission

To be considered for admission to the Master of Music degree program in jazz studies, an applicant must present a live performance audition before a committee of faculty in the jazz studies area, including the director of the jazz studies program, and take the Jazz Musicianship Proficiency Examination.

For an applicant who has a Bachelor of Music degree in jazz studies from Michigan State University, the live performance audition may be waived at the discretion of the faculty in the jazz studies area.

With the approval of the faculty in the jazz studies area, an applicant may be considered for admission to the program on the basis of a high-quality audio recording of a recent jazz performance.

An applicant who submits an audio recording may be admitted only on **provisional** status pending the presentation of a live performance audition before the faculty in the jazz studies area and taking the Jazz Musicianship Proficiency Examination. The live performance and the proficiency examination must be completed before the end of the first semester of enrollment in the program and must meet the requirements of the jazz studies area.

To be admitted to the Master of Music degree program in jazz studies on regular status, an applicant must have:

1. A bachelor's degree in jazz studies, music performance, or music education from a recognized educational institution.
2. Presented a live performance audition that demonstrates technical and improvisational skill equivalent to the level of MUS 304: Advanced Jazz Musicianship IV.
3. Demonstrated proficiency in the knowledge of jazz theory and jazz piano proficiency by passing the Jazz Musicianship Proficiency Examination with a grade of 3.5 or better.

Requirements for the Master of Music degree in Jazz Studies

The program is available only under Plan B (without thesis). A total of 35 credits is required for the degree. The student's program of study must be approved by the student's academic advisor. The student must meet the requirements specified below:

1.

Complete all of the following courses (27 credits)	CREDITS
MUS 400 Jazz Arranging and Composition I * (with MUS 800)	2
MUS 401 Jazz Arranging and Composition II ** (with MUS 800)	2
MUS 438 Jazz Pedagogy I *	2
MUS 439 Jazz Pedagogy II **	2
MUS 800 Advanced Jazz Arranging and Composition ***	2
MUS 801 Advanced Jazz Improvisation I (Fall of Even Years)	2
MUS 802 Advanced Jazz Improvisation II (Spring of Odd Years)	2
MUS 810 Graduate Jazz History **	3
MUS 885 Advanced Jazz Styles and Analysis I (Fall of Odd Years)	2
MUS 886 Advanced Jazz Styles and Analysis II (Spring of Even Years)	2
MUS 896 Graduate Recital Performance ***	4
MUS 964 Seminar in College Music Teaching (Fall and Spring of Even Years)	2

* Course is offered **only** in Fall semester

** Course is offered **only** in Spring semester

*** Course is offered every Fall semester and every Spring semester

2.

Complete 4 credits of one of the following courses * :

MUS 850J Jazz Piano	MUS 854J Jazz Brass
MUS 852J Jazz Strings	MUS 855J Jazz Percussion
MUS 853J Jazz Woodwinds	

* Usually taken during the first two semesters (2 credits per semester).

3. Complete 1 credit in a music course at the 400-level or above, exclusive of additional MUS 896 credits or additional credits in your major instrument. Please see Electives list under the 'Advising Materials' section.

- Participate in music activities during four semesters of enrollment in the program. The activities must be approved by the student's academic advisor. For Jazz Woodwind and Brass students, this requirement must be met by playing in Jazz Orch I, II, or III. For Rhythm Section (Bass, Drum Set, Guitar, Piano) students, this requirement must be met by playing in one of the following: Jazz Orch I,II,or III or Jazz Octect I, II, III, or IV. Students will also be assigned to Jazz Combos during all four semesters.

5.

Complete 3 credits in one of the following courses	Credits
MUS 861 Seminar in Psychology of Music Education	3
MUS 862 Seminar in Music Curriculum and Methodology	3
MUS 863 Seminar in Sociology of Music Education	3

- Complete one recital. The faculty of the jazz studies area must approve the recital in a pre-recital hearing. An AUDIO recording and program of the recital is required and must be submitted to the Graduate Studies Office, via FileDepot. See page 108 for instructions.
- Successful completion of the oral final certifying examination.

Music Composition

Master of Music

In addition to meeting the requirements of the University and of the College of Music, students must meet the requirements specified below.

Admission

To be considered for admission to the Master of Music degree program in music composition, an applicant must submit to the College of Music two original compositions representative of the applicant's creative work. Applicants are encouraged (but not required) to include in the application portfolio audio CD or video recordings of performances of all musical scores they submit. "Live" recordings are preferred, but MIDI realizations are acceptable.

To be admitted to the program on regular status, an applicant must have a bachelor's degree in music composition from a recognized educational institution, or the applicant must have completed the courses in music composition that are required for the Bachelor of Music degree in composition at Michigan State University or their equivalents.

Requirements for the Master of Music Degree in Music Composition

The program is available only under Plan A, for which an original composition is required in lieu of a thesis. A total of 33 credits are required for the degree. The student's program of study must be approved by the student's academic advisor. The student must meet the requirements specified below:

1.

Complete all of the following courses (21 credits)	Credits
MUS 422 Music of the 20th-Century	2
MUS 892A Seminar in Mus of the 20 th -Century	1
MUS 871 Adv. Tonal Counterpoint	3
MUS 880 Composition	4
MUS 881 Seminar in Composition	4
MUS 978 Late 20th-and 21st-Century Techniques	2
MUS 899 Master's Thesis Research	4

2. Complete 8 credits from the courses in Group A and Group B below with at least 2 but not more than 4 credits from Group B:

a.

Group A

MUS 870 Adv. Modal Counterpoint	3
MUS 872 Tonal Forms	2
MUS 873 Early 20 th -Century Techniques	2
MUS 874 Schenkerian Analysis	2
MUS 877 Scoring for Orchestra & Band	2
MUS 878 Advanced Scoring for Orchestra & Band	2
MUS 879 Tonal Literature & Analysis	3
MUS 970 Pedagogy of Theory I	3
MUS 971 Pedagogy of Theory II	3
MUS 977 Schenkerian Analysis II	3

b.

Group B

MUS 882 Composition with Computers	2
MUS 883 Advanced Computer Music Projects	2
* PHL 474 Aesthetic Theory and Modernism	4

Note. Either MUS 970 or 971, but not both of those courses, may be used to satisfy the requirements referenced in item 2a.

Note. Either MUS 874 or 977, but not both of those courses, may be used to satisfy the requirements referenced in item 2a

* PHL 474 may be counted toward the requirements for the degree only if it is taught by a faculty member in the College of Music.

3. Complete 4 credits in music performance at the 800–900-level or 2 credits in music performance at the 800-900 level and 2 credits in conducting at the 800-900 level.
4. Participate in music activities during 2 semesters of enrollment in the program. The activities must be approved by the student's academic advisor and must be selected from chamber music, chorus, jazz band or ensemble, orchestra, wind ensemble or new music ensemble.
5. Successful completion of the oral final certifying examination and submission of the completed composition to the Graduate Studies Office via musgrad@msu.edu.

Doctor of Musical Arts

In addition to meeting the requirements of the University and of the College of Music, students must meet the requirements specified below.

Admission

To be considered for admission to the Doctor of Musical Arts degree program in music composition, an applicant must submit to the College of Music two original compositions representative of the applicant’s creative work. Applicants are encouraged (but not required) to include in the application portfolio audio CD or video recordings of performances of all musical scores they submit. “Live” recordings are preferred, but MIDI realizations are acceptable.

To be admitted to the program on regular status, an applicant must have a master's degree in music composition from a recognized educational institution or a total of 30 credits of approved course work.

Guidance Committee

A faculty member in the area of music composition must serve as the chairperson of the student's guidance committee. One additional faculty member in the area of music composition, one faculty member in the area of music theory, and one faculty member in the area of music history must also be members of the student's guidance committee. Each student in the program has a major professor who provides instruction in music composition, oversees the preparation of the original composition, and oversees the final oral examination based upon that composition.

Requirements for the Doctor of Musical Arts Degree in Music Composition

The student must:

1. Complete MUS 830 Research Methods and Materials in Music and the courses in music composition, music theory, and musicology that are specified by the student's guidance committee.
2. Complete any cognate area and related courses that are specified by the student's guidance committee.
3. Pass the written comprehensive examinations in composition, musicology, and music theory. Students become eligible to take the comprehensive examination in each of these areas during the semester in which they are completing the required course work in that area, with the exception of MUS 998 credits.
4. Complete the following requirements in lieu of 24 credits of MUS 999, a dissertation, and a final oral examination over the dissertation:
 - a. Complete 24 credits of MUS 998.
 - b. Submit an original music composition. The composition must be acceptable to the student's guidance committee.
5. The student must have completed successfully all of the required course work (with the exception of MUS 998), the comprehensive examinations, and the original composition before the final oral examination may be scheduled.

A copy of the composition referenced in item 4 will be retained by the College as part of the permanent degree record.

Academic Standards

Doctoral study presumes continuing excellence in course work, reading, and writing. **A student may accumulate no more than 6 credits with a grade below 3.0 in courses that are to be counted toward the degree.** Credit will not be awarded for any course in which the student receives a grade less than 2.0

The student's original composition and the student's performance on the final oral examination based on the composition must be approved by the members of the student's guidance committee with not more than one dissenting vote. Should the committee fail to accept either the student's composition or the student's performance on the final oral examination based on the composition, the student shall be allowed to rewrite the composition or to repeat the final oral examination based on the composition only once. The composition must be rewritten or the examination must be retaken within one year, during a Fall or Spring semester.

Music Conducting – Wind, Choral and Orchestral

Master of Music

In addition to meeting the requirements of the University and of the College of Music, students must meet the requirements specified below.

Admission

To be admitted to the Master of Music degree program in music conducting on regular status, an applicant must have:

1. A bachelor's degree in music from a recognized educational institution, or have completed the courses in music that are required for a bachelor's degree in music from Michigan State University or their equivalents.
2. Presented a live performance audition that was acceptable to the committee of faculty in conducting.

When applying for admission to the Master of Music degree program in music conducting, an applicant must specify one of the following three **major** areas: wind conducting, choral conducting, or orchestral conducting.

With the approval of the faculty in an applicant's *major* area, an applicant may be considered for admission to the program on the basis of a high-quality recording of a recent performance, rather than on the basis of a live performance audition. An applicant must submit a video recording showing a front view of the applicant conducting a minimum of 10 minutes. An applicant who submits a recording may be admitted only on *provisional* status pending the presentation of a live conducting audition before a faculty committee in the applicant's *major* area. The audition must be presented before the end of the first semester of enrollment in the program. The audition must be in the **major** area of conducting that the applicant specifies.

To schedule an audition, an applicant should contact the College of Music Admissions Office. An applicant who selects the **orchestral conducting** area must obtain a list of required repertoire from the Director of Orchestras in the College of Music.

Requirements for the Master of Music Degree in Conducting

The student must meet the requirements for one of the following three major areas of conducting: wind conducting, choral conducting, or orchestral conducting.

Wind Conducting

The program is available only under Plan B (without thesis). A total of 30 credits is required for the degree. The student's program of study must be approved by the student's academic advisor. The student must meet the requirements specified below:

1.

Complete all of the following courses (17 credits):	Credits
MUS 858A Seminar in Wind Conducting	6
MUS 897 Concert Conducting	4

The student must conduct a full program in a public choral concert, or conduct a series of pieces in two or more public band concerts. A program of each recital is required and must be submitted to the Graduate Studies Office, via FileDepot. See page 108 for instructions.

1. Complete 6 credits in musicology at the 400-level or above and two courses in music theory (4 to 6 credits) at the 400-level or above (10 to 12 credits).

2. Complete 8 to 10 elective credits in music courses at the 400-level or above, exclusive of additional MUS 897 credits. Please see Electives list under the ‘Advising Materials’ section.
3. Participate in music activities during two semesters of enrollment in the program. The activities must be approved by the student's academic advisor and must involve band.

Choral Conducting

The program is available only under Plan B (without thesis). A total of 30 credits is required for the degree. The student's program of study must be approved by the student's academic advisor. The student must meet the requirements specified below:

- 1.

Complete all of the following courses (17 credits):	Credits
MUS 857 Seminar in Choral Literature	6
MUS 858B Seminar in Orchestral Conducting	1
MUS 858C Seminar in Choral Conducting	6
MUS 891 Score Study and Interpretation Through String Bowing	1
MUS 897 Concert Conducting	4

The student must conduct a full program in a public choral concert, or conduct a series of pieces in two or more public choral concerts. A program of each recital is required and must be submitted to the Graduate Studies Office, via FileDepot. See page 108 for instructions.

2. Complete 6 credits in music history at the 400-level or above and two courses in music theory (4 to 6 credits) at the 400-level or above (10 to 12 credits).
3. Complete 3-5 elective credits in music courses at the 400-level or above, exclusive of additional MUS 897 credits. Please see Electives list under the ‘Advising Materials’ section.
4. Demonstrate proficiency in French, German, Italian, English, and Latin through an assessment administered as part of the audition process.

Lack of proficiency in any language must be addressed by enrolling in MUS 845 Secondary or Specialist Emphasis: Voice, which will focus on repertoire in the deficient language(s) and will include a jury for the voice faculty

5. Demonstrate proficiency in vocal pedagogy by taking MUS 340 Methods and Literature for Voice. These credits will not count toward the 30 credits required for the degree. This requirement will be waived if the student's transcript shows successful completion of a similar course previously.
6. Participate in music activities during two semesters of enrollment in the program. The activities must be approved by the student's academic advisor and must involve choir.

Orchestral Conducting

The program is available only under Plan B (without thesis). A total of 30 credits is required for the degree. The student's program of study must be approved by the student's academic advisor. The student must meet the requirements specified below:

- 1.

Complete both of the following courses (10 credits):	Credits
MUS 858B Seminar in Orchestral Conducting	6
MUS 897 Concert Conducting	4

The student must conduct a full program in a public choral concert, or conduct a series of pieces in two or more public orchestral concerts. A program of each recital is required and must be submitted to the Graduate Studies Office, via FileDepot. See page 108 for instructions.

2. Complete 6 credits in music history at the 400-level or above and two courses in music theory (4 to 6 credits) at the 400-level or above (10 to 12 credits).
3. Complete 1 to 4 credits in music performance at the 800–900-level.
4. Complete 4 to 9 elective credits in music courses at the 400-level or above, exclusive of additional MUS 897 credits. Please see Electives list under the ‘Advising Materials’ section.
5. Demonstrate proficiency in French, German, Italian, English, and Latin through an assessment administered as part of the audition process. Lack of proficiency in any language must be addressed by enrolling in MUS 845 Secondary or Specialist Emphasis: Voice, which will focus on repertoire in the deficient language(s) and will include a jury for the voice faculty.
6. Participate in music activities during two semesters of enrollment in the program. The activities must be approved by the student's academic advisor and must involve orchestra.

Academic Standards

A grade of 3.0 or higher is required for MUS 897.

Doctor of Musical Arts

In addition to meeting the requirements of the University and of the College of Music, students must meet the requirements specified below.

Admission

To be admitted to the Doctor of Musical Arts degree program in music conducting on regular status, an applicant must have:

1. A master's degree in music from a recognized educational institution or a total of 30 credits of approved graduate course work.
2. Presented a live performance audition that was acceptable to the committee appointed by the Dean of the College of Music.

When applying for admission to the Doctor of Musical Arts degree program with a major in music conducting, an applicant must specify one of the following three **major** areas: wind conducting, choral conducting, or orchestral conducting.

With the approval of the faculty in an applicant's *major* area, an applicant may be considered for admission to the program on the basis of a high-quality recording of a recent performance, rather than on the basis of a live performance audition. An applicant must submit a video recording showing a front view of the applicant conducting a minimum of 10 minutes. An applicant who submits a recording may be admitted only on *provisional* status pending the presentation of a live performance audition before a faculty committee appointed by the Director of the College of Music. The audition must be presented before the end of the first semester of enrollment in the program. As part of the audition, an applicant must present a 10-minute lecture on a topic related to conducting.

The applicant may be asked to conduct a live performance group or to illustrate appropriate conducting techniques in relation to printed scores. The applicant may submit video and audio recordings of performances that he or she has conducted. For additional information about the Doctor of Musical Arts degree program in conducting, contact the Director of Bands, the Director of Choral Activities, or the Director of Orchestras in the College of Music.

Guidance Committee

The Associate Dean for Graduate Studies or their designee must be a member of the student's guidance committee and must serve as its chairperson. At least two faculty members in the student's conducting area, one faculty member in the area of music theory, and one faculty member in the area of musicology must also be members of the student's guidance committee.

Each student in the program has a major professor who provides instruction in the student's major area, oversees the musical content of the student's program, guides the preparation of required conducting appearances, oversees the preparation of the scholarly paper, and oversees the final oral examination. Normally, the student studies with the major professor for four semesters. In instances where additional expertise would be beneficial it is recommended that the guidance committee include an additional faculty member from within or outside the College of Music.

Requirements for the Doctoral of Musical Arts Degree in Conducting

The student must:

1.

Complete 8 credits from the following courses:	Credits
MUS 958A Seminar in Wind Conducting	8
MUS 958B Seminar in Orchestral Conducting	8
MUS 958C Seminar in Choral Conducting	8

2. Complete a minimum of 3 credits in Music 830 Research Methods and Materials in Music, three courses in music theory at the 800- or 900-level, and at least 6 additional credits of 800 or 900-level courses in music history as specified by the student's guidance committee.
3. Complete at least 6 credits of electives, as specified by the student's guidance committee. Please see Electives list under the 'Advising Materials' section for a list of options.
4. Pass the written comprehensive examinations in musicology and music theory and two examinations related to the student's area of conducting. One of these will be a take-home examination. The other will be taken on the MSU campus. Students become eligible to take the comprehensive examination in each of these areas during the semester in which they are completing the required course work in that area.
5. Complete the following requirements in lieu of 24 credits of MUS 999, a doctoral dissertation, and a final oral examination in defense of the dissertation:
 - a. Complete 24 credits of MUS 997 Doctoral Conducting.
 - b. Direct various ensembles on four different programs containing repertoire which demonstrates the ability to program creatively, to execute music in various period styles and forms, and to work effectively with diverse groups.

Performing groups for the required conducting appearances may be ensembles from the College of Music, or any school, church, or community musical ensemble able to meet the demands of the repertoire. Two of the first three conducting appearances must be presented within six calendar months of each other. The first three conducting appearances will be graded by the major professor and by at least one other faculty member in the student's major area. The fourth conducting appearance must involve a complete program. This appearance will be graded by all of the members of the student's guidance committee with the exception of the Associate Dean for Graduate Studies.

Every conducting appearance must be video recorded in the format specified by the student's major professor. With the prior approval of the student's major professor, any of the four required conducting appearances may take place off campus. In the event that a conducting appearance is off campus, the grade may be based on an evaluation of the video recording of the appearance. A program of each recital is required and must be submitted to the Graduate Studies Office, via FileDepot. See page 108 for instructions.

- c. Submit a scholarly paper exhibiting a thorough understanding of a significant and relevant topic approved by the student's guidance committee and take a final oral examination of approximately two hours based on the paper.

A proposal for the document must be approved in writing by all members of the guidance committee no less than one calendar year before the oral examination can occur.

The student must have completed successfully all of the required course work (with the exception of Music 997), the comprehensive examinations, the four conducting appearances, and the scholarly paper before the final oral examination may take place.

A final copy of the document will be retained by the college as part of the permanent degree record. This final copy must be approved by the guidance committee and submitted to the Graduate Studies Office before the degree can be completed.

6. Students majoring in choral conducting must complete MUS 891 Special Topics and enroll in the section on Score Study and Interpretation through String Bowing.
7. Students majoring in choral conducting must demonstrate proficiency in vocal pedagogy by taking MUS 340 Methods and Literature for Voice. These credits will not count toward those required for the degree. This requirement will be waived if the student's transcript shows successful completion of a similar course at another institution.
8. Students majoring in choral or orchestral conducting must demonstrate proficiency in French, German, Italian, English, and Latin through an assessment administered as part of the audition process. Lack of proficiency in any language must be addressed by enrolling in MUS 845 Secondary or Specialist Emphasis: Voice, which will focus on repertoire in the deficient language(s) and will include a jury for the voice faculty.

Academic Standards

Doctoral study presumes continuing excellence in course work, reading, and writing. **A student may accumulate no more than 6 credits with a grade below 3.0 in courses that are to be counted toward the degree.** Credit will not be awarded for any course in which the student receives a grade less than 2.0.

The student's performance on the final oral examination and the scholarly paper on which the examination is based must be approved by the members of the student's guidance committee with not more than one dissenting vote. Should the committee fail to accept the final oral examination or the paper, the student shall be allowed to repeat the final oral examination, or to rewrite the paper, only once.

The examination must be retaken, or the paper must be rewritten, within one year, during a Fall or Spring semester.

Music Education

Master of Music

In addition to meeting the requirements of the University and of the College of Music, students must meet the requirements specified below.

Admission

To be admitted to the Master of Music degree program in music education on regular status, an applicant must have a bachelor's degree in music education from a recognized educational institution, or have completed the courses in music education that are required for the Bachelor of Music degree in music education at Michigan State University or their equivalents.

The program is available under both Plan A (with thesis) and Plan B (without thesis). A total of 30 credits is required for the degree under Plan A or Plan B. The student's program of study must be approved by the student's academic advisor. The student must meet the requirements specified below:

Requirements for the Master of Music Degree in Music Education (Plan A and Plan B)

1.

Complete four of the following courses in music education (12 credits):	Credits
MUS 860 Philosophical Consideration in Music Education	3
MUS 861 Seminar in Psychology of Music Education	3
MUS 862 Seminar in Music Curriculum and Methodology	3
MUS 863 Seminar in Sociology of Music Education	3
MUS 864 Research in Music Education	3

2. Complete a minimum of 10 credits including:

- A minimum of 3 credits in graduate courses in musicology.
- A minimum of 3 credits in graduate courses in music theory.
- A minimum of 2 credits in graduate courses in music performance or music conducting.
- A minimum of 2 credits of 800-level courses in music conducting, music performance, composition, music theory, or musicology.

3. Complete 4 additional credits in graduate courses within or outside the College of Music. Please see Electives list under the 'Advising Materials' section for a list of options.

4. A student who completes fewer than 1 credit of music performance in partial fulfillment of the requirements for the Master of Music degree with a major in music education must pass a performance test on an instrument or in voice. The test will be administered by one faculty member in music education and one faculty member in either instrumental or vocal music performance.

5. Participate in music activities during two semesters or two summer sessions of enrollment in the program. The activities must be approved by the student's academic advisor and must be selected from band, chorus, jazz band, and orchestra.

Additional Requirements for Plan A

1.

Complete the following course:	Credits
MUS 899 Master's Thesis Research	4

Additional Requirements for Plan B

1. Complete 4 additional credits in graduate courses in music education.
2. Pass a 3-hour written comprehensive examination.

Doctor of Philosophy

In addition to meeting the requirements of the University and of the College of Music, students must meet the requirements specified below.

Admission

To be considered for admission to the Doctor of Philosophy degree program in music education, an applicant must:

1. Submit to the College of Music their master's thesis, if a thesis was required for the master's degree. An applicant who did not complete a thesis must submit a comparable sample of their academic or professional writing.
2. Have completed successfully at least three years of employment as a music teacher, as evidenced in letters of recommendation and other documents submitted in support of the application.
3. Include, in the letter required by the College, a 500- to 700-word essay about the applicant's professional experience and future professional goals.

To be admitted to the program on regular status, an applicant must have a master's degree in music education or a total of 30 credits of approved graduate course work.

Students who are admitted to the doctoral program in music education should have completed each of the following graduate courses with a grade of at least 3.0 (B):

- *One music history course from the Baroque period or earlier (pre-1750)*
- *One music history course from the Classical period or later (post-1750), and*
- *One music theory course in advanced analysis.*

A student who has not completed such courses will be required to complete those courses, in addition to completing the courses that are required for the doctoral degree.

Guidance Committee

The student's guidance committee, which must be formed in the first year of graduate study, should consist of an advisor, who must be a music education faculty member, two additional music education faculty members, and one member of the faculty in the student's cognate area.

Requirements for the Doctor of Philosophy Degree in Music Education

The student must:

1. Complete 24 credits of MUS 999 Doctoral Dissertation
2. Complete a minimum of 36 credits of course work as specified below:
 - a. Music Education Core (14 or 15 credits):

All of the following (12 credits):	Credits
MUS 960 Seminar in Measurement in Music Education	3
MUS 962 Adv. Stud in the Philosophy of Music Education	3
MUS 965 Conducting Research in Music Education	3
MUS 966 Seminar in Qualitative Research in Music Education	3

One of the following courses (2 or 3 credits):	Credits
MUS 861 Seminar in Psychology of Music Education	3
MUS 862 Seminar in Music Curriculum and Methodology	3
MUS 863 Seminar in the Sociology of Music Education	3
MUS 964 Seminar in College Teaching	2

- b. Music Cognate:
9 credits in graduate courses in *one* of the following areas: composition, conducting, jazz, musicology, theory, or performance.
- c. Electives:
12 credits in graduate courses within or outside the College of Music. Please see Electives list under the 'Advising Materials' section for a list of options.
3. Demonstrate competency in teaching. This requirement must be met by teaching a college-level music course or ensemble under the guidance of a faculty member.
4. Demonstrate competency in scholarship. This requirement must be met by writing and submitting for publication a scholarly paper on an aspect of music education and presenting the paper at an on-campus or off-campus colloquium that has been approved by the student's academic advisor.

Master of Music Performance

Master of Music

In addition to meeting the requirements of the University and of the College of Music, students must meet the requirements specified below.

Admission

When applying for admission to the Master of Music degree program in music performance, an applicant must specify one of the following three broad performance areas that he or she wishes to pursue: instrumental music, instrumental specialist, or vocal music.

An applicant who selects the **instrumental music** area must also specify the **major** instrument or group of instruments (e.g., piano, harp, flute, or percussion instruments) from the categories listed below:

- Brass and percussion: trumpet, horn, trombone, euphonium, tuba, and percussion
- Keyboard: piano
- Stringed instruments: harp, violin, viola, cello, double bass
- Woodwinds: flute, oboe, clarinet, saxophone, bassoon

An applicant who selects the **instrumental specialist** area must also specify one of the following three **major** specialties: brass instruments specialist, stringed instruments specialist, or woodwind instruments specialist.

- An applicant who selects **brass instruments specialist** must specify the major brass instrument and two secondary brass instruments.
- An applicant who selects **stringed instruments specialist** must specify the major stringed instrument and one secondary stringed instrument.
- An applicant who selects **woodwind instruments specialist** must specify the major woodwind instrument and three secondary woodwind instruments. (Refer to the categories listed above.)

To be considered for admission to the Master of Music degree program in music performance, an applicant must present a live performance audition before a committee of faculty in the applicant's broad performance area. For an applicant who has a Bachelor of Music degree in music performance from Michigan State University, the live performance audition may be waived at the discretion of the faculty in the applicant's **major** area. With the approval of the faculty in an applicant's **major** area, an applicant may be considered for admission to the program on the basis of a high-quality recording of a recent performance, rather than on the basis of a live performance audition.

An applicant who selects the **instrumental music, instrumental specialist, or vocal music** area must submit either an audio or a video recording. An applicant who submits a recording may be admitted only on **provisional** status pending the presentation of a live performance audition before a faculty committee in the applicant's broad performance area. The audition must be presented before the end of the first semester of enrollment in the program and must meet the requirements that are specified below.

The requirements for the audition are specified below:

1. **Instrumental music:** The audition must be on the **major** instrument or group of instruments that the applicant specifies.
2. **Instrumental specialist:**
 - a. **Brass instruments specialist:** The audition must be on the **major** brass instrument and on the two secondary brass instruments that the applicant specifies. If trombone is not the major instrument, it must be one of the secondary instruments.
 - b. **Stringed instruments specialist:** The audition must be on the **major** string instrument and on the secondary stringed instrument that the applicant specifies. If the major instrument is violin or viola, the secondary instrument must be cello or double bass. If the major instrument is cello or double bass, the secondary instrument must be violin or viola.
 - c. **Woodwind instruments specialist:** The audition must be on the **major** woodwind instrument and on one of the three secondary woodwind instruments that the applicant specifies.
3. **Vocal music:** The audition must be in voice.

To schedule an audition, an applicant should contact the College of Music Admissions Office.

To be admitted to the Master of Music degree program in music performance on regular status, an applicant must have:

1. A bachelor's degree in music performance from a recognized educational institution, or have completed the courses in music performance that are required for the Bachelor of Music degree in music performance from Michigan State University or their equivalents.
2. Presented a live performance audition that was acceptable to the committee of faculty in the broad performance area.

When applying for admission to the Master of Music degree program in music performance, an applicant must specify one of the following three broad performance areas that he or she wishes to pursue: instrumental music, instrumental specialist, or vocal music.

Requirements for the Master of Music Degree in Music Performance

The student must meet the requirements for one of the following three broad areas of music performance: instrumental music, instrumental specialist, or vocal music.

Instrumental Music

The student must meet the requirements for one of the following five major areas of instrumental music: piano, brass instruments, stringed instruments, woodwind instruments, or percussion instruments:

1. Piano

The program is available only under Plan B (without thesis). A total of 30 credits is required for the degree. The student's program of study must be approved by the student's academic advisor. The student must meet the requirements specified below:

a.

Complete all of the following courses (14 credits)	CREDITS
MUS 849 Piano Performance	2
MUS 850A Piano *	6
MUS 856 Chamber Music	2
MUS 896 Recital Performance	4

* *Usually taken during the first two semesters (3 credits per semester).*

All students enrolled in the Master of Music degree program with piano as the major area are required to complete 1 credit of MUS 849 during each semester of enrollment in MUS 850A.

Students who enroll in MUS 850A for more than 2 semesters are required to complete more than 2 credits of MUS 849 and may be required to complete more than 30 credits for the degree.

One movement of a concerto with orchestra or second piano accompaniment must be included in the piano recital performance.

- b. Complete 6 credits in musicology at the 400-level or above and two courses in music theory (4 to 6 credits) at the 400-level or above (10 to 12 credits).
- c. Complete 4 to 6 elective credits in music courses at the 400-level or above, exclusive of additional MUS 896 credits or additional credits in your major instrument. Please see Electives list under the 'Advising Materials' section.
- d. Participate in music activities during two semesters of enrollment in the program. The activities must be approved by the student's academic advisor and must involve piano accompanying.

2. Brass Instruments

The program is available only under Plan B (without thesis). A total of 30 credits is required for the degree. The student's program of study must be approved by the student's academic advisor. The student must meet the requirements specified below:

a.

Complete the following courses (4 credits)	Credits
MUS 896 Recital Performance	4

The recital performance must be on the student's major instrument.

b.

Complete one of the following courses (6 credits) *	Credits
MUS 854A Trumpet	6
MUS 854B Horn	6
MUS 854C Trombone	6
MUS 854D Euphonium	6
MUS 854E Tuba	6

* *Usually taken during the first two semesters (3 credits per semester).*

- c. Complete 6 credits in musicology at the 400-level or above and two courses in music theory (4 to 6 credits) at the 400-level or above (10 to 12 credits).

- d. Complete 8 to 10 elective credits in music courses at the 400-level or above, exclusive of additional MUS 896 credits or additional credits in your major instrument. Please see Electives list under the 'Advising Materials' section.
- e. Participate in music activities during two semesters of enrollment in the program. The activities must be approved by the student's academic advisor and must be selected from band, jazz band, and orchestra.

3. Stringed Instruments

The program is available only under Plan B (without thesis). A total of 30 credits is required for the degree. The student's program of study must be approved by the student's academic advisor. The student must meet the requirements specified below:

a.

Complete both of the following courses (8 credits):	Credits
MUS 856 Chamber Music	4
MUS 896 Recital Performance	4

The recital performance must be on the student's major instrument.

b.

Complete one of the following courses (6 credits) *	Credits
MUS 852A Violin	6
MUS 852B Viola	6
MUS 852C Cello	6
MUS 852D Double Bass	6
MUS 852E Harp	6

* *Usually taken during the first two semesters (3 credits per semester).*

- c. Complete 6 credits in musicology at the 400-level or above and two courses in music theory (4 to 6 credits) at the 400-level or above (10 to 12 credits)
- d. Complete 4 to 6 elective credits in music courses at the 400-level or above, exclusive of additional MUS 896 credits or additional credits in your major instrument. Please see Electives list under the 'Advising Materials' section.
- e. Participate in music activities during two semesters of enrollment in the program. The activities must be approved by the student's academic advisor and must involve orchestra.

4. Woodwind Instruments

The program is available only under Plan B (without thesis). A total of 30 credits is required for the degree. The student's program of study must be approved by the student's academic advisor. The student must meet the requirements specified below:

a.

Complete the following course (4 credits)	Credits
MUS 896 Recital Performance	4

The recital performance must be on the student's major instrument.

b.

Complete one of the following courses (6 credits) *	Credits
MUS 853A Flute	6
MUS 853B Oboe ^^	6
MUS 853C Clarinet	6
MUS 853D Saxophone	6
MUS 853E Bassoon	6

* Usually taken during the first two semesters (3 credits per semester).

^^ Taken each semester of enrollment. During the first year, 2 credits per semester + 1 credit of MUS 896. During the second year, 1 credit per semester with 1 credit of MUS 896.

- c. Complete 6 credits in musicology at the 400-level or above and two courses in music theory (4 to 6 credits) at the 400-level or above (10 to 12 credits).
- d. Complete 8 to 10 elective credits in music courses at the 400-level or above, exclusive of additional MUS 896 credits or additional credits in your major instrument. Please see Electives list under the 'Advising Materials' section.
- e. Participate in music activities during two semesters of enrollment in the program. The activities must be approved by the student's academic advisor and must be selected from band, jazz band, and orchestra.

5. Percussion Instruments

The program is available only under Plan B (without thesis). A total of 30 credits is required for the degree. The student's program of study must be approved by the student's academic advisor. The student must meet the requirements specified below:

a.

Complete all of the following courses (10 credits)	Credits
MUS 855 Percussion *	6
MUS 896 Recital Performance	4

* Usually taken during the first two semesters (3 credits per semester).

The recital performance must be on the student's major instrument.

- b. Complete 6 credits in musicology at the 400-level or above and two courses in music theory (4 to 6 credits) at the 400-level or above (10 to 12 credits).
- c. Complete 8 to 10 elective credits in music courses at the 400-level or above, exclusive of additional MUS 896 credits or additional credits in your major instrument. Please see Electives list under the 'Advising Materials' section.
- d. Participate in music activities during two semesters of enrollment in the program. The activities must be approved by the student's academic advisor and must be selected from band, jazz band, and orchestra.

Instrumental Specialist

The student must meet the requirements for one of the following three major specialties: brass instruments specialist, stringed instruments specialist, or woodwind instruments specialist:

1. Brass Instruments Specialist

The program is available only under Plan B (without thesis). A total of 30 credits is required for the degree. The student's program of study must be approved by the student's academic advisor. The student must meet the requirements specified below:

a.

Complete all of the following courses (6 credits)	Credits
MUS 847 Secondary or Specialist Emphasis: Brass	2
MUS 896 Recital Performance	4

Each credit of Music 847 is associated with instruction in one of the student's two required secondary instruments. The recital performance must be on the student's major instrument.

b.

Complete one of the following courses (6 credits) *	Credits
MUS 854A Trumpet	6
MUS 854B Horn	6
MUS 854C Trombone	6
MUS 854D Euphonium	6
MUS 854E Tuba	6

* Usually taken during the first two semesters (3 credits per semester).

- c. Complete 6 credits in musicology at the 400-level or above and two courses in music theory (4 to 6 credits) at the 400-level or above (10 to 12 credits).
- d. Complete 6 to 8 elective credits in music courses at the 400-level or above, exclusive of additional MUS 896 credits or additional credits in your major instrument. Please see Electives list under the 'Advising Materials' section.
- e. **Present a performance on each of the student's two required secondary instruments. The performance must be acceptable to a committee of faculty in the area of brass instruments. You do not need to submit a recording for these.**
- f. Participate in music activities during two semesters of enrollment in the program. The activities must be approved by the student's academic advisor and must be selected from band, jazz band, and orchestra.

2. Stringed Instruments Specialist

The program is available only under Plan B (without thesis). A total of 30 credits is required for the degree. The student's program of study must be approved by the student's academic advisor. The student must meet the requirements specified below:

a.

Complete all of the following courses (9 credits)	Credits
MUS 846 Secondary or Specialist Emphasis: String	1
MUS 856 Chamber Music	4
MUS 896 Recital Performance	4

The credit of Music 846 is associated with instruction in the student's required secondary instrument. The recital performance must be on the student's major instrument.

b.

Complete one of the following courses (6 credits) *	Credits
MUS 850C Harp	6
MUS 852A Violin	6
MUS 852B Viola	6
MUS 852C Cello	6
MUS 852D Double Bass	6

* Usually taken during the first two semesters (3 credits per semester).

- c. Complete 6 credits in musicology at the 400-level or above and two courses in music theory (4 to 6 credits) at the 400-level or above (10 to 12 credits).
- d. Complete 3 to 5 elective credits in music courses at the 400-level or above, exclusive of additional MUS 896 credits or additional credits in your major instrument. Please see Electives list under the 'Advising Materials' section.
- e. **Present a performance on the student's required secondary instrument. The performance must be acceptable to a committee of faculty in the area of stringed instruments. You do not need to submit a recording for these.**

- f. Participate in music activities during two semesters of enrollment in the program. The activities must be approved by the student's academic advisor and must involve orchestra.

3. **Woodwind Instruments Specialist**

The program is available only under Plan B (without thesis). A total of 30 credits is required for the degree. The student's program of study must be approved by the student's academic advisor. The student must meet the requirements specified below:

a.

Complete both of the following courses (7 credits)	Credits
MUS 848 Secondary or Specialist Emphasis: Woodwind	3
MUS 896 Recital Performance	4

Each credit of Music 848 is associated with instruction in one of the student's three required secondary instruments.

The recital performance must be on the student's major instrument.

b.

Complete one of the following courses (6 credits) *	Credits
MUS 853A Flute	6
MUS 853B Oboe ^^	6
MUS 853C Clarinet	6
MUS 853D Saxophone	6
MUS 853E Bassoon	6

* Usually taken during the first two semesters (3 credits per semester).

^^ Taken each semester of enrollment. During the first year, 2 credits per semester + 1 credit of MUS 896. During the second year, 1 credit per semester with 1 credit of MUS 896.

- c. Complete 6 credits in musicology at the 400-level or above and two courses in music theory (4 to 6 credits) at the 400-level or above (10 to 12 credits).
- d. Complete 5 to 7 elective credits in music courses at the 400-level or above, exclusive of additional MUS 896 credits or additional credits in your major instrument. Please see Electives list under the 'Advising Materials' section.
- e. **Present a performance on each of the student's three required secondary instruments. Each of the three performances must be acceptable to a committee of faculty in the area of woodwind instruments. You do not need to submit a recording for these.**
- f. Participate in music activities during two semesters of enrollment in the program. The activities must be approved by the student's academic advisor and must be selected from band, jazz band, and orchestra.

4. **Vocal Music**

The program is available only under Plan B (without thesis). A total of 30 credits is required for the degree. The student's program of study must be approved by the student's academic advisor. The student must meet the requirements specified below:

a.

Complete all of the following courses (11 credits)	Credits
MUS 435 Opera Theatre	1
MUS 851 Voice	6
MUS 896 Recital Performance	4

The recital performance must be a vocal performance.

- b. Complete 6 credits in musicology at the 400-level or above and two courses in music theory (4 to 6 credits) at the 400-level or above (10 to 12 credits).

- c. Complete 7 to 9 elective credits in music courses at the 400-level or above, exclusive of additional MUS 896 credits or additional credits in your major instrument. Please see Electives list under the 'Advising Materials' section.
- d. Complete one semester of study each in French, German, and Italian. Credits in courses in a foreign language may **not** be counted toward the requirements for the Master of Music degree. Courses completed as part of an undergraduate degree program or an on-line course from an accredited university (and approved by the Associate Dean for Graduate Studies) may be used to satisfy this requirement. Courses from the MSU Evening College cannot be used.
- e. Participate in music activities during two semesters of enrollment in the program. The activities must be approved by the student's academic advisor and must involve chorus.

Academic Standards

A grade of 3.0 or higher is required for Music 896.

Doctor of Musical Arts Performance

In addition to meeting the requirements of the University and of the College of Music, students must meet the requirements specified below.

Admission

To be admitted to the Doctor of Musical Arts degree program in music performance on regular status, an applicant must have:

1. A master's degree in music from a recognized educational institution or a total of 30 credits of approved graduate course work.
2. Presented a live performance audition that was acceptable to the committee appointed by the Dean of the College of Music.

When applying for admission to the Doctor of Musical Arts degree program with a major in music performance, an applicant must specify one of the following two broad performance areas that he or she wishes to pursue: instrumental music or vocal music.

An applicant who selects the **instrumental music** area must also specify the **major** instrument or group of instruments (e.g., piano, harp, flute, or percussion instruments) from the categories listed below:

- Brass and percussion: trumpet, horn, trombone, euphonium, tuba, and percussion
- Keyboard: piano
- Stringed instruments: harp, violin, viola, cello, double bass
- Woodwinds: flute, oboe, clarinet, saxophone, bassoon

To be considered for admission to the Doctor of Musical Arts degree program in music performance, an applicant must present a live performance audition before a faculty committee appointed by the Dean of the College of Music.

Applicants selecting the **instrumental music** area must present a live 40-minute audition, including the performance of 3 major works and approximately 10 minutes of discussion on one or more of the works, that is acceptable to the committee appointed by the Dean of the College of Music. Applicants selecting the **vocal music** area must present a live 40-minute audition, performing 30 minutes of music and 10 minutes of discussion on one or more of the works, that is acceptable to the committee appointed by the Dean of the College of Music. (Required languages: English, French, German, and Italian. Required repertoire: art songs, one opera aria, one baroque or classical aria, one 20th-21st century work). In the case of both the instrumental and vocal music areas, applicants must also be prepared to respond to questions from the audition panel on the entire program.

With the approval of the faculty in an applicant's *major* area, an applicant may be considered for admission to the program on the basis of a high-quality recording of a recent performance, rather than on the basis of a live performance audition. An applicant who selects the **instrumental music or vocal music** area must submit either an audio or a video recording. An applicant who submits a recording may be admitted only on **provisional** status pending the presentation of a live performance audition before a faculty committee appointed by the Dean of the College of Music. The audition must be presented before the end of the first semester of enrollment in the program.

Guidance Committee

The Associate Dean for Graduate Studies or their designee must be a member of the student's guidance committee and must serve as its chairperson. The student's major professor, a second faculty member from the student's area, one faculty member from the area of musicology, and one faculty member from the area of music theory must be members of the student's guidance committee. In instances where additional expertise would be beneficial it is recommended that the guidance committee include a faculty member from within or outside the College of Music.

Requirements for the Doctor of Musical Arts Degree in Music Performance

The student must meet the requirements specified below:

Each student in the program has a major professor who provides instruction in the student's major instrument or in voice, oversees the musical content of the student's program, guides the preparation of required recitals, oversees the preparation of the scholarly paper, lecture-recital(s) and the final oral examination. Normally, the student studies with the major professor for six semesters.

The student must meet the requirements for one of the following two broad performance areas: instrumental music or vocal music.

The student must:

1. Select, from the categories below, a major instrument or group of instruments (e.g. piano, harp, flute, or percussion instruments) or voice:
 - a. Piano
 - b. Stringed instruments: harp, violin, viola, cello, double bass
 - c. Wind instruments: flute, oboe, clarinet, saxophone, bassoon, trumpet, horn, trombone, euphonium, tuba
 - d. Percussion instruments
 - e. Voice
2. Complete the courses that are specified by the student's guidance committee including:
 - a. 3 credits of Music 830 Research Methods and Materials in Music
 - b. 6 credits of 800- or 900-level courses in musicology
 - c. Three courses in music theory at the 800- or 900-level. Students with a master's degree from Michigan State University will be required to take only two courses
 - d. 6 credits of elective courses, exclusive of additional credits of Music 996

** Students in the DMA in Piano are required by the area to take 2 credits of MUS 849 (Piano Performance) in addition to the above requirements. They are also required to take 2 credits of MUS 856 (Chamber Music), which will count as 2 of the required 6 credits of electives. **

3. Pass the written comprehensive examinations in musicology and music theory. Students become eligible to take the comprehensive examination in either of these areas during the semester in which they are completing the required course work in that area. See page 18 for details about the comprehensive examination.
4. Complete the following requirements in lieu of 24 credits of Music 999, a doctoral dissertation, and a final oral examination in defense of the dissertation:

- a. Complete 24 credits of Music 996.
- b. Perform four public recitals that have been approved by a committee of faculty from the student's area. Three of the recitals must be solo recitals **, two of which must be presented within two consecutive semesters, excluding summers. The fourth recital must be a chamber music recital. An AUDIO recording and program of each of the four recitals is required and must be submitted to the Graduate Studies Office, via FileDepot. See page 108 for instructions.
- c. Complete one of the following three options:
 1. Present a **lecture-recital** twice, first to the student's guidance committee as part of an oral examination and then to the public **and** submit a **scholarly paper** upon which the lecture-recital is based. In no case may the lecture-recital be presented publicly until it has been approved by the committee. The oral examination will be a defense of the lecture-recital and the paper. An AUDIO recording of the lecture-recital and a program, are required and must be submitted to the Graduate Studies Office.
 2. Present **two lecture-recitals**. Each lecture-recital must be presented twice, first to the student's guidance committee as part of an oral examination and then to the public. In no case may the lecture-recital be presented publicly until it has been approved by the committee. Each oral examination will be a defense of one of the lecture-recitals. An AUDIO recording of each lecture-recital and a program, are required and must be submitted to the Graduate Studies Office.
 3. With the unanimous consent of the student's guidance committee, submit a **scholarly paper** of major scope, comparable to a traditional dissertation, and take a final oral examination based on the paper. The final document must be submitted as a pdf to musgrad@msu.edu.

A proposal for each lecture-recital and the scholarly paper, if applicable, must be approved in writing by all members of the guidance committee no less than SIX months before the oral examination on that lecture-recital may occur. A recording of the public lecture-recital(s) and the scholarly paper will be retained by the College as part of the permanent degree record.

In the case of (1) and (3) above, the student must have completed successfully all of the required course work (with the exception of Music 996 Doctoral Recital Performance), the comprehensive examination, the required public recitals, and the scholarly paper before the final oral examination may occur.

In the case of (2) above, the student must have completed successfully all of the required course work (with the exception of Music 996), the comprehensive examination, and the required public recitals before either of the oral examinations may occur.

**** Mock Audition in Lieu of Solo Recital**

Effective Fall 2021, students pursuing a DMA or Performance Diploma may substitute one required solo recital with a Mock Audition, using the procedure outlined below. This option is available to those studying all orchestral and wind ensemble instruments with the approval their primary teacher and area chair.

*The student will prepare in full a repertoire list from recent or current audition materials of an ICSOM orchestra (member of International Conference of Symphony and Opera Musicians) or a premiere military band. **The repertoire must include the complete list of all required excerpts and solos.** **

A hearing is required with at least three area faculty members present. At this hearing, the student will perform a selection of the repertoire as determined by the committee, either a previously assigned 'audition round' or excerpts called from the list spontaneously. Solos that appear on the audition list may also be included in the hearing.

Either prior to or following the hearing (at the discretion of the major teacher) the student will submit a recording consisting of all the repertoire on the audition list, which they must record at a near-professional quality. *

** The successful mock audition will substitute for one solo recital. Faculty should use the pre-recital hearing form to indicate the results of the mock audition. Student must submit an AUDIO recording and 'program' to the Graduate Studies Office via FileDepot.*

Academic Standards

Doctoral study presumes continuing excellence in course work, reading, and writing. **A student may accumulate no more than 6 credits with a grade below 3.0 in courses that are to be counted toward the degree.** Credit will not be awarded for any course in which the student receives a grade less than 2.0.

With regard to 4. (c) (1) above, the student's performance on the lecture-recital and the related scholarly paper and the final oral examination based on the lecture-recital and the paper must be approved by the members of the student's guidance committee with not more than one dissenting vote. Should the committee fail to accept the student's performance on the lecture-recital and the related paper or the final oral examination, the student shall be allowed to repeat the performance of the lecture-recital or to revise the related paper or to repeat the final oral examination. The lecture-recital must be repeated or the paper revised or the oral examination repeated within one year, during a fall or spring semester.

With regard to 4. (c) (2) above, the student's performance on each of the two lecture-recitals and the final oral examination based on each lecture-recital must be approved by the members of the student's guidance committee with not more than one dissenting vote. Should the committee fail to accept the student's performance on either lecture-recital or the final oral examination, the student shall be allowed to repeat the performance of the lecture-recital or to repeat the final oral exam. The lecture-recital must be repeated or the oral examination repeated within one year, during a fall or spring semester.

With regard to 4. (c) (3) above, the student's performance on the scholarly paper and the final oral examination based on the paper must be approved by the members of the student's guidance committee with not more than one dissenting vote. Should the committee fail to accept the student's performance on the paper or the final oral examination, the student shall be allowed to revise the related paper or to repeat the final oral exam. The paper must be revised or the oral examination repeated within one year, during a fall or spring semester.

Music Theory

Master of Music

In addition to meeting the requirements of the University and of the College of Music, students must meet the requirements specified below.

NOTE: The College of Music also offers a 'Certificate in Music Theory'. Please visit page 57 for details.

Admission

To be considered for admission to the Master of Music degree program in music theory, an applicant must submit to the College of Music:

1. A one-page, type-written statement, written in English that addresses the applicant's interest in the field of music theory and in MSU's music theory program.
2. At least two examples of original compositions, arrangements, orchestrations, or counterpoint exercises, as well as a scholarly writing sample. Applicants are invited to include items representative of their work in music theory.

To be admitted to the program on regular status, an applicant must have a bachelor's degree in music theory from a recognized educational institution, or have completed the courses in music theory that are required for the Bachelor of Music degree music theory at Michigan State University or their equivalents.

**** The following requirements are for students who entered their program Fall 2017 or later. ****

1.

All of the following courses (13 credits):	Credits
MUS 830 Research Methods and Materials in Music	3
MUS 874 Schenkerian Analysis	2
MUS 876 Keyboard Skills and Practical Musicianship	3
MUS 970 Pedagogy of Theory I	3
MUS 979 Proseminar in Music Theory	2

2.

One of the following courses (3 credits):	Credits
MUS 870 Advanced Modal Counterpoint	3
MUS 871 Advanced Tonal Counterpoint	3

Enrollment in MUS 870 and 871 requires successful completion of MUS 869 Tonal Counterpoint or passing the Counterpoint portion of the Graduate Orientation Examination in Music Theory. Music Theory students who take MUS 869 cannot count the credit towards the degree

3.

One of the following courses (2 credits):	Credits
MUS 873 Early 20 th -Century Techniques	2
MUS 978 Late 20 th - and 21 st - Century Techniques	2

Successful completion of the Early 20th-Century Techniques portion of the Graduate Orientation Examination in Music Theory will fulfill this requirement. In that case, the 2 credits will be replaced by electives. Students who take both MUS 873 and 978 may count one of the courses toward requirement (4) below.

4.

Two of the following courses (5 or 6 credits):	Credits
MUS 875 Analysis of Musical Scores	3
MUS 971 Pedagogy of Music Theory II	3
MUS 972 Advanced Keyboard Skills	3
MUS 976 Performance and Analysis	3
MUS 977 Schenkerian Analysis II	3
MUS 978 Late 20 th -21 st Century Techniques	2

5. Complete either two semesters of MUS 973 Readings in Music Theory totaling 4 credits, or one semester of MUS 973 plus MUS 971 Pedagogy of Theory II totaling 5 credits. If MUS 971 is counted toward this requirement, it cannot be counted toward requirement (3) above

6. Complete an additional 3 credits in musicology at the 400-level or above. MUS 830 may not be used to fulfill this requirement.

7. Participate in music activities during two semesters of enrollment in the program. The activities must be approved in advance by the student's academic advisor, and selected from band, chamber ensemble, chorus, jazz band, new-music ensemble, and orchestra.

8. Pass a Keyboard Skills Examination. Materials are prepared from a booklet given to the student at the outset of their studies in the program, and will involve the playing of various harmonic progressions and

sequences, realizing figured basses, composing accompaniments to simple melodies, transposing, and improvising. The examination will be graded by a committee comprised of two members of the Music Theory faculty selected by the area chairperson.

9. Complete a Teaching Demonstration. The demonstration must take place after the student has completed MUS 970 Pedagogy of Theory I. A 1 to 2 page proposal outlining the instructional objectives, proposed topic(s) and approach(es), and schedule for completion will be submitted to the advisor for approval at the start of the semester in which the demonstration will take place. The demonstration will occupy a class period of an undergraduate course in music theory to be determined by the area chairperson. It will be graded by a three-person committee selected by the area chairperson and comprised of the advisor, another member of the Music Theory faculty, and faculty member from outside the area. The grade will be pass/fail, based upon a majority vote of the three committee members. Candidates who fail the Teaching Demonstration will be allowed to present a second one no earlier than the following semester. Candidates who fail twice will not be allowed to complete the degree.
10. Complete and publicly present a capstone essay, to be advised and approved by a member of the music theory faculty. The essay may be on either a research-related or a pedagogical topic, and must be similar in scope to a term paper. Students will choose a paper completed as part of either MUS 975 Readings in Music Theory or MUS 971 Pedagogy of Theory II and revise and expand it in completion of the requirement.
11. **A signed completion form is required as proof of completion of the above requirements. The form is available from the Theory Area Chair and our Graduate Studies website.**

Procedures for the Capstone Requirements of the Master of Music in Music Theory Degree

Keyboard Skills Examination:

The Keyboard Skills Examination may be taken at any point while or after the student takes MUS 876 Keyboard Skills and Practical Musicianship. A committee of two faculty examiners, including the instructor of MUS 876 and one other member of the Music Theory faculty hears the examination.

The examination materials are available upon request from the MUS 876 instructor. Upon successful completion, both faculty members sign the Capstone Requirements Form. If the student is not successful, they may retake the examination no earlier than the start of the following semester. Students are urged not to wait until their last semester in residence.

Teaching Demonstration:

The Teaching Demonstration may be undertaken once the student has completed MUS 970 Pedagogy of Theory I. If the student plans to take MUS 971 Pedagogy of Theory II, they are urged to wait until after completion of that course as well.

The student must teach an entire 50-minute lecture of an undergraduate music theory course different from the one the student is currently teaching as a graduate assistant. The Music Theory area chairperson determines which course and assembles a committee of three faculty members, of which at least two must be on the Music Theory faculty.

The student works with the course instructor, in consultation with the other committee members, to determine a date, topics, and learning objectives. All three committee members sign the Capstone Requirement Form upon the student's successful completion of the Teaching Demonstration. If the student is not successful, they may reattempt the Teaching Demonstration no earlier than the start of the following semester.

Capstone Essay:

The capstone essay must be completed no earlier than the student's enrollment in the course on which the essay is based: either MUS 973 Readings in Music Theory or MUS 971 Pedagogy of Theory II.

The student must work under the guidance of a member of the Music Theory faculty, who approves the final version of the paper as well as the student's public presentation of it. The public presentation will be in the format of a conference presentation, with a lecture of approximately 30 minutes followed by an opportunity for questions from those in attendance.

Students are urged not to wait until their last semester.

Musicology

Master of Arts

In addition to meeting the requirements of the University and of the College of Music, students must meet the requirements specified below.

Admission

To be admitted to the Master of Arts degree program in musicology on regular status, an applicant must have a bachelor's degree in musicology, or have completed the courses in musicology that are required for the Bachelor of Arts degree in music at Michigan State University or their equivalents.

Requirements for the Master of Arts Degree in Musicology

The program is available under both Plan A (with thesis) and Plan B (without thesis). A total of 32 credits is required for the degree under either Plan A or Plan B. The student's program of study must be approved by the student's academic advisor. The student must meet the requirements specified below:

Requirements for Both Plan A and Plan B

1. MUS 830 Research Methods and Materials in Music | 3 credits
2. Complete *one* of the following two options:
 - a. 9 credits of music history and 3 credits of ethnomusicology, in addition to MUS 830. At least two of the courses must be at the 800-level or above.
 - b. 3 credits of music history and 9 credits of ethnomusicology including MUS 832 or MUS 833, in addition to MUS 830. At least two of the courses must be at the 800- or 900-level.

If a 400-level course is to be used to satisfy this requirement, the student must enroll concurrently in 1 credit of MUS 892A Seminar in Music History.
3. Complete 2 or 3 credits in music theory.
4. Complete 3 credits in a cognate outside the College of Music. Both the cognate area and the related courses must be approved by the faculty in the area of musicology.
5. Demonstrate a reading knowledge of one foreign language, preferably German or French. Credits in courses in a foreign language may **not** be counted toward the requirements for the Master of Arts degree in musicology.
6. Complete 2 credits in music performance at the 800-level.

7. Complete 5 or 6 additional credits in music excluding musicology, MUS 898 and MUS 899.
8. Participate in music activities during two semesters of enrollment in the program. The activities must be acceptable to the faculty in the area of musicology and must be approved by the student's academic advisor.

Additional Requirements for Plan A

<u>Complete the following course:</u>	<u>Credits</u>
MUS 899 Master's Thesis Research	4

Additional Requirements for Plan B

<u>Complete the following course:</u>	<u>Credits</u>
MUS 898 Master's Research	4

(Possible projects include historical performance, instrument construction, or transcribing or editing historical music.)

Piano Pedagogy

Master of Music

In addition to meeting the requirements of the University and of the College of Music, students must meet the requirements specified below.

Admission

To be considered for admission to the Master of Music degree program in piano pedagogy, an applicant must present a live performance audition before and be interviewed by a committee of faculty of the piano area. For an applicant who has a Bachelor of Music degree in music performance from Michigan State University, the live performance audition and the interview may be waived at the discretion of the faculty in the piano area. With the approval of the faculty in the piano area, an applicant may be considered for admission to the program on the basis of (a) a high-quality audio or video recording of a recent performance, (b) a video recording of him or her teaching a piano lesson to a young child, and (c) a written statement of their teaching philosophy. An applicant who submits recordings and a written statement may be admitted only on **provisional** status pending the presentation of a live performance audition before and an interview with the faculty in the piano area. The live performance and the interview must be completed before the end of the first semester of enrollment in the program and must meet the requirements of the piano area.

To be admitted to the Master of Music degree program in piano pedagogy on regular status, an applicant must have a bachelor's degree in piano pedagogy, a bachelor's degree in piano performance or a bachelor's degree in music education with a major in piano from a recognized educational institution.

In addition, an international applicant is required to have fulfilled the University's English language proficiency requirement for regular admission as described in the *Graduate Education* section of this catalog. Provisional admission as a result of English language scores is not possible for this degree program.

Requirements for the Master of Music Degree in Piano Pedagogy

The program is available under Plan B (without thesis). A total of 30 credits is required for the degree under Plan B. The student's program of study must be approved by the student's academic advisor. The student must meet the requirements specified below.

**** The following requirements are for students who enter their program Fall 2017 and later. Students on this plan are required to have 30 total credits for their degree.**

1.

Complete all of the following courses (17 credits)	Credits
MUS 446 Internship in Music	1
MUS 843 Seminar in Piano Pedagogy	8
MUS 849 Piano Performance	2
MUS 850A Piano	6

2. Complete 2 or 3 credits in music theory at the 800 level or above.

3. Complete 3 credits in musicology at the 400 level or above.

4.

Complete 4 credits from the following	Credits
MUS 413 Keyboard Literature to the Mid-19th Century	2
MUS 414 Keyboard Literature since the Mid-19th Century	2
MUS 465 Music in Early Childhood	2
MUS 496 Your Music Business	1 or 2
MUS 830 Research Methods and Materials in Music	3
MUS 856 Chamber Music	1 or 2
MUS 864 Research in Music Education	3

5. Complete 2 credits of MUS 896 Recital Performance, performing a recital under the guidance of the student's applied music instructor and approved by a committee from the piano area in a pre-recital hearing. An AUDIO recording and program of the recital must be submitted to the office of the Associate Dean for Graduate Studies and will be retained by the College as part of the permanent degree record.

6. Complete 2 credits of MUS 898 Master's Research, completing a research project and a one-semester teaching project with cumulative portfolio under the guidance of the Director of Piano Pedagogy.

7. Complete the final oral certifying examination administered by a committee consisting of the Director of Piano Pedagogy, another member from the piano area, and a faculty member from either the music theory or musicology area.

Academic Standards

A grade of 3.0 or higher is required for Music 896 and 898.

Performance Diploma

http://music.msu.edu/assets/Perf_Diploma_Student_Checklist.pdf

The Performance Diploma Program is an intensive four-semester (two-year) course of study for musicians who have already achieved a high level of performance and wish to focus on developing their performing skills through further study. Admission to the program is by a 30-minute live audition on campus for the faculty of the area of study. There is no English language proficiency requirement.

The program provides for concentrated study in appropriate literature with a master teacher, without being enrolled in a degree program. The program features private study as well as chamber music and ensemble experience within the College of Music. In addition, Diploma students are required to perform one recital during each of the two years of enrollment, with only 4 hours of dress rehearsal for either of their recitals.

During their time of study, Performance Diploma students concentrate almost exclusively on developing their performing skills. This program recognizes accomplishment but does not carry the privileges of a college degree. Instead, students would likely be preparing for auditions, competitions, or career entry positions.

All applicants in classical voice, saxophone, percussion, flute and piano must submit a prescreening recording. This recording must be received no later than December 1 (fall applicants). Separate committees from the piano and vocal arts areas will review recordings beginning the week following the December 1 deadline. You will be notified via email as to whether or not you have been invited for a live audition. The recording quality must be sufficient for us to make a reasonable judgment of your ability. Specific prescreening requirements can be found within the audition section of this website. (<http://www.music.msu.edu/admissions/audition-information1>)

The program requires 16 credits take over two years to complete. During each of the four semesters, students enroll for 3 credits of private lessons and 1 credit of MUS 856 Chamber Music for each of the four semesters. (Voice students substitute MUS 435 Opera Workshop for the chamber music requirement.) Ensemble participation is required during every semester.

Two recitals ^^ are required (1 each year) and must be approved in advance, according to the College of Music policy for graduate recitals. Additional requirements will be determined in consultation with the major teacher. Students must provide a program and an AUDIO recording of their performances. (*Please see #5 of Section XII. Miscellaneous Information for details about Recitals.*)

* Credits from the Performance Diploma Program may be used toward a Master's or Doctoral degree at MSU after consultation with the Associate Dean of Graduate Studies.

* Courses from another university, college, or music school may **not** be transferred into the Performance Diploma Program.

^^ Mock Audition in Lieu of Solo Recital

*Effective Fall 2021, students pursuing a DMA or Performance Diploma may substitute **one** required solo recital with a Mock Audition, using the procedure outlined below. This option is available to those studying all orchestral and wind ensemble instruments with the approval their primary teacher and area chair.*

The student will prepare in full a repertoire list from recent or current audition materials of an ICSOM orchestra (member of International Conference of Symphony and Opera Musicians) or a premiere military band. The repertoire must include the complete list of all required excerpts and solos.

A hearing is required with at least three area faculty members present. At this hearing, the student will perform a selection of the repertoire as determined by the committee, either a previously assigned 'audition round' or excerpts called from the list spontaneously. Solos that appear on the audition list may also be included in the hearing.

Either prior to or following the hearing (at the discretion of the major teacher) the student will submit a recording consisting of all the repertoire on the audition list, which they must record at a near-professional quality.

The successful mock audition will substitute for one solo recital. Faculty should use the pre-recital hearing form to indicate the results of the mock audition. Student must submit an AUDIO recording and 'program' to the Graduate Studies Office via FileDepot.

Academic Standards for all Performance Diploma Students

Performance Diploma students must:

1. Maintain a cumulative grade–point average of at least 3.00.

2. Not accumulate deferred grades (identified by the DF–Deferred marker).

If at the end of a semester a performance diploma student fails to meet one or both requirements specified above, the student shall receive a deficiency warning. If the deficiency is not removed within one semester, the student will not be allowed to continue in the program.

A student may accumulate no more than 6 credits with a grade below 3.0 in courses that are to be counted toward the certificate. Credit will not be awarded for any course in which the student receives a grade less than 2.0. However, all grades are counted in the calculation of the grade-point average (GPA).

Students in the program will enroll through Lifelong Graduate Education and will be responsible for the cost of 4 credits of tuition each semester at the Lifelong Graduate rate. There is no additional fee for the program. The College of Music does not offer financial assistance (scholarships, fellowships, or graduate assistantships) for participants in the Diploma Program.

Performance Diploma students are subject to all the rules and regulations of the College of Music and the University. Prospective students should contact the College of Music Admissions Office for information on admission procedures to the Diploma Program in Performance. Students must complete a graduate application to the College of Music and pass the audition before a decision can be made on acceptance into the program.

- The College of Music application is available at <http://www.music.msu.edu/admissions>
- Audition requirements are posted at <http://www.music.msu.edu/admissions/audition-information1>
- The MSU Life Long Education application is available at <http://www.reg.msu.edu/ROInfo/EnrReg/LifelongEducation.asp>.

** International students are issued an I-20 so that they may apply for an **F-1** Visa. **

The program is administered by the Associate Dean for Graduate Studies and Research of the College of Music. All students in the program are required to meet with the Associate Dean for advising prior to the beginning of each semester. Contact the Graduate Office to set up an appointment. [116 Music Building, musgrad@msu.edu]

Enrollment Procedure:

Students should contact the professor they wish to work with to discuss their studio availability. After admission, further questions and concerns can be brought to the attention of the Graduate Office (116 Music Building) or by e-mailing musgrad@msu.edu.

Graduate Certificate in Music Theory

Admission

To be considered for the graduate certificate in music theory, a student must be enrolled in a Master's or Doctoral degree in the College of Music and must demonstrate proficiency at music theory. Admission to the certificate in music theory requires an application consisting of a personal statement, transcripts, 3 letters of recommendation, a scholarly writing sample, and an optional portfolio of work. Following initial screening, finalists will be invited to interview with the music theory faculty to determine admission.

Requirements for the Graduate Certificate in Music Theory

The Graduate Certificate in Music Theory requires 15 credits.

1. MUS 970 Pedagogy of Music Theory I | 3 credits

2.

Complete one of the following courses:	Credits
MUS 871 Advanced Tonal Counterpoint	3
MUS 876 Keyboard Skills and Improvisation	3

- If a student takes both of the above courses, one may count toward Requirement #4 below.

3.

Complete one of the following courses:	Credits
MUS 873 Early 20th-Century Techniques	2
MUS 878 Late 20th- and 21st-Century Techniques	2

- If a student takes both of the above courses, one may count toward Requirement #4 below.

4.

7 credits chosen from the following courses in consultation with the advisor (either the area chairperson of music theory or their designee)	Credits
MUS 868 Topics in Music Analysis	3
MUS 869 Graduate Counterpoint	2
MUS 870 Advanced Modal Counterpoint	3
MUS 872 Tonal Forms	2
MUS 874 Schenkerian Analysis	2
MUS 875 Analysis of Musical Scores	3
MUS 879 Tonal Literature and Analysis	3
MUS 971 Pedagogy of Music Theory II	3
MUS 972 Advanced Keyboard Skills	3
MUS 973 Readings in Music Theory	2
MUS 976 Performance and Analysis	3
MUS 977 Schenkerian Analysis II	3

5. Active participation in music theory area events, including colloquia and guest lectures.

6. A capstone essay approximately 15-20 pages in length. If the student takes MUS 971 and/or MUS 973 to fulfill requirement #4 above, the essay could emerge from the research project undertaken within that course. Alternatively, the essay could reflect synoptically on what the student learned in music theory courses, drawing connections among those courses and between them and other study, performance, and/or scholarly work undertaken as part of the student's primary degree program. The essay topic will be approved by a member of the music theory faculty, who will advise the project and certify its completion.

Academic Standards for all Music Theory Certificate Students

A graduate student in the College of Music must:

1. Maintain a cumulative grade–point average of at least 3.00.
2. Not accumulate deferred grades (identified by the DF–Deferred marker) in more than 4 credits of coursework.

If at the end of a semester a certificate student fails to meet one or both requirements specified above, the student shall receive a deficiency warning. If the deficiency is not removed within one semester, the graduate student will not be allowed to continue in the program.

A student may accumulate no more than 6 credits with a grade below 3.0 in courses that are to be counted toward the certificate. Credit will not be awarded for any course in which the student receives a grade less than 2.0. However, all grades are counted in the calculation of the grade-point average (GPA).

Graduate Certificate in College Teaching

The University Graduate Certification in College Teaching (CCT), an initiative of the MSU Graduate School in partnership with MSU colleges, helps graduate students and postdocs organize, develop, and document their teaching experiences. Through professional development activities - workshops or seminars, coursework in disciplinary teaching methods, a mentored teaching project - participants will build and consolidate their preparation for college and university teaching. The program culminates in an e-portfolio that will help participants prepare for academic job interviews and plan for their professional development as early career faculty.

Graduate School details: Please visit: <https://grad.msu.edu/CCTP> College of Music details: Please visit: <http://music.msu.edu/admissions/application-requirements/non-degree-programs/certificate-in-college-teaching>
The College of Music Coordinator is Dr. Mitch Robinson (mrob@msu.edu).

Graduate Certificate in Music Career Development

Admission to the Graduate Certificate in Music Career Development:

To be considered for the Graduate Certificate in Music Career Development, a student must be enrolled in a master's or doctoral degree in the College of Music.

The certificate requires a total of 9 credits.

1.

Complete two of the following courses: (3-4 credits)	Credits
MUS 893 Topics in Music Entrepreneurship	2
MUS 496 Your Music Business	1-2

2.

Complete two of the following courses: (1-2 credits)	Credits
MUS 866 Internship in Music	1-2
MUS 865 Capstone in Music Career Development	1-2

3.

Complete two of the following courses: (1-2 credits)	Credits
ACM 461 Strategies of Arts/Cultural Management	3
ACM 462 Promo & e-commerce in Arts & Cultural Mgmt	3
ACM 463 Event Production & Planning for Arts & Culture	3
MUS 442 sec. 002 Film Scoring	2
MUS 487 Music Preparation & Presentation	2
MUS 830 Research Methods and Materials in Music	3
MUS 844-48 Secondary Special Emphasis	1
MUS 856 Chamber Music	1-2
MUS 877 Scoring for Orchestra and Band	2
ADV 492 sec.003-Indep. Music Industry Culture and Society	3
ADV 492 sec.005-Adv. Indep. Music Industry Culture and Society	3

With approval of Associate Dean of Graduate Studies, the student may meet this requirement by substituting other appropriate courses

4. Attend 6 Running Start workshops sponsored by the College of Music's Office of Career Services and Music Entrepreneurship. Christine Beamer will track/verify attendance for your program.

Graduate Certificate in Music Cognition

Admission to the Graduate Certificate in Music Cognition:

To be considered for the graduate certificate in music cognition, a student must be enrolled in a graduate degree program at Michigan State University. Admission to the certificate in music cognition requires an application consisting of a personal statement, transcripts of previous college or university coursework, 3 letters of recommendation, a scholarly writing sample, and an optional portfolio of work. Following initial screening, finalists will be invited to interview with the affiliated faculty to determine admission.

The certificate requires a total of 11-14 credits.

1.

Complete the following courses:	Credits
MUS 973 Music Cognition	2
PSY 802 Basic Cognitive Processes	3

2.

Complete one of the following courses: (2-3 credits) *	Credits
MUS 868 Topics in Music Analysis	3
MUS 872 Tonal Forms	2
MUS 879 Tonal Literature and Analysis	3

- In order to enroll in these courses the student must pass the College of Music Graduate Orientation Examination in Music Theory or complete MUS 200: Music Theory Review with a grade of at least 2.0.

3.

Complete one of the following Psychology courses: (3)	Credits
PSY 801 Sensation and Perception	3
PSY 803 Higher Order Cognitive Processes	3
PSY 867 Nature and Practice of Cognitive Science	3
PSY 992 Computer Programming for Behavioral Scientists	3

4. Active participation in relevant music theory area events, including colloquia and guest lectures, and active participation in the Timing, Attention and Perception lab (TAP lab) and relevant events in the Psychology/Cognitive Science program.

5. Research requirement (1-3 credits):

A capstone research essay approximately 15-20 pages in length and a public presentation in the model of a conference presentation. The topic could emerge from the research project undertaken within MUS 973 or could come from research conducted in conjunction with the TAP lab. Alternatively, the topic could draw connections between what the student has learned in other courses undertaken as part of the student's primary degree program. The topic will be approved by a member of the faculty of the theory area within the College of Music or from the Department of Psychology, who will advise the project and certify its completion, and the student will register for 1-3 credits of MUS 898 or PSY 891 with the faculty advisor. An alternative independent research course may be substituted if deemed appropriate by the faculty advisor.

IV. COMPLETING YOUR DEGREE

DEGREE COMPLETION

Responsibility of the Student

- An *Application for Graduation* must be completed with the Office of the Registrar, Room 150 Administration or on-line at: <http://www.reg.msu.edu/StuForms/GradApp/GradApp.asp>, early in the semester of graduation. After you submit the *Application for Graduation, A Graduate Credit Statement and Final Certification for Degree* form will be mailed to your department. * **Verify that MSU has your correct mailing address for mailing the diploma.** *
- Per the Registrar's Office website (<https://reg.msu.edu/ROInfo/FAQRO.aspx#Grad>), Diplomas will be sent to the mailing address you provided on your Application for Graduation, and will be mailed to you approximately four to six weeks after the end of the semester that you graduate.
- Verify deadline dates for the semester through one of the following:
 - **Registrar's Office**, University Calendar <http://www.reg.msu.edu/ROInfo/Calendar/Academic.asp>
 - **The Graduate School**, Graduation Requirements <http://grad.msu.edu>

PhD in Music Education, Music Education (Plan A), and MA in Music History

- **You must be enrolled for at least one credit during the semester in which you take the final oral examination (defense).**
- Schedule and pass the defense of your PhD dissertation or of your Master's thesis.
- Visit the Graduate School's power point presentation at <https://grad.msu.edu/etd> prior to submitting the thesis or dissertation. The presentation describes the process for submitting your thesis or dissertation to the Graduate School.
- **Only electronic documents will be accepted by the Graduate School. Please see <http://grad.msu.edu/etd/> for details.**
- You must also submit a copy to the College of Music Graduate Studies Office, as a pdf, via e-mail to (musgrad@msu.edu).

For DMA students in Performance, Composition and Conducting

- **You must be enrolled for at least one credit during the semester in which you take the final oral examination (defense).**
- Schedule and pass the final oral examination. This may be a defense of your doctoral dissertation, your DMA document, your DMA document/lecture-recital or both DMA lecture-recitals, your final DMA composition, or of your master's thesis.
- Submit your final version of the document, composition and/or AUDIO recordings to the College of Music Graduate Studies Office. Formatting for the College of Music copy is based upon the Chicago Manual of Style.
- Document and composition submissions to the College of Music must be as a pdf, via FileDepot, to the Graduate Studies Office (musgrad@msu.edu).
- You do not submit these to the Graduate School.
- You are not required to be enrolled the semester of the submission of the final copy to the Graduate School if that semester is different from the semester of the oral defense.

V. ADVISING MATERIALS

THEORY AREA GRADUATE COURSE OFFERINGS 2021-2022

https://www.music.msu.edu/assets/Theory_Courses_2021-22_04062021.pdf

A few important points to keep in mind:

1. Every student admitted to a degree program in the College of Music (other than Music Education PhD or Jazz Studies students) must take the College's graduate orientation examination in music theory, a two-part examination covering written music theory and aural skills, before the first day of classes of the student's first semester of enrollment in the degree. The examination is given before the first day of classes in the fall, spring, and summer semesters. The lowest passing score for each part is 70%.

** Music Education PhD students who are required or desire to take graduate theory courses must first take and pass the examination as outlined above.*

Students who score below 70% on the written music theory orientation examination must take MUS 200 (Introduction to Music Theory) and complete it with a grade of 2.0 or higher **before** enrolling in any 800- or 900-level music theory course.

Students who score below 70% on the aural skills examination must take MUS 201 (Aural Skills) and complete it with a grade of 2.0 or higher at some point during the student's degree program

*** MUS 200 and MUS 201 may not be used to meet the course or credit requirements of any College of Music degree program. ***

2. Most graduate students will take tier-1 courses. These assume the theory knowledge gained in an undergraduate sequence of theory courses. Tier-2 and -3 courses assume further knowledge and mastery of skills. This tiered structure has been designed to help graduate students and their faculty advisers plan a sequence of courses appropriate to a student's background, interests, and professional aspirations. It also allows theory faculty to design courses with a more accurate sense of the level of experience and technical skill that can be assumed of students enrolled in those classes.
3. In addition to the two **required** orientation exams in basic written theory and aural skills, there are also two **optional** orientation exams in counterpoint and instrumentation/orchestration. A score of 70% or better on the counterpoint exam removes the prerequisite that attaches to MUS 869. For example, students passing the counterpoint exam would not have to take 869 before enrolling in 870, 871, or 874. Likewise, a score of 70% or better on the instrumentation/orchestration exam removes the prerequisite that attaches to MUS 877. That is, students passing the orchestration exam would not have to take 877 before enrolling in 878.

Courses marked with an asterisk() will have a corresponding question on the DMA comprehensive exam.*

Anyone with questions about course offerings in music theory is welcome to contact the area chairperson of music theory.

MUSICICOLOGY GRADUATE COURSE OFFERINGS 2021-2022

<https://www.music.msu.edu/information-for-students/for-graduate-students/advising>

MASTER'S STUDENTS

1. You may count any course in musicology or ethnomusicology at the 400-level or above.
2. 400-level courses (2 cr) require taking the corresponding MUS 892a Graduate Seminar (1 cr) for a total of 3 crs.
3. MUS 413, 414, 415, 416, 417 do NOT count toward the required coursework in music history.
4. MUS 830 does **not** count toward the 6 credits of required coursework in Musicology.
5. The 400-level courses ALWAYS require an override before enrollment.
6. Please do not sign up for multiple courses to 'hold a space' while you make your decision.

* *All graduate students* must register for the corresponding MUS 892a section for 1 additional credit.

DOCTORAL STUDENTS

1. You may only count 3 credit courses at the 800- or 900-level to meet your musicology requirement.
2. 400-level and corresponding MUS 892a Graduate Seminar count as **Electives** only.
3. MUS 830 does **not** count toward the 6 credits of required coursework in musicology.
4. Please do not sign up for multiple courses to 'hold a space' while you make your decision.

ELECTIVE COURSE OFFERINGS 2021-2022

<https://www.music.msu.edu/information-for-students/for-graduate-students/advising>

These courses (400-level and higher) may be taken to fulfill the "elective" requirement of the MM, MA or DMA degrees. Please note that some of these courses may require pre-requisites or may need permission of instructor, and/or require an override from the Graduate Studies Office.

1. 100-level, 200-level and 300-level credits will **not** count as electives.
2. Musicology and Theory courses will **not** count for both theory/musicology degree requirements and electives
3. MUS 896-899 or MUS 996-999 credits will **not** count as electives.
4. Lesson credits in your major instrument (85x) will **not** count as electives

Independent Study Coursework

Independent Study is planned, highly individualized study, not addressable through any other course and should relate to a subject for which the student has adequate preparation. It is to be proposed, in detail, using a standard form found at: <http://www.reg.msu.edu/read/pdf/indestudyapp.pdf>.

It is to be directed by a faculty member with whom there is consistent contact and consultation throughout the study. Forms must be signed by both the student and the faculty member when turned into the Graduate Studies Office, for approval by the Associate Dean for Graduate Studies.

Approval should be obtained at the beginning of the semester and before the student is enrolled for or attending the course. The Master's level course number is MUS 890 and the Doctoral level course number is MUS 990. Students cannot exceed 8 credit hours of independent study credit in a single academic semester. The Graduate Studies Office will do the enrollment for you.

MUS 830: Research Methods Waiver

MUS 830: Research Methods is an important course, in which you will learn advanced principles of research, writing, editing, peer review, and so forth. This course is designed to prepare you for future work in musical scholarship, including (but certainly not limited to) the creation of research and grant proposals, as well as documents as part of your course of study. However, it is possible that students at the doctoral level may have completed a similar course at another institution as part of their master's degree.

In such cases, you may request a waiver for MUS 830 if a comparable course has been taken as part of previous graduate coursework. All waivers are at the discretion of the Musicology Area (as determined by the Area Chair). These are not guaranteed.

To receive a waiver for MUS 830, the following materials must be submitted to the Musicology Area Chair, who will conduct a review.

- 1) Submit an original syllabus for the comparable course that was completed in your previous graduate study (a PDF scan is fine). You should submit the full syllabus, along with all reading lists, supplemental materials, and/or assignments (just a schedule of topics may not be sufficient). Although specific requirements will vary from place to place, it is expected that course content will be generally parallel to MUS 830. Courses of only one credit hour will generally not be accepted, nor will courses that are strictly "bibliography" focused. You must provide contact information for the instructor, or, if the instructor is not available, the department offering the course. If the information on the syllabus cannot be verified, a waiver will not be granted.
 - * If credit hours do not follow a standard format, you must provide an explanation of the credit hour system.
 - ** Courses in which the primary language of instruction is not English will be considered for a waiver. You may be asked to provide a certified, independent translation of the document (at your own expense). Contact the Area Chair for more information on this.
- 2) Submit a copy (a PDF scan is fine) of your transcript showing your grade in the course. A grade of "B" (3.0 on the MSU scale) is required to receive the waiver. There will be no exceptions to this. If, for example, you received a grade of B- we will not waive the requirement. If your previous institution uses a different grading system, please provide an explanation.
- 3) At the discretion of the Area Chair, additional materials may be requested (i.e., coursework sample, consultations with instructors, etc.).

Non-Numeric Grading

DF – Deferred / I-Incomplete Grades

For specific, detailed language see: <https://www.msu.edu/~ombud/grade-codes.html>

DF-Deferred – Academic Credits

A DF-Deferred grade is reserved for graduate students who are passing an academic course but for acceptable reasons cannot complete the course during the regularly scheduled course period. Students who receive a DF-Deferred grade must complete the course work, and instructors must report the grade, within six months (190 calendar days) after the last class day of that semester. Students may request a six-month extension of this deadline. Faculty must then contact the Registrar's Office to request an extension.

If a student fails to complete the required work by the deadline, the DF-Deferred grade will be changed to DF/U-Unfinished. To receive credit in the course, the student must reenroll in the course. This policy does not apply to thesis or dissertation courses.

DF-Deferred - Non-Academic Credits

A DF-Deferred grade is automatically assigned for the following courses: MUS 896, 897, 999 and MUS 997, 998, and 999. These courses will have a grade of DF until the degree certification is entered by the Registrar's Office at the end of the degree. At that point they will convert to 'Pass' for Passing.

I-Incomplete

To qualify for an I-Incomplete, a student must:

1. have completed 12 weeks of the semester but cannot complete the semester and/or take the final exam for a compelling reason;
2. be passing the course; and
3. in the instructor's opinion, be able to complete the course without repeating the course.

Instructors who issue an I-Incomplete must file an Agreement for Completion of I-Incomplete form, detailing the required course work. The deadline for removing the I-Incomplete and reporting the student's grade is the middle of the student's next semester on campus

Students who fail to meet their deadline will automatically receive a failing grade in the course. Both the I-Incomplete and DF-Deferred grades remain on a student's transcript, even after the grade is reported. If your instructor gives you either of these grades for reasons other than the criteria cited above, you may request that the grade marker be removed.

Running Start

Running Start is MSU's multi-disciplinary program that helps equip students for life as a working musician. Running Start prepares students to creatively channel their passions into vibrant careers by providing:

- * Individual career coaching with Christine Beamer, Director of Career Services and Music Entrepreneurship
- * Events, workshops and/or courses
- * Entrepreneurial opportunities like the Running Start Competition
- * Engagement opportunities, including the Greater Lansing Community Concert Series and the Educational Engagement Residency
- * Connections with entrepreneurial faculty and alumni
- * Online resources for internships, jobs, auditions, and more

Explore the Running Start website, <http://www.music.msu.edu/runningstart>, to learn more about the program, check out alumni spotlights that feature the diverse careers of Spartan music grads, and create plans for your own career.

To register for Running Start events, workshops, or advising, visit Handshake, MSU's one stop shop for all things career related. Log in to <http://msu.joinhandshake.com> with your MSU email address and activate your account.

For current news about Running Start events and opportunities, follow Running Start on social media: Facebook: @MSURunningStart, Twitter: @MSURunningStart, or Instagram: @MSURunningStart.

Timeline/Process for Lecture-recital and Supporting Document for DMA Students

1-2 YEARS PRIOR TO THE DEFENSE

It is to your advantage (though certainly not required) to develop some general ideas about your lecture-recital/document topic early in your DMA studies. Prior to registering for your third semester of study you are required to schedule a meeting with your guidance committee to determine your specific curriculum (Guidance Committee Report). http://music.msu.edu/assets/21_TimelineforLec-RecDoc.pdf

During those meetings it is helpful to discuss possible topics so that your required coursework can provide “support” for those topics. It is particularly helpful to have some ideas about possible topics prior to taking MUS 830, because you will actually research and write a proposal during this class.

The major professor, as chair of the guidance committee, has primary responsibility to oversee work on the lecture-recitals and scholarly paper. History and theory representatives also play an active role in the development of the proposal and in shaping the focus and content of the lecture-recital. Overseeing the supporting scholarly paper is the responsibility of the major professor, who will determine its scope and content.

As you formulate a topic, you should discuss it with your major professor and with members of your guidance committee to garner their support and gain their insights AND to see if there are strenuous objections to it.

9-12 MONTHS PRIOR TO DEFENSE

Once the members of your guidance committee have agreed to the topic, you should commence work on the proposal itself. In consultation with your major professor, you should determine one person on your committee who will advise you in writing the proposal. This can be your major professor or the music history or music theory representative on your guidance committee. (This is not something the history or theory faculty are required to do automatically. You should consult with your major professor and then, if appropriate, speak to the history or theory faculty member in person, not via email.) It is also most appropriate to seek guidance from other committee members at this point, but you should avoid having multiple advisors, each of whom is looking at drafts of your proposal. A helpful guide to writing the proposal can be found at <http://music.msu.edu/information-for-students/for-graduate-students/doctoral-degrees-forms/>

It will likely be necessary for you to produce several (3-5) drafts of your proposal before it is ready to be sent to the full guidance committee. When you submit a draft of your proposal to your advisor, you should anticipate at least a two-week “turn-around time.” Particularly after the mid-point of spring semester, your advisor may inform you that it will take significantly longer to return the proposal. It is your responsibility to build this turn-around time into your timetable.

7-8 MONTHS PRIOR TO DEFENSE

Once your proposal advisor has determined that the proposal is ready to be sent to the committee, you should seek the “OK” of your major professor if s/he is not acting as the advisor. You should then email the final version of the proposal to all committee members and request their approval. This email should contain a brief reminder about when you hope to defend your lecture-recital and document. Copy this email to musgrad@msu.edu and ask each committee member to REPLY ALL and either approve the proposal as is or provide suggestions for improvement. You should also complete a paper copy of the Proposal Acceptance Form and turn it in to the Graduate Office, #207 MPB. (<http://music.msu.edu/information-for-students/for-graduate-students/doctoral-degrees-forms/>)

You do NOT need to obtain signatures from the committee; their email approval is sufficient. Again, you should anticipate at least a two-week “turn-around time.” Remember that it is possible that one or more members of your committee will require you to make changes and this could add as much as a month, so be sure to build this into your timetable.

6-7 MONTHS PRIOR TO DEFENSE

The guidance committee must approve the proposal at least six months in advance of the defense, but you should seek to gain the approval of all committee members well in advance of that deadline.

Discuss with your advisor, how s/he would like to handle the various drafts of the document. Do they want to read each chapter as it is completed? Do they want to wait until the entire document is finished? Etc. You should anticipate at least a 2-3 week “turn-around time” with each submission, more if it is a particularly busy time of the year for your advisor. It is likely that your document will need to undergo several revisions before it is ready to be sent to the entire committee. Build each of these factors into your planning. It is generally not a good idea to share preliminary drafts of your document with committee members other than your advisor. This can sometimes lead to confusion.

1 MONTH PRIOR TO DEFENSE

Once your advisor has approved the final draft of your document, you should submit it to all guidance committee members. This must be done no later than one month prior to your defense.

At the same time, you should schedule a defense. (It might be a good idea to begin scheduling the defense IN ADVANCE of submitting your document to the committee, particularly if you are defending during the last part of spring semester.) This is your responsibility. Plan on 90 minutes for a lecture-recital/document defense. You should consider your own schedule and room availability in the College to determine a large number of potential times for your defense. Then send an email to the committee asking for their availability during those times. You must understand that faculty have complicated schedules and that successfully scheduling your defense may take a number of emails back and forth. Once all have agreed on a date and time, you should send a confirmation email to each committee member.

1 WEEK PRIOR TO DEFENSE

You should send each committee member an email reminder with date, time, and location of the defense. You should also send them a second reminder one or two days prior to the defense.

THE DEFENSE

The format of the defense begins with a presentation to the guidance committee of the lecture-recital itself. The student should communicate meaningfully about the music to the audience by both speaking and playing. The student may speak from an outline, note cards, or Powerpoint (strongly encouraged) but should not read the lecture. The musical performance need not be memorized. The lecture-recital should be approximately 60 minutes in length, more or less evenly divided between the lecture and the music. The musical performance may follow the lecture or may be interspersed throughout. The student must be prepared to perform all of the music, but may, at the discretion of the committee, be asked to perform only representative excerpts. Following the lecture-recital presentation the committee will likely have questions and suggestions both about the content and the presentation. They will likely also have comments and suggestions about the document. The student should be prepared to respond to questions in a coherent, thoughtful, and organized manner.

The student should bring a paper copy of the Record of Lecture-Recital Performance form (available at <http://music.msu.edu/information-for-students/for-graduate-students/doctoral-degrees-forms/> or outside Rm 207 MPB) to the defense. It is the responsibility of the chair of the guidance committee (the major professor) to return the signed form to the Graduate Office.

AFTER THE DEFENSE

If the lecture-recital is approved at the defense, the student may then proceed to the public performance of the lecture-recital. This may be done on or off campus; members of the guidance committee are not required to attend. As with other degree recitals, the front office will produce a program. The student is responsible for ensuring that an audio (or video) recording of the performance is made, either by MSU Recording Services or another provider. If a recording is not made by Recording Services, the student is responsible providing the Graduate Office with the recording. If the lecture-recital is not approved at the defense, the chair of the committee will instruct the student as to next steps.

At the defense, the committee will either approve the document as is, approve the document subject to changes to be made and approved by the advisor, or ask to see a revised copy of the document. Consult with your advisor after the defense as to the status of your document.

Once the document has been approved by all committee members, you must turn in one **pdf** copy of the final version to the College of Music Graduate Office. You do NOT turn in a copy to the Graduate School. As a courtesy, you should also turn in a copy to your advisor and any other committee member who requests a copy.

Chart for Timeline/Process of lecture-recital and document

Student: Print this page and use it to help prepare for your successful defense.

When What Notes

1-2 years before the defense	Develop ideas for a topic	1. 2. 3. 4.
9-12 months before the defense	Work on the proposal with advisor and determine if IRB approval is required and follow through the process as needed.	1. Draft 1 submitted _____ 2. Draft 2 submitted _____ 3. Draft 3 submitted _____ <i>IRB</i> ____ <i>yes</i> ____ <i>no</i>
6-7 months before the defense	Send proposal to all committee members. Once approved, submit to the Graduate Studies Office, per page 21.	Who on committee has approved: 1. (Chair) _____ 2. _____ 3. _____ 4. _____
	Work on document with advisor. Submit multiple drafts.	
1 month before the defense	With approval of your advisor, submit final copy to your committee and schedule defense.	<i>TENTATIVE:</i> Date: Time: Location:
1 week before the defense	Send reminder note to committee.	Date e-mail reminder sent: _____
Defense	Defense	Date: Time: Location:
Complete lecture-recital. Complete any changes in document required by your committee and submit a pdf to Graduate Office. An Audio recording of the lecture-recital is also required and is submitted via FileDpot.to musgrad@msu.edu	After the Defense	Date of L-R: _____ Date of submission of Oral Defense form: _____ Date of submission of the pdf: _____

Timeline/Process for Two Lecture-Recital Option for DMA Students

1-2 YEARS PRIOR TO THE DEFENSE

It is to your advantage (though certainly not required) to develop some general ideas about your lecture-recital topic(s) early in your DMA studies. Prior to registering for your third semester of study you are required to schedule a meeting with your guidance committee to determine your specific curriculum (Guidance Committee Report).

<http://music.msu.edu/information-for-students/for-graduate-students/doctoral-degrees-forms/>

During those meetings it is helpful to discuss possible topics so that your required coursework can provide “support” for those topics. It is particularly helpful to have some ideas about possible topics prior to taking MUS 830, because you will actually research and write a proposal during this class.

The major professor, as chair of the guidance committee, has primary responsibility to oversee work on the lecture-recitals. History and theory representatives also play an active role in the development of the proposal and in shaping the focus and content of the lecture-recital.

As you formulate a topic, you should discuss it with your major professor and with members of your guidance committee to garner their support and gain their insights AND to see if there are strenuous objections to it.

The following timeline refers to only one lecture-recital. It is possible (and strongly encouraged) to work simultaneously on both lecture-recitals. Each lecture-recital requires a separate proposal, and you will need to apply this timeline to each of them.

6-9 MONTHS PRIOR TO DEFENSE

Once the members of your guidance committee have agreed to the topic, you should commence work on the proposal itself. In consultation with your major professor, you should determine one person on your committee who will advise you in writing the proposal. This can be your major professor or the music history or music theory representative on your guidance committee. (This is not something the history or theory faculty are required to do automatically. You should consult with your major professor and then, if appropriate, speak to the history or theory faculty member in person, not via email.) It is also most appropriate to seek guidance from other committee members at this point, but you should avoid having multiple advisors, each of whom is looking at drafts of your proposal. A helpful guide to writing the proposal can be found at http://music.msu.edu/assets/20_Timelinefor2Lec-Rec.pdf.

It will likely be necessary for you to produce several (3-5) drafts of your proposal before it is ready to be sent to the full guidance committee. When you submit a draft of your proposal to your advisor, you should anticipate at least a two-week “turn around time.” Particularly after the mid-point of spring semester, your advisor may inform you that it will take significantly longer to return the proposal. It is your responsibility to build this into your timetable.

3-4 MONTHS PRIOR TO DEFENSE

Once your proposal advisor has determined that the proposal is ready to be sent to the committee, you should seek the “OK” of your major professor if s/he is not acting as the advisor. You should then email the final version of the proposal to all committee members and request their approval. This email should contain a brief reminder about when you hope to defend your lecture-recital. Copy this email to musgrad@msu.edu and ask each committee member to REPLY ALL and either approve the proposal as is or provide suggestions for improvement. You should also complete a paper copy of the Proposal Acceptance Form and turn it in to the Graduate Office, #207 MPB. (<http://music.msu.edu/information-for-students/for-graduate-students/doctoral-degrees-forms/>)

You do NOT need to obtain signatures from the committee; their email approval is sufficient. Again, you should anticipate at least a two-week “turn around time.” Remember that it is possible that one or more members of your committee will require you to make changes, so be sure to build this into your timetable.

1-2 MONTHS PRIOR TO DEFENSE

The guidance committee must approve the proposal at least one month in advance of the defense. Once the committee has approved the proposal, you should schedule a defense. This is your responsibility. Plan on 75 minutes for a lecture-recital defense. You should consider your own schedule and room availability in the College to determine a large number of potential times for your defense. Then send an email to the committee asking for their availability during those times. You must understand that faculty have complicated schedules and that scheduling your defense may take a number of emails back and forth. Once all have agreed on a date and time, you should send a confirmation email to each committee member.

1 WEEK PRIOR TO DEFENSE

You should send each committee member an email reminder with date, time, and location of the defense. This email should include a copy of the approved proposal to remind them of its content. You should also send them a reminder one or two days prior to the defense.

THE DEFENSE

The format of the defense begins with a presentation to the guidance committee of the lecture-recital itself. The student should communicate meaningfully about the music to the audience by both speaking and playing. The student may speak from an outline, note cards, or Powerpoint (strongly encouraged) but should not read the lecture. The musical performance need not be memorized. The lecture-recital should be approximately 60 minutes in length, more or less evenly divided between the lecture and the music. The musical performance may follow the lecture or may be interspersed throughout. The student must be prepared to perform all of the music, but may, at the discretion of the committee, be asked to perform only representative excerpts. Following the lecture-recital presentation the committee will likely have questions and suggestions both about the content and the presentation. The student should be prepared to respond to questions in a coherent, thoughtful, and organized manner.

The student should bring a paper copy of the Record of Lecture-Recital Performance form (available at <http://music.msu.edu/information-for-students/for-graduate-students/doctoral-degrees-forms/> or outside Rm 207 MPB) to the defense. It is the responsibility of the chair of the guidance committee (the major professor) to return the sign form to the Graduate Office.

AFTER THE DEFENSE

If the lecture-recital is approved at the defense, the student may then proceed to the public performance of the lecture-recital. This may be done on or off campus; members of the guidance committee are not required to attend. As with other degree recitals, the front office will produce a program. The student is responsible for ensuring that an audio recording of the performance is made, either by MSU Recording Services or another provider. If a recording is not made by Recording Services, the student is responsible providing the Graduate Office with the recording. If the lecture-recital is not approved at the defense, the chair of the committee will instruct the student as to next steps.

Chart for Timeline for two lecture-recitals

Student: Print this page and use it to help prepare for your successful defense.

When What Notes

<p>Develop ideas for a topic.</p>	<p>1-2 years before the defense</p>	<p>1. 2. 3. 4.</p>
<p>Work on the proposal with advisor.</p>	<p>6-9 months before the defense</p> <p>Determine if IRB approval is required and follow through the process as needed.</p>	<p>1. Draft 1 submitted _____</p> <p>2. Draft 2 submitted _____</p> <p>3. Draft 3 submitted _____</p> <p>IRB ____ yes ____ no</p>
<p>Send proposal to all committee members.</p> <p>Once approved, submit to the Graduate Studies Office, per page 21.</p>	<p>3-4 months before the defense</p>	<p><i>Who on committee has approved:</i></p> <p>1. (Chair) _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p>
<p>With approval of the committee, schedule defense.</p>	<p>1-2 months before the defense</p>	<p><i>TENTATIVE:</i></p> <p><i>Date:</i></p> <p><i>Time:</i></p> <p><i>Location:</i></p>
<p>Send reminder note to committee.</p>	<p>1 week before the defense</p>	<p><i>Date e-mail reminder sent:</i> _____</p>
<p>Defense</p>	<p>Defense</p>	<p><i>Date:</i></p> <p><i>Time:</i></p> <p><i>Location:</i></p>
<p>Complete lecture-recital(s).</p> <p>Audio recordings and programs of EACH of the lecture-recitals are required and are submitted via FileDepot to musgrad@msu.edu</p>	<p>After the defense</p>	<p><i>Date of L-R #1:</i> _____</p> <p><i>Date of submission of Oral Defense form:</i> _____</p> <p><i>Date of L-R #2:</i> _____</p> <p><i>Date of submission of Oral Defense form:</i> _____</p>

VI. FUNDING OPTIONS

MSU Financial Aid

<https://finaid.msu.edu/grad.asp>

Financial aid regulations prohibit a school from allowing students to use financial aid intended for one semester to pay for school charges from a prior semester. Students CANNOT use FUTURE aid to pay past due bills UNLESS the total amount you owe MSU from the prior semester(s) is \$200 or less. Students CANNOT take out an MSU Short Term Loan to pay a bill you have a hold for because of the past due bill. There are no exceptions or appeals.

Students receiving federal Title IV financial aid are required to meet several standards to demonstrate they are making academic progress. The Office of Financial Aid (OFA) must monitor Satisfactory Academic Progress (SAP) for all financial aid recipients.

College of Music Scholarships

Scholarships are awarded upon recommendation of the faculty in recognition of musical ability and merit. These awards are made by the College of Music and are separate from awards made by the University based on financial need. **Students receiving music scholarships are expected to carry a full academic course load and perform in a major ensemble each term, make normal progress toward their degrees, and fulfill other requirements as listed on the scholarship contract.** Scholarships may be renewed upon recommendation of the faculty.

Your scholarship will be listed in StuInfo and deducted from your bill at the time of billing. If your scholarship award is not listed on your bill, you should check with the Admissions Director, Ben Ebener, in Room 251 Music Building.

The College of Music cannot guarantee funding for the costs of a second master's or doctoral degree. For information about possible funding, consult the chair of the second degree.

Graduate Fellowship Monies

Fellowships are awarded upon recommendation of the faculty in recognition of musical ability and merit. These awards are made by the College of Music and are separate from awards made by the University based on financial need. **Students receiving music fellowships are expected to carry a full academic course load and make normal progress toward degree completion.** Fellowships may be renewed upon recommendation of the faculty.

Your fellowship is *not* listed in your Student Account but will be deducted from your bill at the time of billing.

The College of Music cannot guarantee funding for the costs of a second master's or doctoral degree. For information about possible funding, consult the chair of the second degree.

Graduate Student Travel Funding and Research Enhancement Criteria

Funds are available for graduate students **to travel to present their "research" at professional venues.** This includes researchers whose papers have been selected for presentation at a conference through a **peer-review process**, composers whose works have been selected through a **peer-review process** for performance at a conference, festival, or other prestigious venue, or performers or conductors who have been selected through a **peer-review process** to appear in a competition, conference, festival, or other prestigious venue. These funds are not available to support thesis/dissertation research projects or course work, nor are they available to attend academic conferences. **(Travel Funding)**

Funds are also available to support activities that **enhance graduate students' research projects** including travel **to participate in workshops, data collection, short courses and master classes**. The student must be an **active participant in a masterclass or other comparable educational experience**. These funds cannot be used to attend workshops with your major professor or to purchase equipment.

Under special circumstances, funding requests to purchase supplies/materials relevant to the student's research will be considered. Research enhancement funding is only for graduate students enrolled in a degree program. (Research Enhancement)

This funding is only for graduate students pursuing a degree program and students must be enrolled to receive funding.

The application and directions for applying can be found at: <https://www.music.msu.edu/information-for-students/for-graduate-students/funding>. Completed applications can be submitted at any time during the fiscal year (July 1-June 30) or until designated funds are exhausted. Students submit only **one** application **to the Graduate Studies Office** for consideration by all offices. (Requests for funding to travel to international meetings will be considered jointly by The Graduate School and the Office of International Studies and Programs (ISP).)

*** Students must submit a copy of their acceptance with their signed application form.*

*** Students must also submit a detailed budget, including estimated costs of airfare, hotel, food, registration, etc.*

*** The College of Music has annual limits on its Travel Funding and Research Enhancement monies.*

Limit of \$2000 for international projects; Limit of \$1200 for domestic projects; Limit of \$2000 TOTAL for the year. These limits are different from the Graduate School limit, which is a career limit.

***** Acceptance of Fellowship monies for Travel or Research Enhancement MAY effect your Student Loan(s). Please contact the Financial Aid Office if you have any questions. The College of Music cannot override their decision. *****

College of Music

Dissertation Completion Fellowship

<http://music.msu.edu/information-for-students/for-graduate-students/funding>

Award: \$10,000 stipend

Awardees:

- **must be a doctoral student in the final stages of writing a dissertation, document, composition, or preparing a final lecture-recital.**
- must register for at least one credit during the semester in which they accept the award
- must demonstrate in the application materials their ability to complete the degree within one (1) calendar year of the application date

Students with University Fellowships (UDF, UEF) or full-time professional employment are not eligible.

Students with other scholarships or loans must check with the Office of Financial Aid to see if this award will affect their funding. The College of Music is not responsible for any reductions in aid or penalties related to receipt of this award.

The application, directions and deadlines for applying can be found at the College of Music website.

Emergency Funding Fellowship

The Graduate School has limited funding available for graduate students for unusual or unforeseen emergency expenses. This funding is only for graduate students pursuing a degree program. Please be aware that emergency funds are provided on a one-time only basis. Awards are contingent upon eligibility, endorsements, availability of funds, and, in most cases, cost-sharing by the student's college and department.

The application and directions can be found at <https://grad.msu.edu/emergency-fellowship-funding>. Requests will not be processed without the submission of the appropriate paperwork.

OISS Emergency Funding

<http://oiss.isp.msu.edu/documents/students/ertuition.pdf>

The Emergency Tuition Award program is administered by OISS to provide emergency tuition assistance to a limited number of **international students** in their last academic year. Please visit **MyOISS** for details and to apply. All questions should be referred to OISS directly.

OTHER MSU Graduate School Funding Options

<http://grad.msu.edu/funding/>

- * These awards are for **INCOMING** students.
- ** Applications to ALL of the following awards are done in cooperation between your primary professor, the Graduate Studies Office, and the Graduate School.

University Distinguished Fellowships

- recognizing academic achievement, research goals, demonstrated leadership potential, and contribution to a diverse educational community.

University Enrichment Fellowships

- recognizing academic achievement, research goals, contribution to a diverse educational community, and a record of overcoming obstacles.

Educational Opportunity Fellowship

- applicants must demonstrate a need for financial assistance and have a minimum undergraduate federal indebtedness of \$16,000, both as determined by the MSU Office of Financial Aid.

AAGA - Academic Achievement Graduate Assistantships

- recruitment program designed to assist academic units in attracting diverse students who have traditionally not participated in graduate programs in their units. This may include applicants from bilingual households.

King-Chavez-Parks Future Faculty Fellow Program

- applicants must be U.S. citizens enrolled in an MSU doctoral program,
- have successfully completed comprehensive examinations, and
- have the potential to broaden inclusiveness of college or university faculty in the social sciences, humanities, education, or STEM fields

VII. INTERNATIONAL STUDENTS

International Student Admissions

International students must meet all of the same requirements as U.S. residents.

They must also meet specified language proficiency levels - first by the College and then by MSU.

The following websites provide lots of information about the process for International students:

The Graduate School website: <https://grad.msu.edu/apply>

Office of International Students and Scholars (OISS) website: <http://oiss.isp.msu.edu/>

Language Requirements

College of Music applicants must meet all College and MSU language requirements prior to acceptance.

All international applicants and applicants whose first language is not English must be able to be proficient in English as a condition for regular admission to Michigan State University. The College of Music does not allow Provisional Admission.

If they have not met those requirements, students must postpone their application and re-apply to the College of Music and MSU. When they have passing TOEFL scores or after attending and passing testing/classes at the English Language Center on MSU's campus (<http://elc.msu.edu/>), they can be accepted to the College of Music and MSU.

Office of International Students and Scholars (OISS)

103 International Center, oiss@msu.edu fax 517-355-4657, phone 517-353-1720

Website <http://oiss.isp.msu.edu/>

**** The OISS office provides new student orientation and other social/cultural programming throughout the year to assist International Students. On their website you can find information and/or website listings on:**

Getting Started	Immigration Information
Traveling to MSU	Immigration Related Information
Traveling to the US	Change of Status
University Housing	Maintaining Legal Status
Living at MSU	Internationalizing Student Life
Living in an American Society	International Student Groups
Living in the East Lansing/Lansing Community	Counseling Center
Health Care Information (Olin Health Center)	Community Volunteers for Int'l Programs (CVIP)
Financial Aid Office	English Language Center
Grants and Scholarships for International Students	Volunteer English Tutoring Program (VETP)
Conversion Tables	Travel
American Holidays	Campus Center
CATA Bus Information	Career Services and Placement

New International Student Orientation

Website: [Office for International Students and Scholars :: Orientation Overview \(msu.edu\)](#)

As indicated on the materials you received from the University Admissions Office, you are required to check-in with the Office of International Students and Scholars [OISS]. If you arrive prior to that date, please go to Room 103 of the Center for International Studies to check-in. You will receive a packet of information and forms that you must complete to begin your career as a student in our university.

If you have questions about being a new student at MSU, please contact OISS at e-mail oiss@msu.edu fax number 517-355-4657, telephone 517-353-1720 or go to their website <http://oiss.isp.msu.edu/>.

SEVIS

SEVIS is the Student and Exchange Visitor Information System.

<http://www.ice.gov/sevis/index.htm>

It is an internet-based system in which the U.S. Immigration and Naturalization Service (INS) maintains information on nonimmigrant students holding F, M and J visas. Under SEVIS, MSU is required to provide regular electronic reports to the INS.

OISS is required to report on students within 21 days of the start of a semester.

INS is required to audit higher education institutions compliance records every two years.

If a school is not complying, they face a one year suspension from admitting any international students.

Address

Students may NOT use a P.O. Box or an office address. They must use the address that describes their residence. In addition, students are required to notify the DSO (Designated School Official at OISS) within 10 days of any change in their name or address. The DSO has 21 days to notify the INS.

Reporting Cycle

OISS is required to report the occurrence of any of the following events:

- A. Any student who has failed to maintain status or complete their program
- B. A change of the student or dependent's legal name or U.S. address
- C. Any student who has graduated early or prior to the program end date listed on the SEVIS I-20 Form
- D. Any disciplinary action taken by the school against the student as a result of the student being convicted of a crime
- E. Any other notification request made by SEVIS to the DSO with regard to the current status of the student
- F. Whether the student has enrolled at the school, dropped below a full course of study without prior authorization by the DSO *, or failed to enroll
- G. The current address of each enrolled student
- H. The start date of the student's next semester

Full-time Status Reminder

All students who are on F and J visas **are required to be enrolled full time** by the close of open enrollment of each semester. **Full time at MSU is:** (cr = credits)

Masters without assistantship: 9 cr per semester
Doctoral without assistantship: 6 cr per semester

Masters with assistantship: 6 cr per semester
Doctoral with assistantship: 3 cr per semester

Doctoral students who have passed all required comprehensive exams: 1 credit per semester

Under Enrollment (Reduced Course Load - RCL) Status Report

<https://www.music.msu.edu/assets/RCLReducedCourseLoadDec2017MUS.pdf>

<https://oiss.isp.msu.edu/forms/> - **PLEASE VISIT YOUR 'MyOISS' PAGE TO COMPLETE THIS FORM.**

PLEASE NOTE: Federal regulations severely limit students' ability to be under enrolled. If they drop below full-time enrollment without authorization, OISS is required to report this, and they will be considered out of status.

Effective Fall 2019, students can only use the RCL form 2 times during their studies – their FIRST and LAST semesters only.

If students will not meet the enrollment requirement, they **must** complete this form. One section is completed by the student and one section is completed by the College of Music Graduate Advisor, Ms. Susan Hoekstra.
The student is responsible for submitting the form to OISS.

First semester: Reasons 1 through 4 **are valid uses**. Students need to carry at least half of the required credits to use the reasons below (5 credits for master's students; 3 credits for doctoral students).

1. Initial difficulty with reading requirements (used in first year of study only)
2. Initial difficulty with English language (used in first year of study only)
3. Unfamiliar with American teaching methods (used in first year of study only)
4. Improper course placement (appropriate any time during course of study only)

** The students are responsible for their course placement and for making progress toward their degree.

Last semester: During their last semester, the 'Last Semester' exemption may be used. The student **must** graduate this semester. Students must be enrolled, but cannot be enrolled in on-line coursework.

** Medical conditions that prevent full time study may be used with the advisor's signature and a note from a medical doctor or a board certified psychologist. **This reason has a 2-semester limit and is determined on a case-by-case situation.**

Semester Off Authorization Form

<https://oiss.isp.msu.edu/forms/>

OISS is required to report this by law, to report F-1 or J-1 students planning to take a semester off, excluding summer semester. **Students must submit this form to OISS PRIOR to taking fall or spring off.**

** Students must fill out the form completely and thoroughly

** OISS will not authorize it if they are not complete

** The student is responsible for dropping any/all enrollments prior to leaving MSU.

** The student is responsible for continuing to check the MSU e-mail while they are away.

Options:

I am taking a SEMESTER OFF and REMAINING IN THE UNITED STATES

Students must have been full time in the previous summer semester. Full time campus employment and housing may not be available to you. That is up to University Housing.

or

I am taking a SEMESTER OFF and LEAVING THE UNITED STATES

Students need to read the options carefully and mark which is most appropriate.

* If you are absent for more than 5 months, contact OISS 2 months before you return to confirm that your I-20/DS-2019 is valid for reentry or to obtain a new I-20/DS-2019.

Can a student who has been reported to the INS as out of status regain their legal student status?

- If an international student violated their legal immigration status, they may apply to the INS for a reinstatement if the "violation of status resulted from circumstances beyond the student's control" such as an illness, injury or natural disaster. If the institution was in error in reporting the student as out of status, this would be considered out of the student's control and they would be eligible to apply to the INS for reinstatement.
- The student may not apply for reinstatement under any circumstances if he/she has been out of status for more than 5 months. <http://www.uscis.gov/portal/site/uscis>

International students serving as Graduate Teaching Assistants

If you have been offered a Graduate Teaching Assistantship, you are required to attend a university-wide orientation program. You will be notified by the department as to the procedure for signing up, if you are required to do so.

Because International Graduate Assistants are required to arrive on campus early, the university will provide lodging and meals for them during the International TA Orientation. Those attending the orientation will receive additional information in the mail from the University's ITA program. If you have questions, you may ask them by e-mail. Please check out their website: <https://grad.msu.edu/tap>.

Speak Test

International students who are Graduate Teaching Assistants are generally required to take the SPEAK test to demonstrate their knowledge of the English language, their ability to understand spoken English and to speak in English.

- Teaching Assistants in Musicology and Music Theory are required to take this exam.
- Teaching Assistants in Performance, Composition, Conducting and Jazz Studies do not have to take it.

**** International students wishing to work on or off campus MUST comply with OISS rules and regulations, AND, complete any/all necessary paperwork. It is YOUR responsibility to make sure you and your employer have the right forms and that you get them submitted correctly and in a timely manner (BEFORE employment begins). ****

Please visit: <http://oiss.isp.msu.edu/students/employ/>

Curricular Practical Training (CPT)

<https://www.music.msu.edu/information-for-students/for-graduate-students/international-students>

**** NOTE: International students may NOT be paid in any manner (paycheck, cash, food, house, etc.) for employment or volunteering (including internships) – without first determining if they are eligible for CPT and completing the appropriate paperwork. Failure to do this correctly could adversely affect VISA status. This could result in being turned away at entry to the US or in being deported. ****

Curricular Practical Training (CPT) is temporary employment authorization directly related to an F-1 student's academic program. CPT is typically done on a part-time basis (up to 20 hours a week) during the school year and on a full-time basis (over 20 hours a week) during vacation periods. The work must be related to field of study. (For musicians, this would be performing, teaching, and/or administrative work or internships.)

Who is Eligible for CPT?

The F-1 student who has been in full-time student status for 9 months preceding the CPT application is eligible. Typically, this means international students in the second year of their degree program or international students who have just completed a degree at an American university. F-1 students on full or part time CPT during the school year **must be registered full time**. Students may not take a reduced course load and then apply for CPT.

Students who are finished with program requirements and who are merely delaying graduation to make use of CPT will not be granted CPT.

How to apply for CPT:

1. Obtain an official offer of employment from the employer. This is a letter from the employer that outlines the nature of the employment, duties, time frame and pay.

2. Fill out the appropriate CPT form from the College of Music website link. **Submit it to the College of Music Graduate Advisor (110 MB) or e-mail to shoekst@msu.edu with the offer of employment letter for approval.** (<https://www.music.msu.edu/information-for-students/for-graduate-students/international-students>)
3. Take the signed CPT form and employment letter to OISS. The student is responsible for submitting the form to OISS.
4. **Signed form and employment letter MUST be submitted BEFORE employment begins.**

CPT forms need to be completed for each semester and break even if the offer of employment is for the entire year.

More Information about CPT:

You must have an offer of employment to apply for CPT.

- Even off campus non-paid internships may require authorization by OISS. The Graduate Advisor first recommends the CPT. It is then authorized by the “Designated School Official” (International Student Advisor) in OISS. Students who have completed their applications and have all materials ready should make an appointment with OISS to have their CPT processed.
- If you change employers while on CPT, you need to file a new CPT application.
- You are authorized for specific dates of employment on your I-20. You may **not** begin before the start date or continue working after the end date. If you expect that you will need to work past your end date, you must reapply for CPT and be approved by OISS. OISS will only authorize CPT for a semester at a time unless you are in a **required** internship program that extends beyond the semester.

Optional Practical Training (OPT)

<https://www.music.msu.edu/information-for-students/for-graduate-students/international-students>

Optional Practical Training (OPT) is practical work experience in your field of study. OPT employment authorization is granted for 12 months typically after completion of a degree. There are no OPT extensions beyond 12 months. Students are eligible if they are in F-1 status and have been enrolled on a full-time basis for at least nine months; **and** who will be completing a course of study this semester or in the near future; **and** whose proposed OPT employment will be directly related to their course of study.

A student can apply for an OPT up to 90 days prior to the end of their program end date and up to 60 days after program end date. *Though it is possible to file the I-765 (OPT) after graduation, we do not recommend doing so as the USCIS processing times vary and you may lose some of your 12-month employment authorization.*

** If you plan to spend your last semester outside of the US, you might not be eligible for OPT. Please consult with an OISS advisor. **

All students on OPT are required to report any change of name or address, or any interruption of employment to the OISS at Michigan State University.

More Information about OPT:

- During post-completion OPT, F-1 status is dependent upon employment.
- The employment does NOT have to be paid employment. Therefore, a student who is engaged in “freelance” employment (including performance majors with regular “gigs”), interning, or volunteering in a position directly related to the academic field would be considered “employed” for the purposes of OPT employment.
- Students may not accrue an more than 90 days of unemployment during any post-completion OPT.
- Employment authorization will begin on the date requested or the date the employment authorization is adjudicated (approved), whichever is later.
- Students must comply with the employment reporting requirements.

VIII. STUDENT CONDUCT & CONFLICT RESOLUTION

The principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. The College of Music expects that students will honor these principles and, in doing so, protect the validity of the educational process and the academic integrity of the University. Therefore, no student shall:

- claim or submit the academic or creative work of another as one's own.
- procure, provide, accept, or use any materials containing questions or answers to any examination or assignment without proper authorization.
- complete or attempt to complete any assignment or examination for another individual without proper authorization.
- allow any examination or assignment to be completed for oneself, in part or in total, by another without proper authorization.
- alter, tamper with, appropriate, destroy or otherwise interfere with the research, resources, or other academic work of another person.
- fabricate or falsify data or results.

COLLEGE OF MUSIC STATEMENT OF ACADEMIC INTEGRITY

All College of Music students and faculty should read and study the document *Guidelines for Integrity in Research and Creative Activities* as reprinted from Michigan State University, *Research Integrity*, Vol. 7 No. 2 Spring 2004 (<https://grad.msu.edu/researchintegrity>)

INTEGRITY OF SCHOLARSHIP AND GRADES

<https://www.msu.edu/unit/ombud/academic-integrity/index.html#integrity>

The following statement of University policy addresses principles and procedures to be used in instances of academic dishonesty, violations of professional standards, and falsification of academic or admission records, herein after referred to as academic misconduct. [See General Student Regulation 1.00, Protection of Scholarship and Grades and Graduate Students Rights and Responsibilities(GSRR) [<http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities>].

ACADEMIC DISHONESTY

The following statement of University policy was approved by the Academic Council and the Academic Senate, and serves as the definitive statement of principle and procedure to be used in instances of academic dishonesty:

The principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. The University expects that both faculty and students will honor these principles and in so doing protect the validity of University grades. This means that all academic work will be done by the student to whom it is assigned, without unauthorized aid of any kind (see General Student Regulation 1.00, Scholarship and Grades, for specific regulations).

Instructors, for their part, will exercise care in the planning and supervision of academic work, so that honest effort will be positively encouraged. If any instance of academic dishonesty is discovered by an instructor, it is their responsibility to take appropriate action. Depending on their judgment of the particular case, he or she may give a failing grade to the student on the assignment or for the course.

In instances where a failing grade in a course is given only for academic dishonesty, the instructor will notify the student's academic dean in writing of the circumstances. The student who receives a failing grade based on a charge of academic dishonesty may appeal a judgment made by a department, school, or a college.

Refer to Academic Freedom for Students. When in the judgment of the academic dean, action other than, or in addition to, a failing grade is warranted, the dean will refer the case to the college-level hearing board, which shall have original jurisdiction. In cases of ambiguous jurisdiction, the appropriate judiciary will be randomly selected by the Assistant Provost from one of the three core colleges. Appeals from the judgment may be made to the All-University Academic.

MICHIGAN STATE UNIVERSITY POLICY on RELATIONSHIP VIOLENCE & SEXUAL MISCONDUCT

Michigan State University is committed to maintaining a learning and working environment for all students, faculty, and staff that is fair, humane, and responsible - an environment that supports career and educational advancement on the basis of job and academic performance. Relationship violence and sexual misconduct subvert the mission of the University and offend the integrity of the University community. Relationship violence and sexual misconduct are not tolerated at Michigan State University.

Please go to https://www.hr.msu.edu/policies-procedures/university-wide/RVSM_policy.html to view the full policy on Relationship Violence and Sexual Misconduct.

University Policy on Relationship Violence & Sexual Misconduct (RVSM):

Common questions

1. Who can I call for help? Are there any campus resources available to me? Are any of the resources confidential?

Counseling Services:

MSU Counseling Center
207 Student Services Building
(517) 355-8270
www.counseling.msu.edu

For Sexual Assault:

MSU Counseling Center Sexual Assault Program
(517) 355-3551
24-Hour Sexual Assault Crisis Line (517) 372-6666
www.endrape.msu.edu

The Sexual Assault Program provides immediate crisis intervention and advocacy services to women and men who have been impacted by rape or sexual assault. Crisis Intervention & Advocacy Services are free and confidential including: the MSU Sexual Assault Crisis Line, 24-hour medical advocacy; and legal advocacy. These services are available to survivors of sexual assault and their non-offending significant others.

The MSU Sexual Assault Program also provides individual therapy and support group services to MSU students who are survivors of adult sexual assault or childhood sexual abuse. They offer groups for men and women.

For Relationship Violence or Stalking:

MSU Safe Place
(517) 355-1100, noabuse@msu.edu
<http://safeplace.msu.edu/>

MSU Safe Place is a program with a mission to address relationship violence and stalking. They are located on the campus of Michigan State University and serve students, faculty, staff and their spouses/partners and non-affiliated members of the surrounding communities. They provide advocacy, emergency shelter, counseling, support groups, safety planning, information and referrals to survivors of violence and their minor children. All services are free and confidential.

2. What is the definition of consent?

Consent means the voluntary, willful, and unambiguous agreement to engage in a specific sexual activity during a sexual encounter. Consent cannot be given by someone who is:

- Sleeping
- Unconscious, unaware, or otherwise mentally or physically helpless because of drugs, alcohol, or other contributing factor (“incapacitated”)

- Unable to understand the nature of the sexual activity due to a mental disease or condition (“mentally incapable”)
- Under duress, threat, deception, coercion, or force

Consent must be clear and communicated by mutually understandable words or actions. The following are examples of situations that do not imply consent:

- Silence
- The absence of a verbal “no” or “stop”
- The absence of resistance
- The existence of a prior or current relationship or sexual activity

3. What Can I Do to Help A Friend?

- Believe them! Listen and offer comfort.
- Let the person know that you care.
- Reassure your friend that they are not to blame for being sexually or physically assaulted or stalked.
- Encourage your friend to reach out for support.

More information and on and off campus support services can be found through your Academic Advisor.

Consensual Amorous or Sexual Relationships with Students

The MSU Board of Trustees approved revisions to the *Consensual Amorous or Sexual Relationships with Students* policy at its meeting on June 21, 2019. The most significant change is the ban on consensual amorous or sexual relationships between undergraduate students and employees classified as faculty and academic staff. This ban exists regardless of whether or not the faculty member has educational responsibility for an undergraduate student and it exists for as long as the faculty member is employed and the student is enrolled as an undergraduate at MSU. Any relationship that predates this ban must be disclosed to the relevant unit administrator (i.e., dean, chairperson, or school director) within 30 days from August 16, 2019.

The relationship between an instructor and a student plays an important role in accomplishing Michigan State University’s mission of “providing outstanding undergraduate, graduate, and professional education to promising, qualified students in order to prepare them to contribute fully to society as globally engaged citizen leaders.”

The purpose of the newly approved policy is to ensure that Michigan State University’s learning environment reflects our moral and ethical responsibility to manage the power differential that exists when there are consensual amorous or sexual relationships between instructors and students.

The new policy can be found here: https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/consensual_relationship_students.html

Summary of Main Substantive Policy Changes:

1. **Undergraduate Students:**

- a. Any consensual amorous or sexual relationship between an undergraduate student enrolled at the University and a faculty member or academic staff member is prohibited.
- b. Any consensual amorous or sexual relationships between an undergraduate student enrolled at the University and a graduate teaching assistant is prohibited when the graduate student has educational responsibility for the undergraduate student. Graduate teaching assistants may not enter into a relationship with undergraduate students for whom they have educational responsibility.

2. **Graduate Students and Graduate Professional Students:** A faculty or academic staff member who has educational responsibility for a graduate student enrolled at the University may not begin or enter into a consensual relationship with a graduate student when they have educational responsibilities over the graduate student.

3. **Lifelong Students and Other Learners:** A faculty, academic staff member, or graduate teaching assistant who currently has educational responsibility for a lifelong student or other non-undergraduate or non-graduate student at the University may not begin or enter into a consensual relationship with that student when they have educational responsibilities over the student.
4. **Research Associates (i.e., “postdocs”):** Consensual amorous or sexual relationships between faculty/academic staff and post-doctoral fellows (i.e. research associates) over whom there is educational responsibility are prohibited. (Note: the current [Conflict of Interest in Employment](#) policy already prohibits relationships between research associates and faculty/academic staff where the faculty/academic staff member has supervisory responsibility for the research associate).
5. **Disclosure Requirements:** For scenarios # 1b - #4, the University recognizes that there are instances in which a relationship may predate the assumption of educational responsibility for the student. In these cases, the instructor shall immediately disclose the amorous or sexual relationship to the relevant unit administrator, who shall develop an oversight plan in consultation with the dean and the Office of the Associate Provost and Associate Vice President for Academic Human Resources. It is recommended that all management/oversight plans are reviewed by the Office of the Associate Provost and Associate Vice President for Academic Human Resources
6. **30-day Disclosure Requirement for Existing Relationships:** Existing relationships that are now prohibited under this policy (i.e., undergraduate student and faculty and academic staff member relationships) and relationships subject to the new disclosure requirements of this policy must be disclosed to the relevant unit administrator **within 30 days from August 16, 2019 (i.e., by September 16, 2019)**. The unit administrator shall promptly consult with the dean/director and the Associate Provost and Associate Vice President for Academic Human Resources, who will review the circumstances surrounding each relationship on a case-by-case basis. If permitted, a management plan will be developed, and must be reviewed by the Office of the Associate Provost and Associate Vice President for Academic Human Resources.

This policy is not intended to replace or circumvent other established University policies such as:

- [Conflict of Interest in Employment Policy](https://hr.msu.edu/policies-procedures/university-wide/conflict_of_interest.html): https://hr.msu.edu/policies-procedures/university-wide/conflict_of_interest.html
- [Relationship Violence and Sexual Misconduct Policy](https://www.hr.msu.edu/policies-procedures/university-wide/RVSM_policy.html): https://www.hr.msu.edu/policies-procedures/university-wide/RVSM_policy.html

Questions can be directed to the Office of the Associate Provost and Associate Vice President for Academic Human Resources at 517-353-5300 or ahr@msu.edu.

OTHER RELEVANT UNIVERSITY POLICIES

<http://www.inclusion.msu.edu/index.html>

Since sexual harassment is a form of unlawful gender discrimination, a member of the University community who violates this Policy also violates the University’s Anti-Discrimination Policy.

Other University policies relevant to behavior of a sexual nature by members of the University community include Conflict of Interest in Educational Responsibilities Resulting from Consensual Amorous or Sexual Relationships, Conflict of Interest in Employment, Article 2.00 of the General Student Regulations, Article 3.00 of the Graduate and Undergraduate Residence Hall Regulations, and Ordinance 22.00.

MSU Guidelines for Social Media

<http://cabs.msu.edu/documents/msu-guidelines-for-social-media.pdf> (full script)

Social media is a great way to tell the MSU story and promoting university news and the work of faculty, staff, and students is encouraged. Rather than presenting a strict policy, Michigan State University is providing guidelines that are designed to frame acceptable and encouraged uses by members of the MSU community in social media spaces.

The online spaces in which you engage when using social media tools are visible to all. The public will perceive you as representing MSU—to them, you are the university. You may encounter unanticipated circumstances when sharing information about the university or yourself. Public response to you and what you choose to share online will vary. In order to be a positive steward of MSU, it will be helpful for you to understand social media and what it means to engage online, as well as what risks to anticipate and how to triage problems. Awareness and deliberate professionalism will enable you to participate online in a respectful, relevant way that protects the university’s reputation.

OFFICE OF THE OMBUDSPERSON

<https://www.msu.edu/unit/ombud/full-faq/index.html>
129 N. Kedzie Hall, MSU e-mail: ombud@msu.edu

Conflicts, disagreements, and issues sometimes arise during the course of a graduate program. If you find yourself in this situation and have exhausted the internal resources for resolving the issue, you may contact the Office of the University Ombudsperson.

The Office of the University Ombudsperson provides assistance to students, faculty, and staff in resolving University-related concerns. Such concerns include: student-faculty conflicts; communication problems; concerns about the university climate; and questions about what options are available for handling a problem according to Michigan State University policy. The University Ombudsperson also provides information about available resources and student/faculty rights and responsibilities. The office operates as a confidential, independent, and neutral resource. It does not provide notice to the University - that is, it does not speak or hear for the University.

Frequently Asked Questions:

- Classroom Myths Disruptive Students (<https://www.msu.edu/unit/ombud/classroom-policies/disruptive-students-faq.html>)
- Faculty Academic Integrity (<https://www.msu.edu/unit/ombud/academic-integrity/faculty-faq.html>)
- Fees and Tuition (<https://www.msu.edu/unit/ombud/full-faq/fees-tuition-faq.html>)
- Final Exams (<https://www.msu.edu/unit/ombud/full-faq/final-exams-faq.html>)
- Graduation Requirements (<https://www.msu.edu/unit/ombud/full-faq/index.html>)
- Late Drops (<https://www.msu.edu/unit/ombud/full-faq/late-drops-faq.html>)
- Grievance Hearing (<https://www.msu.edu/unit/ombud/grievance-procedures/grievance-faq.html>)
- Late Adds (<https://www.msu.edu/unit/ombud/full-faq/late-adds-faq.html>)
- Legal (<https://www.msu.edu/unit/ombud/full-faq/full-faqlegal-faq>)
- Parents of Students (<https://www.msu.edu/unit/ombud/full-faq/parent-faq.html>)
- Syllabus (<https://www.msu.edu/unit/ombud/classroom-policies/syllabus-faq.html>)
- Student Academic Integrity (<https://www.msu.edu/unit/ombud/academic-integrity/student-faq.html>)

Other Topics:

- | | | |
|---|--|---|
| <ul style="list-style-type: none"> - Grades/Appeal Policies - Special Grade Markers - Academic Integrity - Student Responsibilities | <ul style="list-style-type: none"> - Classroom Policies and FAQ - University Policies & Publications - Grievance Procedures | <ul style="list-style-type: none"> - Student Rights - Report a Problem - Contact the Office - Grief absence |
|---|--|---|

Confidentiality of Student Records

The College of Music makes every effort to maintain student file confidentiality. Records dealing with medical and legal issues, complaints against faculty and/or other students, disciplinary actions (allegations of cheating or plagiarism) or proof of financial ability - are locked in the Graduate Studies office. Access to these files is strictly limited to College of Music Administration. Pursuant to the Federal Family Educational Rights and Privacy Act (FERPA), the University has a policy of releasing only directory information to anyone who makes a request. Directory information is defined by MSU as:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Name • Local & Permanent Address & Telephone numbers • MSU Net ID • Current enrollment status • Recognition documents of student organizations • Dates of information pertaining to degrees earned, awards and honors achievements and dates | <ul style="list-style-type: none"> • Recommendation to the State of Michigan for teaching certificate and effective dates • Participation in officially recognized MSU activities/ sports - including weight and height of athletes • Employment status as a graduate teaching assistant, office address, and office phone number |
|---|--|

IX. COLLEGE OF MUSIC POLICIES

ACADEMIC PERFORMANCE

Graduate students have a right to periodic evaluation of their academic progress, performance, and professional potential (GSRR 2.4.8). With these guidelines in mind, the College of Music has established the following standards for good standing and continuation in its graduate degree programs:

Academic Standards for all Graduate Students

A graduate student in the College of Music must:

1. Maintain a cumulative grade–point average of at least 3.00.
2. Not accumulate deferred grades (identified by the DF–Deferred marker) in more than 8 credits in courses (excluding courses numbered 896, 897, 898, 899 or 996, 997, 998, 999).

If at the end of a semester a graduate student fails to meet one or both of the requirements specified above, the student shall receive a deficiency warning. If the deficiency is not removed within one calendar year, the graduate student will not be allowed to continue in the degree program.

A student may accumulate no more than 6 credits with a grade below 3.0 in courses that are to be counted toward the degree.

Credit will not be awarded for any course in which the student receives a grade less than 2.0. However, all grades are counted in the calculation of the grade-point average (GPA).

Academic Standards for Graduate Assistants in the College of Music

A graduate assistant in the College of Music must:

1. Maintain a cumulative grade–point average of at least 3.25.
2. Not accumulate deferred grades (identified by the DF–Deferred marker) in more than 8 credits in courses (excluding courses numbered 896, 897, 898, 899 or 996, 997, 998, 999).

If at the end of a semester a graduate assistant fails to meet one or both of the requirements specified above, the graduate assistant shall receive a warning and be allowed to hold the graduate assistantship for one additional semester. If at the end of the additional semester the graduate assistant has failed to meet one or both of the requirements specified above, the graduate assistantship shall be withdrawn.

Time Limit

The time limit for completion of the master's degree is five years, and for a doctoral degree is eight years, from the beginning of the first semester in which credit was earned toward the degree. Any transfer credits must also have been completed within the time limit of the degree.

Retroactive Changes to Academic Record

Retroactive changes to a student's academic record are not allowed except in the case of university error. An exception to this is enrollment after the end of the term of instruction. If, in contravention of the attendance policy, a student takes part and earns final grades in courses without being formally enrolled on the last class day of the term of instruction, these courses may be added to the student's academic record if the appropriate Associate Deans and the Office of the Registrar determine that an exception to the attendance policy is warranted. A Course Add Fee of \$200, in addition to the normal tuition, will be charged for each course so added. If a student adding such a course was not formally enrolled on the last class day of the term of instruction in at least one other course, a late initial enrollment fee of \$300 will also be charged.

The responsibility of maintaining and verifying accurate enrollment rests solely with the student. It is important to seek the advice of the graduate adviser, as he/she will help you to ascertain what courses you need to satisfy specific requirements of all College of Music degrees. You should be in regular contact with that person, at least yearly.

University Attendance Policy

<https://www.msu.edu/unit/ombud/classroom-policies/index.html#attend-general>

No person is allowed to attend a class unless officially enrolled on a credit or non-credit basis with the appropriate fees paid. Students, who attend, participate and strive to complete course requirements without formal enrollment will not receive credit for their work.

There is no all-University regulation requiring class attendance of enrolled students. However, attendance is an essential and intrinsic element of the educational process. In any course in which attendance is necessary to the achievement of a clearly defined set of course objectives, it may be a valid consideration in determining the student's grade. It is the responsibility of the instructor to define the policy for attendance at the beginning of the course.

Grief Absence

<http://splife.studentlife.msu.edu/regulations/student-group-regulations-administrative-rulings-all-university-policies-and-selected-ordinances/grief-absence-policy>

The faculty and staff should be sensitive to and accommodate the bereavement process of a student who has lost a family member or who is experiencing emotional distress from a similar tragedy so that the student is not academically disadvantaged in classes.

It is the responsibility of the student to: a) notify the major professor, their professors, and the Associate Dean of college of the need for a grief absence prior to leaving campus, b) provide appropriate verification of the grief absence as specified by the professor(s) or Associate Dean, and c) complete all missed work as determined by the instructor(s).

It is the responsibility of the Associate Dean or designee to: a) determine with the student the expected period of absence – it is expected that some bereavement processes may be more extensive than others depending on individual circumstances, b) notify the faculty that the student will be absent, and c) receive verification of the authenticity of a grief absence request upon the student's return.

It is the responsibility of the instructor to work with the student to: a) make reasonable accommodations and b) to include appropriate language describing such accommodations in their course syllabus, so that the student is not penalized due to a verified grief absence.

Students who believe their rights under this policy have been violated should contact the University Ombudsperson.

Final Exam Policy

<https://www.msu.edu/unit/ombud/classroom-policies/index.html#attend-final>

During the final week of each academic semester all courses shall meet for one 2-hour period at the date and time listed in the Final Examination Policy and Schedule on the Web at www.reg.msu.edu. During summer sessions, final examinations are scheduled in the last class sessions. This period should be used for examination, discussion, summarizing the course, obtaining student evaluation of the course instruction, or any other appropriate activity designed to advance the student's education.

- If an instructor requires a written report or take-home examination in place of a final examination, it shall not be due before the final examination period scheduled for that course.
- Exceptions to this paragraph may be approved by the department or school chairperson, or in a college without departments, by the dean.
- In the event that a final examination is deemed appropriate by the instructor, it may not be scheduled at any time other than the date and hour listed in the Final Examination Policy and Schedule.
- Any deviations from the final examination schedule must be approved by the Office of the Registrar based on the recommendation of the assistant/associate dean of the college responsible for the course offering.
- No student should be required to take more than two examinations during any one day of the final examination period. Students who have more than two examinations scheduled during one calendar day

during the final examination period may take their class schedules to the Academic Student Affairs Office in their colleges for assistance in arranging for an alternate time for one of the three examinations.

- The final examination schedule shall be systematically rotated so that the 2-hour period for each course will be scheduled at a different time each semester. This will also apply to common final examinations.
- Faculty members shall schedule office hours during the final examination period (or in some other way attempt to make themselves accessible to their students) as they do in the other weeks of the semester.
- Common final examinations are scheduled in certain courses with several class sections. In case of a conflict in time between such an examination and a regularly scheduled course examination, the latter has priority. The department or school giving the common examination must arrange for a make-up examination.
- A student absent from a final examination without a satisfactory explanation will receive a grade of 0.0 on the numerical system; NC on the CR-NC system, or N in the case of a course authorized for grading on the P-N system. Students unable to take a final examination because of illness or other reason over which they have no control should notify the associate deans of their colleges immediately.

GRIEVANCE IN THE COLLEGE OF MUSIC

The “Academic Freedom for Students at Michigan State University” (AFR) and the “Graduate Student Rights and Responsibilities at Michigan State University”

(GSRR) documents establish the rights and responsibilities of MSU students and prescribe procedures for resolving allegations of violations of those rights through formal grievances. In accordance with the AFR and the GSRR, the College of Music has established the following procedures for adjudicating student academic grievances. These grievance procedures also can be used to resolve disputes regarding allegations of academic dishonesty and violations of professional standards. (See AFR 2.4.2, 2.4.4.1, 2.4.4.2, 2.4.6, 2.4.6.2, 2.4.8 and 2.4.9; GSRR 5.1.1, 5.1.2, 5.1.3, 5.3.2, 5.3.5, 5.4.1, and 5.5.2.)

Students may not request a grievance hearing to grieve dissatisfaction with the competence of instruction. (See AFR and GSRR 2.2.1 and 2.2.2.)

A student who believes an instructor, including a graduate teaching assistant, has violated her or his academic rights should first attempt to resolve the dispute in an informal discussion with the instructor. (See AFR 2.4.2; GSRR 5.3.1 and 5.3.2.)

Students may not seek redress through a grievance hearing regarding alleged incompetence of instruction. (See AFR 2.2.1 and 2.2.2; GSRR 2.2.1 and 2.2.2.)

If the dispute remains unresolved after discussion with the instructor, the student should consult the Chair of respective applied or academic area in which the dispute occurred, the appropriate Associate Dean of the College of Music (graduate or undergraduate), and/or the University Ombudsman for assistance. (See AFR 2.4.2; GSRR 5.3.2.)

College of Music Policy on Studio Teaching Assignments

All teaching assignments within the College of Music are ultimately the responsibility of the Dean of the College of Music.

The specific assignment of applied students to particular teachers is delegated to the respective applied area chairs. No guarantee can be made of a specific teacher to a specific student. In instances when problems arise, the Dean or their designate, will make the final decision. In areas where there is more than one instructor per instrument or voice, each student is invited to express a choice of teachers including alternates.

The College of Music recognizes that on occasion, significant conflicts can arise between teachers and students. When such cases arise, the College will endeavor to make more compatible assignments.

When a current student desires to change a studio

- The student should speak directly with the instructor. If this is not possible the student should speak with the area chair or the appropriate Associate Dean of the College of Music.
- The area chair (or appropriate associate dean if the transfer is requested from the studio of the area chair) must be consulted. Approval must be granted for a change in studio assignment to take place. Any decision may be appealed to the appropriate associate dean or the dean of the College of Music.
- The student must speak with a prospective teacher to see if there is room available in that studio.
- The student should speak with and inform the current teacher about the reassignment.
- Reassignment takes place

When a faculty member believes there may be a need to change a teacher-student assignment, the following procedure is suggested: (There is an expectation that once assigned to a given studio, all effort will be expended to ensure that there is a positive learning experience for the student and that the student will remain in that studio for the duration of their degree work. Reassignments will take place only in the case of irreconcilable differences).

If a teacher believes that a problem is developing, it is the responsibility of the teacher to communicate this to the student outlining measures to improve the situation. At the time a decision may be made to reassign a student, it should never be a surprise to the student that the teacher perceived there was a problem.

- If a problem is irreconcilable and the current teacher desires a given student be reassigned, that teacher must consult with and gain the approval of the area chair. If the teacher in question is an area chair, he/she must consult with the appropriate associate dean of the College of Music.
- Any decision may be appealed to the appropriate associate dean/dean of the College of Music.
- Once approval is given for a change in teacher assignment, the teacher/area chair/associate dean must speak with prospective teacher to see if there is room available in that studio.
- The teacher should speak with and inform the student about this situation.

If there are problems at this level, any party should consult the appropriate associate dean. Ultimately, teaching assignments are the responsibility of the Dean of the College of Music

College of Music Studio Protocol Regarding Physical Contact

The College of Music faculty and administration are committed to providing the best possible educational experience for every student enrolled in a music course. Music learning takes place in a variety of ways, but all students in each music degree program have the curricular requirement to enroll in private music lessons. Private lessons constitute an integral part of the college music major experience. The nature of private lessons is unique in that it establishes a regular one-to-one teaching model. It is very much a “power” relationship.

At times, presentation of pedagogical concepts may require a certain amount of physical contact between faculty and student, including issues of breathing, posture, positioning of an instrument, sound projection, stage presence, etc. Demonstrations of this kind can be very illuminating and edifying.

Each student responds to physical touching in a different manner; some are very comfortable with it, while others may feel very ill at ease with physical contact of any sort. Additionally, the teaching style of applied faculty members can vary dramatically concerning physical contact, from no contact whatsoever to frequent touching in an effort to demonstrate specific pedagogical concepts.

If a student has a concern or question about any physical contact between him/her and the teacher, that student should voice the concern to the teacher or ask if there might be another method of demonstrating the pedagogical concept. This may take the form of a direct response informing the instructor that the student is uncomfortable with the physical contact and that the contact be curtailed. If the student is uncomfortable speaking with the instructor, the concern could be put in writing via a note or email to that instructor. Another suggestion might be to have a third party (accompanist or other student) present during lessons. At no time should a student feel threatened or uncomfortable in an applied lesson regarding the issue of physical contact. Asking questions or voicing any concern of this manner cannot affect a student’s grade.

If the student is apprehensive about approaching the instructor regarding any uncomfortable physical contact in an applied lesson, that student should speak with the Associate Dean for Undergraduate Studies, the Associate Dean for Graduate Studies, or the Dean of the College of Music. It is important that private lessons maintain an educational atmosphere that is instructive, supportive, and professional.

College of Music Studio Protocol for Changing Studios

The College of Music recognizes that on occasion, significant conflicts can arise between teachers and students.

When such cases arise, the College will endeavor to make more compatible assignments. When a current student desires to change a studio

If a teacher believes that a problem is developing, it is the responsibility of the teacher to communicate this to the student outlining measures to improve the situation. At the time a decision may be made to reassign a student, it should never be a surprise to the student that the teacher perceived there was a problem.

- The student should speak directly with the instructor. If this is not possible the student should speak with the area chair or the appropriate Associate Dean of the College of Music.
- The area chair (or appropriate associate dean if the transfer is requested from the studio of the area chair) must be consulted. Approval must be granted for a change in studio assignment to take place. Any decision may be appealed to the appropriate associate dean or the dean of the College of Music.
- The student must speak with a prospective teacher to see if there is room available in that studio.
- The student should speak with and inform the current teacher about the reassignment.
- Reassignment takes place

EVALUATION OF FACULTY

<https://sirsonline.msu.edu/FAQ.asp>

This website explains the evaluation process as an on-line process. The College of Music currently uses a paper version of this during the last week of classes. The goal is the same – evaluation of faculty with whom you have studied during a semester.

Student Instructional Rating System (SIRS)

The principal objective of the student instructional rating policy is to secure information which is indispensable to implementation of the University's policy of providing its students with instruction of the highest quality. This information is put to two principal uses: (1) providing instructors and teaching units with an accurate account of student response to their instructional practices, to the end that classroom effectiveness be maintained at the highest level of excellence; and (2) providing teaching units with one kind of information to be considered in deciding on retention, promotion, salary, and tenure, to the end that effectiveness in instruction constitutes an important criterion in evaluating the service to the University of members of the teaching faculty.

Student Opinion of Courses and Teaching (SOCT)

The following policy operates as a complement to the Student Instructional Rating System (SIRS) policy to provide selected public information for students as an aid to choosing courses.

To this end, the University Committee on Academic Policy (UCAP) has framed a set of questions that should provide the type of information that students seek. In order to facilitate the transmission of this information to the students, the following procedures are established:

1. In addition to using standard university or unit-based SIRS forms in every class each semester in compliance with the Student Instructional Rating System policy, faculty members at the rank of instructor or above are rated by Student Opinion of Courses and Teaching in all of their regular undergraduate classes.
2. The SOCT forms are online and can be completed within the last two weeks of classes.

3. Results will be disseminated in summary form, displayed by instructor and department, once per year through a Web site accessible to students and other members of the University community with the appropriate identification.

INTEGRITY AND SAFETY IN RESEARCH AND CREATIVE ACTIVITIES

COLLEGE OF MUSIC STATEMENT OF ACADEMIC INTEGRITY

All College of Music students and faculty should read and study the document *Guidelines for Integrity in Research and Creative Activities* as reprinted from Michigan State University, *Research Integrity*, Vol. 7 No. 2 Spring 2004 (<https://grad.msu.edu/researchintegrity>)

Responsible Conduct of Research (RCR) Requirements For College of Music Graduate Students

**** REQUIRED for students entering Spring 2017 and later. ****

The Office of the Provost and the Office of the Vice President for Research and Graduate Studies at MSU require that all programs involved in graduate education develop a Responsible Conduct of Research (RCR) Training Plan. All academic units at MSU are required to implement RCR training, as teaching responsible practices in research, scholarship, and creative activities is fundamental to the integrity of every graduate program.

It is critically important that early career scholars understand that their research/scholarly work impacts others and contributes to the research/scholarship of others in important ways that may not always be clear. Research and creative works are supported by public and/or private funding. These sources trust that new information generated through funding is accurate, true, and carefully considered. Inaccurate (flawed, incorrect) results can occur from mistakes or chance. In some instances, individual researchers violate the principles of research integrity by intentionally misrepresenting their findings (research misconduct).

The College of Music has developed RCR plans for all graduate degrees in music. These are outlined below. They follow the model developed by the Graduate School and the Office of the Vice President for Research and Graduate Studies, in consultation with the college associate deans for graduate education. All graduate students enrolling for the first time in spring 2017 or thereafter must follow the plans outlined below.

This is now a graduation requirement.

RCR CITI MODULES - INFO SHEET (9/2021)

It is best to have this info sheet available to you as you go through the process.

GO TO <https://about.citiprogram.org/en/homepage/>

1. LOG IN
2. Choose SSO for Organization - select Michigan State University
3. Select ADD A COURSE
4. Click on RCR Graduate School
5. Select modules
Plagiarism | Authorship | Research Misconduct | Intro to RCR
6. Complete modules
7. Record of completion will be sent to SIS under GRAD PLAN - RCR

Completion of the modules should show up in SIS under GRAD PLAN- RCR.

This should be done NO LATER than the end of the Fall Semester you begin your program. Failure to complete the courses will result in a Hold being placed on your student account.

For further information about fulfilling this requirement, please contact Susan Hoekstra, Graduate Advisor, at shoekst@music.msu.edu.

RCR CITI MODULES

MM in Performance, Conducting, Piano Pedagogy, Collaborative Piano, Jazz Studies, Composition

Requirement: 4 CITI online modules and 6 hours of discussion-based training. See below for specific information about fulfilling this requirement. Tracking of the status of all RCR requirements will be included in each graduate student's annual evaluation.

At the beginning of year 1, you are required to attend the RCR workshop (1½ hour) held as part of the College of Music Orientation for new graduate students. Tracking will be done by the College of Music Graduate Office.

The remaining hours of discussion-based training will occur during the two required courses in musicology.

By the end of year 1, you are required to complete the following CITI Online Modules:

- Introduction to the Responsible Conduct of Research
- Authorship
- Plagiarism
- Research Misconduct

Completion will be tracked automatically in SABA.

To register for these modules <https://ora.msu.edu/CITI-RCR-registration>

The remaining hours of discussion-based training will occur during the two required courses in musicology.

MM in Music Education (Plan B—without thesis) and MM Music Theory

Requirement: 4 CITI online modules and 6 hours of discussion-based training. See below for specific information about fulfilling this requirement. Tracking of the status of all RCR requirements will be included in each graduate student's annual evaluation.

At the beginning of year 1, you are required to attend the RCR workshop (1½ hour) held as part of the College of Music Orientation for new graduate students. Tracking will be done by the College of Music Graduate Office.

By end of year 1, you are required to complete the following CITI Modules:

- Introduction to the Responsible Conduct of Research
- Authorship
- Plagiarism
- Research Misconduct

Completion will be tracked in SABA.

To register for these modules <https://ora.msu.edu/CITI-RCR-registration>

The remaining hours of discussion-based training will occur during MUS 864 Research in Music Education or MUS 830 Research Methods and Materials in Music.

MM in Music Education (Plan A - with thesis) and MA in Music History.

Requirement: 4 CITI online modules, 6 hours of discussion-based training, and 3 additional CITI online modules. See below for specific information about fulfilling this requirement. Tracking of the status of all RCR requirements will be included in each graduate student's annual evaluation.

At the beginning of year 1, you are required to attend the RCR workshop (1½ hour) held as part of the College of Music Orientation for new graduate students. Tracking will be done by the College of Music Graduate Office.

By end of year 1, you are required to complete the following CITI Modules:

- Introduction to the Responsible Conduct of Research
- Authorship
- Plagiarism
- Research Misconduct

Completion shall be tracked in SABA.

To register for these modules <https://ora.msu.edu/CITI-RCR-registration>

The remaining hours of discussion-based training will occur during MUS 864 Research in Music Education or MUS 830 Research Methods and Materials in Music.

By the end of year 2 you must complete 3 additional CITI Modules:

- Conflicts of Interest
- Collaborative Research
- Peer Review

Completion will be tracked in SABA.

To register for these modules <https://ora.msu.edu/CITI-RCR-registration>

PhD Students

Requirement: 4 CITI online modules, 6 hours of discussion-based training, 3 additional CITI online modules, and 3 hours of annual refresher training beginning in year 3 and for any year thereafter. See below for specific information about fulfilling this requirement. Tracking of the status of all RCR requirements will be included in each graduate student's annual evaluation.

At the beginning of year 1, you are required to attend the RCR workshop (1½ hour) held as part of the College of Music Orientation for new graduate students prior to beginning of classes. Tracking will be done by the College of Music Graduate Office.

By end of year 1, you are required to complete the following CITI Modules:

- Introduction to the Responsible Conduct of Research
- Authorship
- Plagiarism
- Research Misconduct

Completion shall be tracked in SABA.

To register for these modules <https://ora.msu.edu/CITI-RCR-registration>

The remaining hours of discussion-based training will occur during MUS 864 Research in Music Education or MUS 830 Research Methods and Materials in Music.

By the end of year 2, you must complete 3 additional CITI Modules:

- Conflicts of Interest
- Collaborative Research
- Peer Review

Completion will be tracked in SABA.

To register for these modules <https://ora.msu.edu/CITI-RCR-registration>

Beginning in year 3 and including any subsequent years, you must complete 3 hours of refresher training annually. This is accomplished through one-on-one meetings with the faculty advisor of your dissertation, document, and/or lecture-recital(s). Tracking will be done by the College of Music Graduate Office in consultation with individual faculty.

DMA Students

Requirement: 4 CITI online modules, 6 hours of discussion-based training, 3 additional CITI online modules, and 3 hours of annual refresher training beginning in year 3 and for any year thereafter. See below for specific information about fulfilling this requirement. Tracking of the status of all RCR requirements will be included in each graduate student's annual evaluation.

At the beginning of year 1, you are required to attend the RCR workshop (1½ hour) held as part of the College of Music Orientation for new graduate students prior to beginning of classes. Tracking will be done by the College of Music Graduate Office.

By end of year 1, you are required to complete the following CITI Modules:

- Introduction to the Responsible Conduct of Research
- Authorship

- Plagiarism
- Research Misconduct

Completion shall be tracked in SABA.

To register for these modules <https://ora.msu.edu/CITI-RCR-registration>

The remaining hours of discussion-based training will occur during 830 Research Methods and Materials in Music and during the two required courses in musicology.

Beginning in year 3 and including any subsequent years, you must complete 3 hours of refresher training annually. This is accomplished through one-on-one meetings with the faculty advisor of your dissertation, document, and/or lecture-recital(s). Tracking will be done by the COM Graduate Office in consultation with individual faculty.

Rules concerning the use of human subjects:

All research with human beings must be reviewed and approved by the University Committee for Research Involving Human Subjects (UCRIHS). This applies to all Master's and Doctoral research projects, as well as other research you may be involved with. For complete details about the application procedure, please see the website for [UCRIHS](#), the University Committee for Research Involving Human Subjects.

** Please see the section titled “**Institutional Review Board (IRB)**” on Page 22 for further details. **

X. GRADUATE ASSISTANTSHIPS

ASSISTANTSHIP RESPONSIBILITIES

The College of Music employs about 100 graduate students in Music as Teaching Assistants, Research Assistants and Academic Achievement GAs (AAGA). Duties typically include teaching lower-level courses or assisting in recitation sections of courses with the concomitant lecture preparation, paper grading, and student consultation. Other assignments include conducting or assisting with ensembles, teaching or assisting with applied lessons, supervision of student teachers, performing in an ensemble, accompanying, and assisting a faculty member in research or administrative duties

All policies related to Graduate Assistantships must be consistent with the Graduate Student Rights and Responsibilities (GSRR) document (Sections 4.2.1-4.2.8). (<http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities>)

Please see the brochure entitled “Graduate Assistantships at Michigan State University” (<http://grad.msu.edu/assistantships/>) for more information on University policies concerning assistantships.

Please see the MSU/GEU Contract for specific TA rights and responsibilities. (<http://geuatmsu.org/>)

All Graduate Assistants (Teaching Assistants, Research Assistants and AAGAs) are required to attend an orientation/training program in the College of Music at the beginning of each academic year, prior to classes starting. Additional training sessions may be required, as necessary, through the TA Program, in cooperation with The Graduate School.

1. Responsibilities and Expectations

The University expects that graduate teaching assistants will follow the code of teaching responsibility (<https://www.msu.edu/~ombud/classroom-policies/index.html#attend-code>) and that both TAs and RAs will follow the GSRR. (<http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities>).

- You are expected to observe standard norms of professional behavior in your interactions with faculty and students.
- The faculty member(s) supervising you should clearly specify your duties and responsibilities prior to the start of the semester, or at a time sufficiently in advance of the date of expected completion. If you are unclear about your specific responsibilities, it is your responsibility to consult with your supervisor. If you are still unclear, please make an appointment with the Associate Dean for Graduate Studies.
- GAs with a ¼ time appointment are expected to work 10 hours per week (½ time appointment=20 hours per week) averaged over the length of the appointment (Aug. 16-Dec. 31 and Jan. 1-May 15).
- TAs (but not RAs) will be provided a desk and office space (to the extent permitted by the space available to the College of Music) and access to a computer as needed for assistantship work. Supplies for use in fulfilling assistantship responsibilities are also furnished.
- You must report to your faculty supervisor prior to the first day of class and must be available for work for the number of hours specified from the start to the end of the semester (defined as the last day of final exam week).
- You are required to attend the College of Music’s graduate assistant orientation and training program prior to the beginning of each academic year. Additional training sessions may be required, as necessary, through the Teaching Assistant Program, in cooperation with The Graduate School.
- **If you are the instructor of record for a course or ensemble**, it is your responsibility to be present for each class meeting or rehearsal. If you know in advance that you will miss a class, you must consult your supervisor and together determine coverage for that class period or rehearsal. Only when there are no other options, should the class or rehearsal be cancelled. The best solution is for another GA in your area to substitute for you, possibly in exchange for you covering a future class for her/him. If that is not possible, you may engage another graduate student (non-GA) or an outside guest lecturer. *Because of*

liability issues, you may not engage someone to cover your class who is not a faculty or staff member or a GA for more than two consecutive class meetings. If you are ill or a situation occurs that forces you to miss a class without advance notice, you should contact the students immediately via email and contact the main office at PHONE and EMAIL, asking them to post a note on the classroom door.

- **If you are the instructor of record for applied lessons**, it is your responsibility to be present for each lesson. If you know in advance that you will miss a lesson, you must re-schedule that lesson at a time that is mutually agreeable to the student. All lessons missed because of your absence must be re-scheduled. If you are ill or a situation occurs that forces you to miss a lesson without advance notice, you should contact the student immediately via email or text and contact the main office, asking them to post a note on the studio door.
- **If you are assigned to accompanying duties**, it is your responsibility to be present for each lesson or rehearsal as determined by the faculty member to whose studio or ensemble you are assigned. If you know in advance that you will miss a lesson, you must re-schedule at a time that is mutually agreeable to the student and faculty member. All lessons missed because of your absence must be re-scheduled. If you know in advance that you must miss an ensemble rehearsal, the best solution is for another GA in your area to substitute for you, possibly in exchange for you covering a future obligation for her/him. If that is not possible, you may engage another graduate student (non-GA) or an outside pianist. *Because of liability issues, you may not engage someone to cover your class who is not a faculty or staff member or a GA for more than two consecutive class meetings.* If you are ill or a situation occurs that forces you to miss a rehearsal without advance notice, you should contact the instructor immediately. You may also contact a replacement as outlined above.
- **If you have a long-term medical condition that prevents you from meeting your TA or RA responsibilities**, you must speak with your supervisor AND with the Associate Dean for Graduate Studies. The GEU contract offers you certain protections in this situation (including continuing your appointment and maintaining your salary), but it is essential that you work with your supervisor and the Associate Dean to develop a plan to cover your responsibilities. *Under no circumstances should you make arrangements for someone to assume your GA responsibilities for an extended period of time.*
- If you are the **instructor of record** for a course, ensemble, or applied lessons, **you must prepare and distribute a course syllabus** (either in print or online) to your students at the beginning of the semester. Items covered at this website include information on what should be included in the course syllabi, how the syllabi should be distributed, what's appropriate and inappropriate to include in the syllabi etc. <https://msu.edu/unit/ombud/classroom-policies/syllabus-faq.html> . Consult your faculty supervisor for assistance in constructing your syllabus. For those TAs teaching instrumental techniques courses, Susan Hoekstra, the graduate advisor, will schedule a meeting before the beginning of the semester to discuss course objectives and construction of syllabi.
- Class lists are linked with your name on the Schedule of Courses. If you are not linked it is probably because your GA appointment has not been completely processed. Please check with Anne Simon (Graduate Secretary). To access your class list and to submit grades:
 - a. Go to the Registrar's Office website (<http://reg.msu.edu>)
 - b. Choose Instructor Systems menu under Faculty and Staff Headings
 - c. Input your user name and password
 - d. You should be able to navigate form there
 - e. Request for computer to send a copy to you

2. Enrollment, Credits and Grade Point

Enrollment

Graduate assistants must be registered each semester in which they hold an assistantship. The minimum and maximum credit loads are below. While the University has a set minimum enrollment for GAs, you have 9 credits covered each semester you are appointed. The College of Music monitors enrollment to ensure that students receive the optimal benefit from their tuition.

*** Assistantships are not applied to your bill if you are enrolled for less than 3 credits. ***

Credits

For a **quarter-time** graduate assistant, minimum enrollment is 6 credits for master's degree students and 3 credits for doctoral students (*including* credits in courses numbered 899 or 999); maximum enrollment is **16** credits (*excluding* credits in courses numbered 899 or 999).

For a **half-time** graduate assistant minimum enrollment is 6 credits for master's degree students and 3 credits for doctoral students (*including* credits in courses numbered 899 or 999); maximum enrollment is **12** credits (*excluding* credits in courses numbered 899 or 999).

Minimum enrollment for doctoral students who have successfully completed all comprehensive exams (ABD – All But Defense) is 1 credit. Deviation from the minimum enrollment requirements listed above is permitted only during:

- a. Summer session, when a 3-credit minimum enrollment is allowed for all types of assistants
- b. The semester in which the degree is granted, when all types of assistants must enroll for at least the number of credits required to complete the degree or meet the University minimum registration requirement.

Any deviation from the maximum enrollment requirements listed above must have the approval of the Associate Dean of Graduate Studies *prior to enrollment*. In meeting the credit requirements, graduate assistants should be enrolled in courses that are recognized as being of graduate level unless the student's department or school has granted written permission for course work constituting an exception to this rule.

Grade Point

A graduate assistant in the College of Music must:

- a. Maintain a cumulative grade-point average of at least 3.25.
- b. Not accumulate deferred grades (identified by the DF-Deferred marker) in more than 8 credits in courses (excluding courses numbered 896, 897, 898, 899 or 996, 997, 998, 999).

If at the end of a semester a graduate assistant fails to meet one or both of the requirements specified above, the graduate assistant shall receive a warning and be allowed to hold the graduate assistantship for one additional semester. If at the end of the additional semester the graduate assistant has failed to meet one or both of the requirements specified above, the graduate assistantship shall be withdrawn.

3. Mandatory Training

<http://titleix.msu.edu/learn-more/online-education-programs.html>

All faculty and staff (including graduate teaching assistants and research assistants) are required to complete an online training program within 30 days of hire and biennially thereafter. This program includes foundational information on relationship violence and sexual misconduct as well as important information about MSU's policy and mandatory reporting protocols. Failure to complete the required online training will result in notification to Human Resources or Academic Human Resources, which may result in disciplinary action up to and including dismissal.

Program Access:

Faculty and staff will receive an email, sent to their MSU email account, with instructions to complete the training program upon hire or 30 days before they are due to re-certify. The training program is provided by MSU's vendor, Student Success. Faculty and staff will use MSU's secure single sign-on to access the course, but your password and other sensitive information will not be provided to the vendor.

Faculty and staff who have received a notice to complete the training, but can no longer find the training notice, can access the course by navigating to <https://hub.msu.edu/student-success/>. Please note, individuals who have not received a training notice will not be able to access the course. If you are not required to take

the course at this time, but would like to do so, please contact the Office of Institutional Equity at (517) 353-3922 or titleix@msu.edu to request access.

Program Overview

Online training programs for students include information on the following topics:

- Providing information to identify sex discrimination and sexual harassment, including relationship violence and sexual misconduct
- Raising awareness of the impact of these issues on the campus community and encouraging community members to engage in efforts to end these types of violence
- Advising members of the MSU community about their rights and reporting responsibilities under the *Relationship Violence and Sexual Misconduct Policy*
- Communicating behavioral expectations for all members of the MSU community as outlined in the policy
- Connecting community members with support and resources
- Training employees on their roles in administering the policy

Accommodations:

Individuals who believe they may have an overwhelming or intense emotional reaction to the content of the online training programs should contact the Office of Institutional Equity at (517) 353-3922 or titleix@msu.edu to request accommodation. For reasonable accommodation requests, please contact the Resource Center for Persons with Disabilities at (517) 884-7273 (RCPD).

4. SIRS - Student Instructional Rating System

The Student Instructional Rating System (SIRS) provides an opportunity for students to evaluate the instruction they receive in relation to (1) the provisions of the Code of Teaching Responsibility, and (2) the various instructional models in operation in the university. The purpose of this system is to provide student input toward assessing and improving course design and teaching performance. The university and individual departments are responsible for designing and administering their respective survey forms to obtain such evaluations.

The results of these surveys are made available to the instructor and to persons involved in personnel decisions, but are not made public. Teaching units may elect to administer the SIRS survey forms in a paper format, use SIRS online for all classes, or use the paper format for face-to-face classes and SIRS online for online/virtual classes.

The Michigan State University CODE OF TEACHING RESPONSIBILITY holds all instructors to certain obligations with respect to, e.g., course content consistent with approved descriptions, timely statement of course objectives and grading criteria, regular class attendance, published office hours, and timely return of examinations and semester papers. This Code is printed in full in the Academic Programs catalog or is available online at <https://www.msu.edu/~ombud/classroom-policies/index.html#attend-code>. It includes specifics about complaint procedures available to students who believe that their instructors have violated the Code.

5. Faculty Evaluation of Graduate Assistant Performance

In accordance with the Graduate Education Union contract, (<http://geuatmsu.org/>), Faculty are **required** to fill out a College of Music evaluation form or a narrative letter evaluating the performance of each graduate student assistant assigned to them. This is for each semester the student is employed. The student signs the evaluation and has 20 days to respond to the evaluation, in writing, if they so choose. These evaluations (and rebuttals) are placed in the student's personnel file.

6. Reappointment

For master's degree students, if an assistant's studies and teaching are satisfactory, reappointment for a second year may be possible but requirements for a master's program should be completed by the end of the second year.

For a doctoral degree if an assistant's studies and teaching are satisfactory, reappointment for a second and third year may be possible.

Unsatisfactory performance in course work or in performance of duties will result in termination of an assistantship.

7. **Advancement and Promotion**

<https://www.hr.msu.edu/employment/graduate-assistants/>

There are three classes of graduate assistantships: Level 1, Level 2, and Level 3. Actual stipend rates are set in the summer and become effective on August 15 each year. Your appointment offer letter states what your bi-weekly stipend will be.

- Level 1:
Graduate Assistants must have a bachelor's degree and less than two semester's experience as a graduate assistant or full-support fellow.
- Level 2:
Graduate Assistants must possess a master's degree or the equivalent in a music field or have completed two (2) assistantship semesters. After two (2) assistantship semesters, students are automatically transferred to Level 2 if re-appointed for the following academic year.
- Level 3:
Graduate Assistants have more complicated requirements:

Successful completion of doctoral comprehensive exams is required to be Level 3.

Level 3 **is acceptable** for Teaching (T) assistants (but not required) when students have a master's degree or the equivalent in a music field or have completed **4** or more semesters of experience as a graduate assistant or have the equivalent experience at the faculty level. (Level 3 **required** criteria have **not** been met.)

Level 3 **is required** for Teaching (T) assistants when students have a master's degree or the equivalent in a music field and have **6** semesters of experience as a Teaching (T) assistant at MSU (or equivalent experience at the faculty level) in the employing unit or in a relevant department. The chairperson of the employing unit has discretion over defining whether experience at the faculty level is "equivalent" and whether experience in a different department is considered "relevant".

Level 3 **is required** for Research (R) assistants when successful completion of doctoral comprehensive exams, as defined by the department in which the student is enrolled and has **6** semesters as a graduate Research/Teaching (R/TE) assistant at MSU, or equivalent. The definition of equivalence is left to the discretion of the Associate Dean for Graduate Studies in the appointing unit, but it is expected that only experience in research-oriented assignments count toward the 6 semesters of experience as an RA. (Level 3 is not acceptable for Research (R) or Teaching (TE) unless all 3 criteria listed above are met.)

Graduate assistants are paid bi-weekly. The pay period begins on August 15 and the assistant receives a paycheck every two weeks, (on Friday) beginning in September. Most GA's sign up for Direct Deposit through the Payroll Office at 350 Administration Building or it can be done online at e-payroll (<http://www.ctrl.msu.edu/copayroll/directdeposit.aspx>). Students not choosing direct deposit will be asked to use: MSU Paycard. <https://ctrl.msu.edu/COPayroll/PayCard.aspx>

8. **Tax Status of Stipends**

Graduate assistantship stipends are not subject to Social Security (FICA) taxes. Stipends are subject to income taxes with few exceptions. The taxability of stipends is subject to review by the Internal Revenue Service. Contact the Payroll office for more information at 355-5010.

9. Tuition Waiver

A nine-credit tuition waiver is granted each semester while holding an appointment. A waiver of out-of-state tuition fees is granted to out-of-state students during the semester of appointment, and for full academic year appointees, for the summer session that precedes or follows an appointment for an entire academic year.

The College of Music does not offer summer session appointments.

*** Please note that the Tuition Waiver Policy outlined above is distinct from the Teaching Assistant Tuition Waiver Pool that is outlined below ***

Teaching Assistant Tuition Waiver Pool

<http://geuatmsu.org/health-dental-vision/tuition-waiver-pool/>

<https://grad.msu.edu/events/ta-tuition-pool-application-opens>

During GEU's contract bargaining with the university, GEU negotiated for 450 extra tuition waiver credits for Teaching Assistants to use. So, if you need to take more than 9 credit hours in the Spring or Fall or more than 5 credits in the Summer, be sure to take advantage of this opportunity. Keep in mind, once you are awarded extra tuition waiver credits, they cannot be awarded to someone else. So please be responsible and courteous to your fellow TAs when you apply. *Research Assistants/Accompanists are not eligible for this.* **You must enroll for these credits as they are available only for the semester they were approved.**

10. Insurance

https://www.hr.msu.edu/benefits/student_insurance/documents/MSU_Grad_Health_Changes.pdf

Michigan State University and the Council of Graduate Students worked together to offer graduate assistants health insurance coverage beginning Fall Semester. "Student only" coverage will be automatically provided, at no cost to graduate assistants. MSU will provide a full 12 months of coverage if your appointment is at least 9 months long. It begins August 15 and covers until August 14 of the following year.

For questions, concerns and enrollment for your spouse and/or dependent children, please contact the MSU Benefits office at 800-353-4434 or email SolutionsCenter@hr.msu.edu.

11. Parking

If you own a motor vehicle and want to use it on campus, you must register it with the University Vehicle Office. <http://police.msu.edu/permits.asp>

Graduate Assistant parking permits are available for purchase on-line.

If you register your vehicle in the Parking Office you must take your student ID, your current vehicle registration, and a copy of your appointment papers. *You can get a copy of your appointment papers from the Graduate Secretary.* Permits purchased on-line are mailed out the following business day. If you change vehicles/have your windshield replaced, you must scrape off your permit and take the pieces to the Parking Office where a replacement permit may be issued for a \$2 fee.

Graduate assistant permits allow parking in faculty/staff spaces south of the Red Cedar River. Parking is not allowed north of the Red Cedar River unless at a paid meter or when the posted employee restriction is no longer in effect. Parking is not permitted in the courtyard between our buildings. Permits purchased on-line are issued one semester at a time. A semester permit will cost about \$110. Spring GA parking permits are available on-line in December.

[Fellowship recipients who receive an MSU Fellowship of **\$1,000** or more per semester qualify for a graduate assistant parking permit. Qualifying fellowship recipients may not register on-line. They must go to the Parking Office with proof of their MSU Fellowship, which can be obtained from the Graduate Secretary. Students on Scholarship are NOT eligible.]

XI. ENROLLMENT

Enrollment information

1. **Enrollment Websites**

Effective Fall 2021, MSU has a new Student Information System (SIS). You are required to do all of your enrollment and University account look-up in that.

Please visit <https://sis.msu.edu/> for details and directions.

The whole University is learning this program together. We appreciate your patience with the system and with office staff assisting you.

Overrides/Permissions

During enrollment many students require an override to be able to enroll in their courses. Students can fill out an override form, completely, to request an override for a course. Students can also e-mail this same information to musgrad@msu.edu, as well.

Name, PID, Course #, Section #, # of Credits and Semester are required for ALL override requests!

With required information, overrides are normally processed the day of receipt. Students then enroll for their classes that evening or the following day or by direction of the Graduate Secretary.

If a course is full, students can request being added to the 'waiting list' for that course. **If** a space opens up, students are automatically enrolled and e-mailed, by the Graduate Secretary. There is no guarantee that you will the course, even if you are on the waiting list.

The Academic Calendar (<http://www.reg.msu.edu/ROInfo/Calendar/academic.aspx>) can tell you all of the special dates and deadlines for the academic year. They have links to several years at a time on this site.

* You must be enrolled to receive financial aid, scholarships, University privileges, etc.

** Students are expected to complete the courses in which they register.

2. **Tuition, Fees, and Housing Calculator**

<https://ctrl.msu.edu/COStudentAccounts/TuitionCalculator.aspx>

This calculator is meant to help you estimate your tuition, fees and housing costs **for one semester**. Click on the link, fill in the blanks and Submit.

3. **Studio Assignment of New Students**

New students will have an opportunity to list their teacher preference(s) at the audition or subsequently prior to enrollment. At the end of the academic year, area chairs will ask the applied teachers in their areas for a list of their students who are returning in the subsequent year. Area chairs will communicate to applied teachers in their areas the incoming students who have requested them as teachers for their comment. Area chairs will make a good faith effort to assign new students taking into consideration the following factors:

- Student requests
- Faculty load availability (if a faculty member with a full load desires to take on additional students, this is possible if that individual is willing to accept an overload); it is understood that students assigned to an individual's studio can expect a commitment from that faculty member for instruction for the duration of their degree work.
- Faculty input at time of audition (area chairs try to avoid assigning any new student to a teacher who votes to not accept that student as a music major)
- Equalizing as much as possible, student ratio with regard to applied/non-applied and

After all issues have been considered, the student must accept the faculty member assigned to them and faculty member must accept the student assigned to them.

Lesson Attendance

Students are expected to attend lessons as scheduled. Unexcused absences other than those caused by illness will be rescheduled only at the discretion of the applied teacher. See page 12 (MM) or page 15 (DMA) for details about lesson credits.

4. Add and Drop Period / Change of Enrollment

Students may add courses using the enrollment system through the 5th day of classes in the Fall and Spring semesters). Students may drop courses using the enrollment system through the middle of the semester. If you drop a course later in the semester and then decide you want it back, you cannot re-add it. You must speak with the Graduate Secretary for her assistance.

a. To Add a Course After the Add and Drop Period

Normally, no course may be added after the designated period for adding courses. Any add after this period must be processed through the Graduate Advisor or the Graduate Studies Office. Written, final approval rests with the Professor of the requested course.

b. To Drop a Course After the Middle of the Semester

A student may drop (withdraw from) a course during this period only to correct errors in enrollment or because of events of catastrophic impact, such as serious personal illness. Any drop/add after this period must be processed through the Graduate Studies office. To initiate a late drop, the student must obtain written approval from the Associate Dean of Graduate Studies.

If the student is passing the course, or there is no basis for assignment of a grade, at the time of the drop, a W grade will be assigned. If failing, a 0.0 (or N in a P-N graded course) will be assigned. The course will remain on the student's academic record.

If you need to add a course after the semester, your professor must provide written verification of attendance and provide a grade. Students must obtain written approval from the Associate Dean of Graduate Studies, as well. Students WILL be charged Late fees for late adds. The College of Music cannot request a waiver of this fee.

c. Dropping ALL Courses

A student may voluntarily withdraw from the University prior to the end of the twelfth week of a semester or the fifth week of each of two regular summer sessions. Voluntary withdrawal after these dates is not permitted. If you are contemplating withdrawal from the University, contact your major professor and the Associate Dean for Graduate Studies.

5. Adjustment of Fees

If the adding or dropping of courses changes the total number of credits in which the student is enrolled, an adjustment of fees is made according to the policies for assessment of fees and refund of fees shown in the section on *Refund Policies*, on the Registrar's Office website.

** Information within Account Detail is the most reliable site for amounts due. The Billing page is not updated as regularly as Account Detail. **

6. Confirm Attendance / Verify Enrollment

By the start of each semester, students must "CONFIRM ATTENDANCE", in their StuInfo account. Even if you owe no money or have paid all of your fees, you must confirm this.

Students must check their enrollment, in their StuInfo account, often to be sure they are enrolled in the courses they think they are enrolled in. Finding enrollment errors at the end of a semester will be problematic and can cost you extra money.

Adding credits to MUS 896-899 and MUS 996-999 late is allowed, if it will allow you to graduate that semester. Students must obtain written approval from the Associate Dean of Graduate Studies.

7. **Academic / Financial ‘Holds’**

The College of Music places holds on student accounts related to: non-payment for recitals, non-return of room keys, and, non-submission of DMA Report of Guidance Committee forms. MSU places holds on student accounts related to: lack of required transcripts, parking violations, overdue library fees, etc. With a hold on your account, you cannot enroll, make schedule changes, receive a scholarship/fellowship, or be granted your degree, even if you have completed all of your requirements.

8. **Resource Center for Persons with Disabilities (RCPD)**

Michigan State University and the College of Music want all students to succeed at earning their degree and progressing into their chosen field. We understand that some students may have challenges, both seen and unseen.

These disabilities need not preclude the achievement of goals and dreams. The team of professionals at the RCPD is ready to assist students, employees and visitors with resources that create an environment of opportunity. We value full integration of persons with disabilities throughout the university mission, programs and services. We believe that persons with disabilities at MSU are as much in control of their educational/work experience as a person without a disability.

If you have a disability that substantially limits a major life activity, you can register with the RCPD and you may be eligible to receive accommodations.

NOTE. This information is kept strictly confidential.

NOTE. Self-identification is voluntary.

However, if you have a disability, not registering with the RCPD may delay or compromise the availability of accommodations. The following steps should be taken to expedite the process.

<https://www.rcpd.msu.edu/services/accommodations>

<https://www.rcpd.msu.edu/services>

As each disability is unique, an RCPD specialist provides details on what constitutes appropriate documentation for a particular disability. As many reasonable accommodations require significant pre-planning, registration with the RCPD **prior to situations requiring accommodations is essential.**

XII. MISCELLANEOUS INFORMATION

Miscellaneous Information

1. **MSU E-Mail**

<https://tech.msu.edu/technology/collaborative-tools/spartan365/>

All MSU students have e-mail from the MSU server. You will need to know your PID and PAN in order to set it up.

Once you are enrolled, ALL correspondence from the College and MSU will be sent via your MSU e-mail address. There is a function inside webmail that will allow you to have mail transferred to another e-mail server if you'd like. **Please check your MSU e-mail during breaks and summers, as well as, the regular year.**

2. **StuInfo**

<https://sis.msu.edu/>

StuInfo is on-line access to look into your account/records with MSU. Your MSU NetID and password are your sign in. StuInfo matches your NetID with your record and allows you access according to your status. It is not possible to access other students' information.

3. **Student ID cards**

Take a picture ID card and your PID # to the North Lobby of the International Center, by the Food Court. You will need this card to 'enroll' with the Main Library, to use as a Residence Hall meal card, for riding the bus, etc. Please keep this card on you. It is a form of ID while you are on campus and it will have your PID # on it. Most departments need your PID# when they check your records.

4. **Related to Practicing**

**** Because of continued COVID-19 issues, these policies are subject to change during the 2021-22 school year. Students will be e-mailed as policies/precautions are implemented. ****

<https://www.music.msu.edu/covid-updates/student-bulletin>

Building Hours

The Music Building and the Music Practice Building are open:

Day	Time
Mon - Fri	7:00 AM - 12:00AM
Sat	7:00 AM - 11:00 PM
Sun	8:00 AM - 11:00 PM

Practice Rooms

Practice rooms in the Music Building and the Music Practice Building are available to enrolled students during building hours (see above). There are several practice rooms reserved for piano practice by music majors whose primary instrument is piano. See the chair of the piano area to obtain access to them.

Private teaching in these rooms is not allowed, unless it's under the auspices of the Community Music School (CMS).

There is a 15-minute vacancy limit. If a student is absent from a practice room for more than 15 minutes - whether or not personal belongings remain in the room - that room may be taken by another student.

Do NOT leave valuables (including instruments) unattended at any time in practice rooms or anywhere in the College of Music. Personally-owned instruments are not insured through MSU. Students should check with their/ their parents' homeowners provider (if you are a dependent) for information on coverage for instruments "away from premises." If a theft occurs, report it to the University Police (517-355-2222) and the Facilities Manager, Chuck Roberts (rober321@music.msu.edu) ASAP with details.

Lost and Found

College of Music Lost & Found is in Rm 102 Music. Campus Lost & Found is located at the MSU Union Postal Services desk.

Instrument Lockers

<http://music.msu.edu/information-for-students/for-all-students/lockers>

Lockers are University property rented to students for \$20.00. Lockers are for your convenience and are issued on a first-serve basis, with music majors getting preference over non-music majors. Lockers are assigned based on main instrument size and availability. Lockers are located in the Music Building and Music Practice Building. Any falsified information will result in the loss of your locker.

A key or combination is issued with the locker. If your key or combination lock is lost or stolen, you may be charged a fee to cover changing the locks and replacing the keys. The College of Music reserves the right to have access to all lockers and storage facilities on the premises.

Keys for Lockers and Performance Venues

<http://music.msu.edu/information-for-faculty/administrative-forms-and-policies/key-policies>

- A \$20 non-refundable fee is required before a locker key or a practice room key is issued. If students check out both a locker key and a practice room key, only one fee will be charged.
- Students are to turn in practice room keys at the end of each semester and locker keys at the end of each academic year (or last semester at MSU).
- If a classroom, office, locker, practice room, or any other type of key has not been returned by the due date, the student to whom the key was issued will be notified and a lock change will be ordered for that space.
- For all overdue keys that result in a lock change, the student to whom the key was issued will be charged an additional fee to cover the core change and any production of replacement keys.
- Graduate assistants may be issued a key to their office and a key to the room(s) in which they teach and are not required to leave a deposit. Office keys must be returned at the end of finals week of each spring semester and classroom keys at the end of finals week of each semester.

General Key Information

- The Facilities Manager, Chuck Roberts (rober321@msu.edu), or a staff member in the main office can assist students who have locked themselves out of their office, practice room, or classroom.
- Keys will not be issued for the daytime use of Hart Recital Hall, Cook Recital Hall, or classrooms. For non-class use of these rooms during the day, a staff member in the main office should be available to unlock them.
- No keys will be issued outside of standard business hours (8 a.m. – 5 p.m., Monday – Friday), so please plan accordingly to pick up keys when office staff is available to assist you.
- Keys are to remain with the person to whom they are assigned.
- Keys for meetings, rehearsals, recitals, and recordings must be returned by the end of the next business day to 102 Music Building either in person or in the mail slot in the door
- Keys for meetings, rehearsals, recitals, and recordings must be returned by the end of the next business day to 102 Music Building either in person or in the mail slot in the door

The Green Room key may be checked out but must be cleared out at the end of the recital. Furniture should never be removed from the Green Room. Failure to comply may result in your immediate loss of the use of space.

If you are not enrolled for the Summer Semester, you will need to obtain approval from you applied instructor. That approval must be forwarded to the Facilities Manager, Chuck Roberts (rober321@msu.edu).

College of Music ‘Hold’

Failure to return locker/room keys will result in a hold and/or a charge to cover the cost of changing the lock and replacing the keys being placed on your account. Contents left in the locker after the last day of classes will be removed and held for 30 days. With a standing balance or a hold on your account, you will not be allowed to enroll, nor will you be granted your degree, even if you complete all of your requirements.

Instrument Rental/Loans

The College of Music has an instrument loan program for those students needing an instrument for class instruction or for an ensemble. Information can be attained at the Main Office (Rm 102 Music Bldg).

5. Related to Recitals

<http://music.msu.edu/information-for-faculty/administrative-forms-and-policies/recital-information-and-policies>

**** All Graduate Woodwind Pre-recital Screenings:**

All students who will be presenting a GRADUATE degree recital must submit a request via email for an on-campus Pre-recital Screening with Prof. Kroth no later than the First Friday of the semester. Please note that the hearing must be at least 7 or more days before the actual recital date. Professor Kroth may be contacted at kroth@msu.edu.

**** All required graduate recitals and lecture-recitals MUST be recorded and an audio recording/CD submitted. This includes Performance Diploma recitals.**

As soon as a date and room are confirmed, contact Recording Services (226 MB) or an independent recording studio.

If Recording Services records for you, they will provide us with a recording. If you have it done elsewhere, YOU must ensure that a recording gets to us.

For independent recordings, please process them via MSU’s FileDepot system:

<https://filedepot.msu.edu/> Directions for FileDepot can be found on the College website: <https://www.music.msu.edu/assets/FileDepotdirections.pdf>

General Policies for All Recitals

<https://www.music.msu.edu/information-for-faculty/recital-information-and-policies>

- Recitals may be performed in Cook Recital Hall, Murray Hall, Hollander Hall (120MB), Eichler Rehearsal Hall or Large Rehearsal Hall. Indicate your room preference on the Student Recital Contract.
 - Student recital dates must be submitted with the approval of the appropriate faculty instructor.
 - Graduate students only: once scheduled, required graduate recital dates will not be changed without permission from the major professor and the Graduate Associate Director; cancellations must follow the guidelines of the Graduate Committee.
- Due to heavy facility use, please schedule your recital as far ahead of time as possible.
- Student Recitals may be scheduled Monday through Friday at 6:00 p.m. and 8:00 p.m., Saturday and Sunday at noon, 2:00 p.m., 4:00 p.m., 6:00 p.m. and 8:00 p.m.

- Anyone canceling a recital may not be allowed to reschedule until the following semester.
- **All required/graded graduate recitals must be recorded.** Contact Recording Services in 226 Music Building as soon as you have your room confirmed. Students can choose to record recitals on their own. If recorded personally, you are responsible for submitting an **AUDIO** recording to the Graduate Studies Office via **FileDepot**. <https://www.music.msu.edu/assets/FileDepotdirections2018.pdf>
- The green room is available 30 minutes before your recital for warm-up purposes. Check out a key from the main office. The room may need to be shared by more than one person.
- Following your recital, you must be sure that:
 - The hall or room is cleaned and secured (doors locked and completely closed).
 - Keyboard instruments are covered and secured.
 - Tables and other equipment and supplies are returned to the correct place.
 - All lights are turned off.
 - Any reception area is cleaned and trash placed in the courtyard dumpster.

Scheduling a Recital

- Review the [Venue Calendars](#) site or visit the Main Office for assistance before submitting a [Scheduling Request form](#) to determine which spaces are available at the specific time and date. Choose a date for your recital that can be attended by all involved. Avoid scheduling your recital in conflict with MSU ensembles, faculty recitals, or other concerts. Complete the appropriate recital/performance contract.
- You will receive confirmation of the date, place, and time by e-mail. Check the website to confirm that your recital appears on the updated schedule. Contact Chuck Roberts (rober321@msu.edu) if you do not receive confirmation within 2-4 business days of submitting the request.
- A completed contract must be submitted to staff in the Main Office, 102 Music Building (mainoffice@music.msu.edu) **within 5 business days** of submitting a scheduling “hold” for a recital time, or the “hold” may be canceled. Keep a copy of the contract for your records.
- A recital involving a large or complicated set-up may be allowed extra time on the day of the performance. Contact the Main Office, 102 Music Building (mainoffice@music.msu.edu) at least a week in advance of recital to see if extra set-up time may be added to the schedule.

Rehearsals

- Review the [Venue Calendars](#) site or visit the Main Office for assistance before submitting a [Scheduling Request form](#), after receiving confirmation for recital date, time, and location but no more than 14 days in advance of recital date.
 - Graduate students only: schedule rehearsal times after you have passed your pre-recital hearing. http://music.msu.edu/assets/Pre-recital_hearing_results_form_5-2012_v3.pdf
- Hart Recital Hall and Cook Recital Hall are not to be used for general practice; these are for performances and dress rehearsals.
 - For required masters & doctoral recitals, you may reserve the performance venue for up to five (5) total hours for rehearsals.
 - For required masters recitals, you may reserve the performance venue for up to three (3) total hours for rehearsals.
 - For Performance Diploma recitals, you may reserve the performance venue for up to four (4) total hours for rehearsals.
 - For non-required recitals, you may reserve the performance venue for up to two (2) hours for rehearsals.

Keys

- Please review page 105 above for more information.

Piano Use

Purpose: to provide access to a high quality concert piano for public performances to students, faculty, and guests. A high quality concert piano is expensive and relatively fragile. Limiting its availability to only public performances and equivalent use is intended to preserve the piano's readiness for performances. This will benefit all performers and all performances. *** No one must ever be on top of any of our pianos.***

General Rules:

- Both Cook Recital Hall pianos will be locked and covered after each use. The Hart Recital hall piano will be covered after each use.
- Students and faculty will **not** give or lend keys for the performance piano to others.
- No food or drink is allowed in the Music Cook Recital Hall or the Fairchild Theater.

Situations not covered explicitly by these rules will be interpreted by staff based on the guidelines set forth in this policy document. Students violating these rules will lose the privilege of using the piano. These rules are posted for Cook Recital Hall, but students are asked to view the following YouTube video for proper piano handling: (<http://youtu.be/CkV54lDYwyQ>).

Prepared Piano Rules

A prepared piano is defined as any activity involving affixing labels, marking or inserting foreign objects into the piano or manipulating the strings other than through the keyboard. Before a College of Music piano may be used for prepared piano purposes, approval and instructions must be obtained from the Piano Technology staff. The piano may be used for rehearsal or public performances involving a prepared piano.

Following the rehearsal or performance all labels, markings, and other objects (as approved by the Piano Technology staff) will be completely and promptly removed, leaving no permanent traces in the piano.

Recital Programs

<https://www.music.msu.edu/information-for-students/for-all-students/student-programs>

All students are required to provide a program of their recital to the College of Music per NASM (National Association of Schools of Music) guidelines.

For more information on student programs, go to the Main Office (102 Music Building), call 517-353-5340, or send the office an email at mainoffice@music.msu.edu

Students will be responsible for all content contained in the program. Students should review their "final" program with their faculty prior to submitting to the Main Office for formatting and printing.

Main Office staff will only edit the format and will not edit any content (dates, names, spelling, etc.) so that the program will print appropriately.

Recording Services

<https://www.music.msu.edu/recording-services/policies> <http://music.msu.edu/recording-services/faqs>

All faculty, student and guest artist recitals are recorded by advance request only. It is recommended that you make your recital recording requests as soon as your recital date and location are confirmed. Recitals are recorded based on staff availability.

It is especially important to get your requests in early for end-of-semester recitals. Requests honored with less than two weeks notice, a \$40 late fee may be added. For less than 24 hours notice of cancellation or change, you may be charged an additional \$50 fee. All recital orders must be pre-paid.

Office: 226 Music Building
Phone: (517) 355-7674

E-mail: recserv@msu.edu
Fax: (517) 432-2880

6. **Music Library**

<http://www.lib.msu.edu/fal/>

The Fine Arts Music Library contains music scores, books, recordings, periodicals, and reference works. Emphasis is on classical music, with strong collections in jazz and ethnomusicology. Recordings can be used inhouse or checked out for one week. Most other materials circulate for longer periods. Assigned reading/listening for music and music-related classes is at the Fine Arts Reference Desk. Circulation for these course reserve items is for two hours, no overnight checkout. If on reserve, request materials by professor's last name.

7. **Student Parking**

<http://police.msu.edu/permits.asp>

If you own a motor vehicle and want to use it on campus, you must register it with the University Vehicle Office. To register your vehicle you must take your student ID, your current vehicle registration, proof of credits, and a copy of your housing agreement (if you live on campus) to the Parking Office. If you change vehicles/have your windshield replaced, you must scrape off your permit and take the pieces to the Parking Office where a replacement permit may be issued for a \$2 fee. Parking is not permitted in the courtyard between our buildings.

Fellowship recipients who receive an MSU Fellowship of \$1,000 or more per semester qualify for a graduate assistant parking permit. Qualifying fellowship recipients may not register on-line. They must go to the Parking Office with proof of their MSU Fellowship, which can be obtained from the Graduate Secretary.

*** Students on scholarships are not eligible for this. ***

8. **Bicycles**

If you own a bicycle and want to use it on campus, you must register it with the University Vehicle Office. (See website listed above.) There is no cost for a bike permit. Bike permits must be obtained on-line. Bikes operated or possessed on campus must have a valid permit affixed and must be parked at a bike rack, locked, and in operable condition.

To register your bicycle, you must have the serial number from the bike. The most common locations for bike serial numbers are just under the seat and underneath the bike below the pedals. Be sure to know the make of the bike, the color of the bike, and whether the style is male or female.

9. **Bus System**

www.cata.org

<http://www.cata.org/Schedules/tabid/57/Default.aspx>

*** Visit CATA's website for information on costs, passes, routes, and services.*

All campus bus service is provided by the Capital Area Transportation Authority (CATA). CATA bus service operates 24 hours a day, 7 days a week, to all University apartments, residence halls, commuter lots, and the main campus during fall and spring semesters.

All fares and passes (with the exception of the Commuter Lot Route pass) are good for all on and off-campus fixed route transit service in the greater Lansing area with CATA. Passes are sold at most residence halls, Union Store, and University Apartment Manager's Office.

Curb-to-curb service is available for persons with disabilities. The CATA cash fare for this service is \$2.00 per trip. Discount fare cards are available through the MSU *Resource Center for Persons with Disabilities*.

10. Miscellaneous Fees and Out-of-State Tuition Regulations

<http://www.reg.msu.edu/academicprograms/TextAll.asp?Section=112#439>

The following are approximate fees for Registrar’s Office services

Fee:	Cost:
Replacement ID cards	\$20.00
Certified Copy of Diploma	\$25.00
Duplicate or Replacement Diploma	\$50.00
Transcripts	\$5.00
Bad Check Fee	\$25.00 - \$75.00
Late Enrollment Fees	\$50.00 - \$300.00
Microfilming Fee for Master’s Thesis	\$78.00
Microfilming Fee for Doctoral Dissertation	\$88.00
Copyright Fee for Master’s Thesis or Doctoral Dissertation	\$55.00

Out-Of-State Tuition Regulations

A person enrolling at Michigan State University shall be classified as an in-state or out-of-state student for the purposes of administering admission, fees, and tuition charges. It is the student's responsibility to register under the proper in-state or out-of-state classification. If a student has a question regarding classification, the student should contact the Office of the Registrar at least one month before registering.

If you believe you qualify for in-state tuition, please visit the Registrar’s Office website for details. Further questions should be directed to their office. <https://reg.msu.edu/ROInfo/Notices/Residency.aspx>

Frequently Used Acronyms

Acronyms	Expanded	Acronyms	Expanded
FS	Fall Semester	PID	Personal Identification Number (Axxxxxxxx or 1xxxxxxxx)
GA	Graduate Assistantship – Umbrella for TA and RA	RA	Research Assistantship - Accompanists
GEU	Graduate Employment Union	RO	Registrar’s Office
GSRR	Grad Students Rights and Responsibilities	SS	Spring Semester
MB	Music Building	TA	Teaching Assistant - Teaches
MPB	Music Practice Building	TAP	Teaching Assistant Program
MUS	Music	TGS	The Graduate School
OISS	Office of International Students and Scholars		
PAN	Personal Access Number (4-digits)	US	Summer Semester

XIII. ORIENTATION MATERIALS

Orientation Materials

The following materials are presented at the New Graduate Student and New Graduate Assistant Orientations during Fall semesters. We do not have formal orientations for Spring or Summer semesters. Feel free to contact Anne Simon, Graduate Secretary, if you have any questions or would like a copy of these materials.

General:

Page 110	Confidentiality
Page 114	Attendance Policy, Excused Absences and Make-up Work
Page 118	Citation
Page 119	Paraphrasing
Page 120	Plagiarism http://learndat.tech.msu.edu/teach/student-writing
Page 122	Office of the Ombudsman Information – Including: Cheating , Syllabi and Final Exams
Page 133	Office of the Ombudsman Revised Code of Teaching Responsibility
Page 81	Sexual Harassment

GAs:

Page 138	Basic GA Information compiled by Anne S.
Page 93	Accessing Classlists / Grading
Page 110	Confidentiality
Page 111	Office of the Ombudsman - MSU Syllabus Checklist
Page 114	Attendance Policy, Excused Absences and Make-up Work
Page 118	Citation
Page 119	Paraphrasing
Page 122	Plagiarism http://learndat.tech.msu.edu/teach/student-writing
Page 124	Office of the Ombudsman Information – Including: Cheating, Syllabi and Final Exams
Page 141	Office of the Ombudsman Reducing conflicts between my students and me
Page 88	Studio Protocol Regarding Physical Contact
Page 81	Sexual Harassment - MSU Policy on Relationship Violence and Sexual Misconduct (RVSM)

Confidentiality of Student Records

The College of Music makes every effort to maintain student file confidentiality. Records dealing with medical and legal issues, complaints against faculty and/or other students, disciplinary actions (allegations of cheating or plagiarism) or proof of financial ability - are locked in the Graduate Studies office. Access to these files is strictly limited to College of Music Administration. Pursuant to the Federal Family Educational Rights and Privacy Act (FERPA), the University has a policy of releasing only directory information to anyone who makes a request. Directory information is defined by MSU as:

- Name
- Local & Permanent Address & Telephone numbers
- MSU Net ID
- Current enrollment status
- Recognition documents of student organizations
- Dates of information pertaining to degrees earned, awards and honors achievements and dates
- Recommendation to the State of Michigan for teaching certificate and effective dates
- Participation in officially recognized MSU activities/sports - including weight and height of athletes
- Employment status as a graduate teaching assistant, office address, and office phone number



MSU Syllabus Checklist

The [Code of Teaching Responsibility](#)¹ requires that instructors distribute a course syllabus (either in person or in electronic form) at the beginning of the semester. This checklist is intended to serve as a guide for instructors developing syllabi at Michigan State University. *The items in red are required elements of the syllabus per the Code of Teaching Responsibility.* Other items are suggested based upon the nature of the course. A well-designed course syllabus has multiple uses, for both students and instructors as it:

- Allows students to plan their time with regard to attendance, homework assignments, readings, examinations, and papers.
- Informs students about how they will be evaluated and how grades will be determined.
- May be an important document for teaching portfolios, promotion and tenure applications, annual reviews, etc.
- Provides a mechanism where you can clearly outline expectations for students in your class, which may prevent classroom disruptions, late submissions, confusion, and student grievances.

General Course Information

- Course Title
- Course Number
- Credit Hours
- Course Meeting Days and Times
- Course Location
- Course website address
- Course modality
- Term and Year

- Course Description:** *instructors shall be responsible for ensuring that the content of the courses they teach is consistent with the course descriptions approved by the University Committee on Curriculum and the University Council. Instructors shall direct class activities toward the fulfillment of course objectives and shall evaluate student performance in a manner consistent with these objectives.*

Contact Information for Instructor and TAs as applicable:

- Instructor Name
- Preferred pronouns
- Office Location
- Office hours and how appointments can be made outside of office hours
- Phone number
- Email address
- Website

- Course Overview:** This is an opportunity to expand on the course description, and give students a glimpse into what the course will be like. You may discuss course format (lecture, seminar, lab,

¹ The [Code of Teaching Responsibility](#) outlines basic responsibilities for all instructors at MSU. It includes both syllabus and instructional criteria. Students may submit a grievance on these student rights, and issues. You are encouraged to review the Code of Teaching Responsibility, and you can contact the Office of the University Ombudsperson with any questions.

Updated: August 2, 2021

MSU Syllabus Checklist

studio, etc.), relevance to students' academic and professional goals, and major deliverables (final paper, project, exam, etc.).

- Instructional Objectives:** These must align with the course description (see first page). You can contact the [Academic Advancement Network](#) for additional information in developing measurable learning objectives.
- Required and Recommended course materials to be purchased, including textbooks and supplies.**
- Course prerequisites.**
- Attendance Policy, if different from the university attendance policy and especially when that attendance policy affects student grades.** You can find information regarding MSU's attendance policies on the [Office of the Registrar](#) website.
- Grading criteria and methods used to determine final grades:** the syllabus must make clear how students will be evaluated, and specifically how final grades will be determined. This can be in the form of a rubric or chart. Grade percentages must be provided so that students may understand how their final grade will be calculated. If a grading curve is used, this must be shared, and instructors must let students know how the curve will be calculated.
- Any required proctoring arrangements to which students must adhere:** this includes location or login restrictions, lockdown browsers, or software requirements necessary for proctored exams or assignments.
- Applicable policies, syllabus statements, and resources for students:**
 - [Spartan Code of Honor](#)
 - [Academic Integrity](#)
 - [OIE Information for Mandatory Reporters](#)
 - [Model Statements for Disability Inclusion \(from RCPD\)](#)
 - [Mental Health Support \(Developed by CAPS\)](#)
 - [Religious Observance Policy](#)
 - [TurnItIn Syllabus Statement](#)
 - Student Athletes
 - Use of Technology in the Classroom
 - Pronoun preference
- Information helpful for the use of required software, including D2L:** Include information on how to navigate necessary software, expectations, instructions on how to access course material, and where to find technical assistance.
- Other classroom expectations:** Can include policies around tardiness, late submissions, cell phones and electronic devices, communication policies and expectations, language around syllabus changes.
- Assignment descriptions:** Assignments should be aligned with course goals and the course description. The syllabus should include information on how assignments will be graded including grading rubrics when applicable. Be clear about assignment and submission deadlines.

Updated: August 2, 2021

MSU Syllabus Checklist

- Course Schedule:** *This must include the date of the final examination and tentative dates of required assignments, quizzes, and tests if applicable.*



<https://ombud.msu.edu/university-policies-guidelines>

Attendance Policy, Excused Absences and Make-up Work

MSU Attendance Policy:

Class attendance at MSU is an "essential and intrinsic element of the educational process." The University attendance policy states that "no person is allowed to attend a class unless officially enrolled on a credit or non-credit basis with the appropriate fees paid. Students who attend, participate and strive to complete course requirements without formal enrollment will not receive credit for their work." (See "[General Procedures and Regulations--Attendance](#)" in the MSU Academic Programs catalog.)

As a result, a course attendance policy remains the prerogative of the instructor. While it is the responsibility of students to attend classes, it is the responsibility of instructors to explain in the course syllabus exactly how the course attendance policy, if any, affects a student's final course grade. This explanation should necessarily include the instructor's policy on excused absences and make-up assignments, quizzes, tests, exams, lab sessions and other course components missed during an excused absence. (See MSU [Code of Teaching Responsibility](#).)

General Advice to Students

Research and practical experience demonstrate that class attendance is a major factor in how well students perform in a course. Therefore, you should take seriously your responsibility to attend class. Plan your course schedules carefully, paying special attention to the attendance policies of each course in which you plan to enroll. If you know you will miss several classes during a semester, for whatever reasons, check out your instructors' course Web sites to preview course attendance policies. If the policies are unclear or not posted on the Web, contact the instructors. If you determine that a course attendance policy will adversely affect your performance in a course because of known and unavoidable absences, consider enrolling in the course at another time, if possible.

Before a student asks their instructor for permission to make up course work missed because of an absence, for any reason, the student should consult the course syllabus for the instructor's stated policy on make-up work, including advanced notice of a pending absence. If the reason for the absence is among those that qualify for make-up work, the student should immediately talk to the instructor about completing the required assignments. The instructor's response should be consistent with the course attendance policy as stated in the course syllabus and also with the University guidelines regarding absences described in this Web site.

Remember, too, that some instructors allow their students to miss a specified number of classes without deducting attendance points that affect students' final course grades. In those situations, you may--or may not--be required to apply the specified number of excused absences to any of the five situations cited below. Further, while some instructors allow their students to miss a set number of class sessions without deducting attendance points, the attendance policy does not affect the instructor's related make-up policy. That means that while an instructor may not deduct a given number of points when you are absent because of a situation cited below, you may not be able to make up the missed course work. Read the course syllabus carefully--and ask if you have questions.

University-Addressed Absences:

(1) Observance of Major Religious Holidays

Each fall the provost issues a memorandum through the Faculty News Bulletin requesting instructors to accommodate students who miss classes to observe major religious holidays. The memorandum asks instructors to be "sensitive to the observance of these holidays so that students who absent themselves from classes on these days are not seriously disadvantaged." The annual memorandum also requires instructors to inform their students at the beginning of the semester if their attendance policies apply to religious observance.

Students who plan to be absent must inform their instructors and make necessary arrangements in advance of their absence. Instructors should inform students of the deadline(s) to complete assignments missed during their absence. Similarly, instructors who will miss class to observe a religious holiday must make arrangements in advance with their unit administrators, who in turn are responsible for covering the instructors' classes.

The MSU policy on religious observance appears in the [Faculty Handbook](#) and also on page 96 of the 2005-2007 [Academic Programs](#) catalog.

(2) Participation in Field Trips, Rehearsals and Performances

The University Committee on Academic Policy recommends that instructors cooperate with students who are required to attend university-sanctioned field trips, rehearsals and performances that conflict with other courses. Instructors requiring these events must, in advance, provide their students who have resulting course conflicts with a letter that verifies the event and the conflict. Students then must present this letter to the instructors of the courses in conflict with the event.

While the university encourages cooperation between faculty to avoid disadvantaging students, requests for both excused absences and permission for students to submit make-up work remain the prerogative of the instructors. Instructors should include the dates of required field trips, rehearsals and performances in their course syllabi to alert students of possible conflicts and thereby allow the students to plan their class schedules accordingly.

(3) Common Tests or Exams for Multi-Section Courses

Instructors sometimes schedule common tests and/or final exams for multi-section courses, resulting in conflicts with some students' other courses. When this occurs, the instructor of the multi-section course must provide alternative dates for make-up tests or exams.

Scheduling a common test or final exam cannot take place without authorization from unit heads of multi-section courses. Instructors should alert their students to these schedule changes in their course syllabus.

(4) Participation in University-Approved Athletic Events

Student-athletes are excused from classes to participate in university-approved events or games. Before missing classes, student-athletes must present their instructors with a letter signed by both the associate athletic director and the faculty representative to the Athletic Council. These letters confirm the dates and locations of the out-of-town events and, depending on the schedule, may be issued as frequently as once a week. An excused absence does not excuse a student-athlete from completing course work missed during their absences.

Further, some instructors develop an attendance policy as stated in the course syllabus that allows students to miss a given number of class sessions. These instructors may not permit student-athletes to exceed that number, even if game-related travel is the reason for the student-athlete's absence. In addition, instructors whose course syllabus indicates that students may drop their lowest grade on a particular assignment or test may not allow a student-athlete to make up course work missed during game-related travel. Instead, the instructor will apply the course make-up policy to the student-athlete's absence and drop the resulting failing grade on the assignment.

Four other attendance-related matters:

(1) Medical Excuses

Olin Health Center physicians will provide a student with a medical excuse only if the student's illness warrants such action (see below). If a student is examined by an Olin health care provider during the time he/she is ill, the provider will decide at that time if the student is too ill to attend classes. If an excuse is warranted, the provider will specify this on the patient instruction sheet, which the student will receive.

If the course syllabus includes a make-up option, the student would submit this form to instructor in support of a request for an excused absence and an opportunity to make up course work missed during the student's illness.

If the patient instruction sheet does *not* include a recommendation for an excused absence, it would serve only to document that a student saw an Olin physician on a specific date. The form, then, would not support a request for an excused absence and should not be submitted to an instructor.

Many illnesses take several days to run their normal course and do not necessarily need to be evaluated or treated by a health care provider -- nor do they require an extended absence from class. Generally, to qualify for an Olin patient instruction sheet with a recommendation for an excused absence, the illness must be severe enough to warrant absence from classes. Students must see an Olin health-care provider when they are ill, not after they have missed a few classes, recovered, and have returned to class. Olin staff will not issue requests for medical excuses after the fact and without examining the student.

Instructors may--or may not--honor an Olin physician's request, or any other physician's request, for an excused absence. This decision should be based on the instructor's attendance and assignment make-up policies, as stated in the course syllabus.

(2) Emergencies

Students who face emergencies, such as a death in the family, serious illness of a family member, court appearances, hazardous weather that makes attendance impossible or other situations beyond their control that preclude class attendance should notify their instructors immediately. Academic advisers often assist students in notifying instructors of such emergencies. Even with advanced notice, whether a student will be allowed to make up course work missed because of an emergency will depend on the attendance policy stated in the course syllabus. Different instructors may handle the identical situation differently. If instructors allow students to complete course work missed when students are absent, they should clearly indicate when that course work is due.

(3) Dean's Drop for Non-Attendance

Some schools/departments indicate in the Schedule of Courses that they may drop students who do not attend classes by the fourth class period (including lectures and labs) or the fifth day of the semester, whichever occurs first. This is called a "Dean's Drop". It applies to courses in which demand is high but space is limited. Dropping students from this course allows other students to enroll. But this process doesn't always go as students plan. Some students expect their instructors will drop them when they fail to show up during the prescribed period. Instead, they end up flunking. However, some instructors do not initiate a Dean's Drop for absent students. Rather than drop these students for non-attendance early in the semester, instructors keep them on the class roll and fail them at the end of the semester.

To avoid such a calamity, students must check their enrollment status on Stu-Info *before* the fourth Thursday of fall semester or fourth Friday of the spring semester--the deadlines for dropping a course and receiving a 100 percent refund. If a course you've never attended appears on your list of courses, immediately drop the course. A refund will follow.

Students who discover they're still enrolled in a class they've never attended *after* the drop-with-a-refund deadline should go immediately to the office of the assistant dean of their college (or to the Undergraduate University Division advising office if they are no-preference students).

Students should then explain what happened and request a Dean's Drop with a full refund. Before a student is permitted to drop a course, however, the attending administrator will ask the instructor of the course in question to verify the student's non-attendance. Without this validation, the student will not be allowed to drop the course.

To review the "Drop for Non-Attendance" policy, see ["https://ombud.msu.edu/classroom-policies/#attend-deandrop"](https://ombud.msu.edu/classroom-policies/#attend-deandrop) in the MSU *Academic Programs* catalog.

(4) Final Exams

The university final exam policy allows instructors to impose severe consequences on students who miss a final exam without a "satisfactory explanation"; namely, a failing grade in the course. To avoid such dire action, the policy instructs students "unable to take a final examination because of illness or other reasons over which they have no control" to notify the associate dean of their college immediately. Students should be prepared to document their illness or the extenuating circumstances that caused them to miss the final exam.

<https://ombud.msu.edu/classroom-policies/#attend-final>

CITATION

By Michael Teager

As with all things, credit must be given where credit is due. In citing sources, one is giving credit to authors whose works have been used as resources in your research. Also, the author is informing the reader (via citation) when he/she is making an original statement, or using someone else's information. So, if there are no citations present, one can assume that the author is 1) an authority on the topic or 2) making a new/original claim.

Now, there is a fair amount of "gray area." For instance, when making a general claim (i.e., "common knowledge), one doesn't necessarily need to cite. Such material would belong in an introduction or conclusion. So, saying that the United States Civil War took place in the 1860s between the North and South isn't really a specific/detailed fact; this is considered common knowledge and you wouldn't have to cite the History Channel. However, if I told you that Marilyn Manson intended for *Antichrist Superstar* to be a completely different album than Nine Inch Nails's *The Downward Spiral*, because he considered the former to be "a pop album" and the latter to be dark and introspective, I would have to cite my source.² Why? Well, I can safely assume that most of you were completely unaware of that *specific fact*.

There are three parts to a proper citation, and they are the idea, citation, and bibliographic entry.

1. IDEA

The idea is what you are referencing, whether paraphrased (in your own words!) or as a quotation. If using a direct quote, you **MUST** enclose the quote in quotation marks. Failing to do so tells the reader that you are using your own words.

2. CITATION

In Chicago style, the citation involves a footnote (*not* parenthetical) at the bottom of the page.

3. BIBLIOGRAPHIC ENTRY

Lastly, when citing, the source must be included in a Bibliography, following the standard norms.

Neglecting to do *any* of these steps, even if only one, will result in a failure to properly cite your source, which results in plagiarism, which Academia takes **VERY** seriously.

BIBLIOGRAPHY

Manson, Marilyn. *The Long Hard Road Out of Hell*. New York: ReganBooks. 1998.

¹ Marilyn Manson, *The Long Hard Road Out of Hell*, (New York: ReganBooks, 1998), p. 232.

PARAPHRASING

by Michael Teager

When paraphrasing, you are taking someone else's ideas and putting them *in your own words*. One objective of paraphrasing is to properly digest the material. As you likely learned in school, it is best to write your own definition of something rather than simply copying it out of a book. Why? Well, if you can use your own words, then there is a better chance of your understanding the source. Otherwise, a monkey or robot could be trained to simply copy and paste. Also, paraphrasing summarizes information for the reader, and prevents him or her from having to do more research on a topic and going to your sources.

Paraphrasing applies not only to another author's exact words, but also to his or her ideas and train of thought. Remember, a paraphrase should be shorter than the original source. If not, then you are likely following the author's ideas or train of thought, only with different wording.

Example:

(Source)

Matthews has given us a few insights into the halcyon days of his childhood: "Although there were no musicians in my family, there was always music playing in the house. And there was the appreciation of long hikes through the woods and family quiet time, where we could listen to the sounds of things around us, heartbeats and footsteps" ("Gulla"). Quaker philosophy is an important element of his roots. He recalls gathering with his family and fellow worshippers in a quiet building in eastern New York State – in times of both sorrow and happiness – and watching respectfully as members of the Quaker congregation rose, one by one, moved by the "inward light" to share their thoughts (Marzullo and Leta).

Matthews' [sic] love of serenity may, in fact, be linked directly to Quaker teachings. The Quaker (or, more formally, the Religious Society of Friends) meeting for worship is based on silent meditation; those moved by the spirit can offer prayer or exhortation unrestrained by the ritual or the intervention of ordained clergy. This is one of the basic tenets of the teachings of George Fox, who, in 1652, founded the movement in Britain as a protest movement against the Church of England. Fox and his followers believed, among other things, that the utterance of oaths recognizes a double standard or truth. To be frugal and plain in speech was considered honest, such a resolve brought one closer to Christ ("Quakers").¹

(Paraphrase)

The Quaker tradition, begun as a response against the Church of England in the seventeenth century, is an important aspect of Dave Matthews's upbringing, having attended worship meetings during his time in New York. In the Quaker tradition, the congregation focuses on quiet reflection, yet members are welcome to stand and preach or offer testimonials to their fellow worshippers. With the absence of a clergy or formal traditions, the environment promotes a greater sense of community among its participants.

A problem regarding paraphrasing is that there are times when it almost becomes subjective. So, a few questions to ask yourself are:

How similar is my writing to the original source?

Do I sound like me, or the original source?

Do I properly understand the material I am writing about?

BIBLIOGRAPHY

Delancey, Morgan. *Dave Matthews Band: Step Into the Light*. Toronto: ECW Press, 1998.

¹ Morgan Delancey, *Dave Matthews Band: Step Into the Light*, Toronto: ECW Press, 1998, p. 17.



What are MSU's policies regarding plagiarism?

<https://ombud.msu.edu/university-policies-guidelines>

What is plagiarism?

Plagiarism (from the Latin *plagiarius*, an abductor, and *plagiare*, to steal) is defined by the White House Office of Science and Technology Policy on Misconduct in Research as "... the appropriation of another person's ideas, processes, results or words without giving appropriate credit."

At MSU, General Student Regulation 1.00 states in part that "no student shall claim or submit the academic work of another as one's own." (For the complete regulation, see Protection of Scholarship and Grades.)

In outlining what he called the "the perils of plagiarism" to his students, the late W. Cameron Meyers, a revered journalism professor at MSU, wrote:

"Plagiarism not only is legally wrong but also morally corrosive... Any paper based upon the writing of others should acknowledge every source used. In a reference paper, the acknowledgements are made in footnotes--numbered notes at the bottom of the page (corresponding to the numbers in text) that show exactly where the information was obtained. There are times, however, when such acknowledgements can be incorporated smoothly in the text without their becoming distracting or obtrusive."

Unless authorized by their instructors, students are expected to do their own, original work on each assignment in each class. A student who recycles their course work from one class to another may face an allegation of academic dishonesty. An instructor who believes a student has committed an act of plagiarism should take appropriate action, which includes the issuing of a "penalty grade" for academic dishonesty. Article 8.1.15 of the *Academic Freedom Report for Students at Michigan State University*, or the "AFR," defines a penalty grade as "a grade assigned by an instructor who believes a student to have committed academic dishonesty..." A penalty grade can include, but is not limited to, a failing grade on the assignment or in the course.

MSU instructors cite easy access to the Internet as a primary reason for a perceived increase in plagiarism by their students. So-called term paper mills, available online, are plentiful. To counter, instructors have turned to various plagiarism detection sites to seek out and identify the original sources of their students' work. These Web sites include:

- www.turnitin.com
- www.plagiarism.phys.virginia.edu
- www.mydropbox.com

Visit the MSU TA Handbook; then go to Chapter 4, page 14 for 25 WEB sources on plagiarism.

For a scholarly discussion of plagiarism at U.S. colleges and universities, see Patrick M. Scanlon and David R. Neuman's article "Internet Plagiarism Among College Students," published in the May/June 2002 *Journal of Student Development* (Vol. 43., No. 3).

See also:

- *The Plagiarism Handbook: Strategies for Preventing, Detecting, and Dealing with Plagiarism*, by Robert A. Harris. This book is especially good in coaching instructors on how to confront students they suspect have plagiarized.
- Northwest Missouri State University *Guide to Diagnosing Plagiarism*, at this Web site: www.nwmissouri.edu/library/services/plagiarism.htm#article

Plagiarism Links:

For examples of what constitutes plagiarism, see:

- <https://wts.indiana.edu/writing-guides/plagiarism.html>
- <http://writingcenter.unc.edu/handouts/plagiarism/>
- https://libraries.ucsd.edu/assets/elearning/plagiarism/mod1-define-web/story_html5.html

For additional material on academic dishonesty [Contact the Ombudsman](#).

Per the Graduate School, the number of cases of scientific misconduct due apparently to unintentional plagiarism continues to be substantial. They are asking faculty, postdocs and graduate students to consider the following websites as other sources to check in regards to preventing plagiarism are:

- <http://tech.msu.edu/ithenticate/>

iThenticate is available as part of MSU's [Turnitin service](#), sponsored by IT Services, the Undergraduate University Division, the Graduate School, and the Vice President for Research and Graduate Studies. iThenticate was created using similar technology from iParadigms and procured under the same licensing agreement as Turnitin.

iThenticate scans against:

- A database of materials available on the Internet
- More than 26,000,000 published research articles
- 80 global scientific, technical and medical publishers
- More than 1 million abstracts and citations from PubMed
- More than 20,000 scholarly research titles from EBSCOhost and the Gale InfoTrac OneFile.

MSU faculty, staff and graduate students can use iThenticate to help evaluate and correct their work prior to submission or publication by [requesting an account on the MSU iThenticate account](#). This pilot will help the university evaluate value and future licensing models.

iThenticate is also used by major granting agencies such as the National Science Foundation, the National Institutes of Health, and the Department of Energy. Check with journals common to your discipline or field to see if iThenticate scans against those specific databases.

Turnitin service: <http://learndat.tech.msu.edu/teach/student-writing>

Article Regarding Plagiarism

Discourage Plagiarism By Promoting Academic Honesty

A Proactive Approach for Teachers

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You can reduce — not eliminate — the opportunities and incentives for students to plagiarize and discourage the practice by implementing the following:

1. Have a clear policy regarding plagiarism and academic dishonesty that you present early, discuss seriously, and implement consistently.

- MSU policy is ambiguous regarding “plagiarism” per se. Policy puts burden on instructor to establish clear criteria and expectations regarding academic honesty.
- Treat plagiarism and academic honesty as major course topics, especially in classes focused on writing or the teaching of writing; philosophy and ethics; and research methodology.

2. Recognize that plagiarism is complicated. It is a topic that needs to be taught (not simple knowledge that can be assumed).

- Distinguish between plagiarism, copyright infringement, and academic dishonesty, overlapping categories that co-exist alongside other overlapping (and often inconsistent) policies, guidelines, and practices (e.g., standards of research integrity, professional codes of ethics, publishers’ permissions guidelines, professional organizations’ citation standards).
 - Plagiarism is not the only form of academic dishonesty. (Receiving inappropriate help on a project is another form of academic dishonesty.)
 - Plagiarism and copyright infringement are not the same thing. (Some uses of text permitted under copyright law can nonetheless be acts of academic dishonesty.)
- Discuss paradigm cases ‡ clear instances of allowable vs. illegal practices.
- Discuss problematic cases (the ethical gray area) ‡ See Appendix 2 below.
- Discuss citation and bibliographical conventions (e.g., APA, Chicago Manual, MLA). Make sure students know how they work. Teach students the art of paraphrasing (vs. direct quotation). Discourage lengthy quotation.
- Distinguish between felonies and misdemeanors — i.e., serious and intentional breaches (e.g., buying a research paper) vs. minor and perhaps inadvertent editorial errors (due to careless copy/pasting or notetaking strategies).
- Explain WHY plagiarism is wrong, how it hurts not only the student and the integrity of the academic enterprise but also damages the integrity of professional work generally.
- Recognize that, despite codes, laws, and ethical injunctions, “what people normally do” (i.e., common practice) has a strong influence. Understand WHY students plagiarize, and how, from an economic standpoint, it makes sense for them to do that.
- Recognize that the Internet has its own developing standards and ethics for acceptable use: the codes for reuse and distribution of online writing are not necessarily those for print. Writing practices on the Internet ARE different, and plagiarism policies should account for those differences.

3. Design writing assignments and respond to student writing in ways that discourage plagiarism.

- Assign purposeful writing. Clearly identify relationship of assigned writing projects to course goals. (Don't assume that the instructional purpose of the assignment should be obvious.) Corollary: Avoid boring, senseless, trivial, unduly burdensome, irrelevant, or otherwise ineptly designed writing projects.
- Engage the students' writing process ‡ Have students submit planning assignments, research notes, drafts, etc. and provide feedback on that work. (Note: Feedback doesn't always have to be individual. Group feedback can be useful.) Be involved in the students' writing process and interact with them throughout the writing process.
- Have students "go public" with their work through peer review, email postings of planning assignments, publishing papers (via the web), in-class oral discussion of papers, etc.
- Know your students' writing styles ‡ especially through in-class writing (e.g., essay exams).
- Create contextually specific writing projects. That is, establish assignment parameters that are not easily replicable: e.g., specify audience, number and type of sources, particular sources (or types of sources), particular methodology. The trick is to set parameters that make sense in terms of course goals and yet permit students some latitude in pursuing questions/topics of interest.
- Design assignments to address current issues in a field or brand new topics (on which nobody has yet written very much) ‡ 9/11 papers in Fall 2002; the effect of the US Patriot Act on public policy. Or design assignments that call for original empirical research (e.g., interviews, first-hand observation, surveys).
- Allow students to pursue significant questions and explore interesting (to them) topics.
- Avoid the end-of-the-semester Monster Research Paper (15 doublespaced pages, 25 sources, open topic, unclear context) ‡ the kind of assignment which requires students to do a ton of work for very little perceived reward in the form of learning or (probably) instructor feedback.
- Assign several shorter assignments instead of one larger assignment. (Q: Do the course goals require a major project? Or can the goals be met just as well with a series of shorter assignments?)
- Employ portfolio grading ‡ have students submit notes and drafts for the project, not simply the final product. Grade the entire process, not just the end product.
- Vary assignments from semester to semester. (Or, if you want to use the same assignment, then have students turn in, and you keep, a second, "archival copy.")
- Follow up on cases of suspected plagiarism (with colleagues; with published sources; via Internet search).

4. Stress a positive ethic of collaboration and acceptable use of others' work/writing (vs. a punitive approach). Stress the necessity of an ethic of fair use in a community of researchers and scholars.

- Encourage students to be honest and forthright about their use of others' work/writing. (When in doubt, students should ask instructor's permission, ideally early in the writing process.)
- To be effective writers, students should:
 - Consult and use other sources of information (but learn the conventional methods for crediting those other sources of information).
 - Collaborate with others (but recognize the difference between "appropriate" and "inappropriate" collaboration in academic and professional contexts).
 - Credit others' contribution to their work (in conventional and appropriate ways).
 - Understand the laws, ethics, and policies that guide appropriate use of others' work or written material.

Appendix 1: Four Basic Ethical Principles of Copyright and Use of Others' Writing

- You should credit others' contributions to your work. You should not claim, as your own, work that you have not done
- You should be willing to share your own work with others to promote the development of knowledge and the good of society.
- You should use others' work, in appropriate ways, to inform your own work. In some cases, the Fair Use clause of copyright law allows you to use others' work without asking their permission (e.g., for purposes of

critique and education). In other cases, you must have the author's permission to use their work. In some cases where law might allow you to use others' work, ethical considerations require that you ask permission.

- If you have doubts about whether or not you are using your own or others' writing ethically and legally, ask your instructor. Follow this primary principle: Be up front and honest about what you are doing and about what you have contributed to a project.

Appendix 2: Problematic Cases for Discussion

In each scenario, identify whether the writer's actions constitute an instance of: (a) plagiarism, (b) academic dishonesty, (c) copyright infringement, (d) some of the above, or (e) none of the above. In each situation, adopt both the instructor's and the student's point of view to determine: (a) What can/should the instructor do in response to the situation? and (b) What can/should the student do in the first place to avoid or correct a problem?

1. Jennifer, a graduating MSU senior, pastes a version of the MSU logo as a graphic on her resume (both the print version and the electronic version), which she sends out to potential employers.
2. Jim, a graduate student in English, recycles his senior undergraduate thesis paper for use in a graduate course. The original paper was the student's own work. However, Jim submits the paper in nearly its original form, with only minor revisions.
3. Jenna asks her roommate to proofread a paper that she is submitting in her ATL Tier I writing course. The roommate provides extensive proofreading corrections and some stylistic suggestions as well (including recommending different phrasing for some passages).
4. A history teacher discovers that one of her better students, Mike, has used direct quotation in a paper (an entire sentence), but without using quotation marks. Mike did, however, identify the source for the quotation in his bibliography — which makes the teacher wonder whether it is an act of intentional or accidental plagiarism.
5. A writing teacher gets a paper from one of his weaker students, Charles, at the end of the semester. The paper is much better stylistically than anything Charles has written so far in the semester (very few grammatical errors, but does have some; stylistically fluent and mature), and the teacher very much doubts that it is Charles' own original work. The teacher checks on the Internet to try to find the paper (or pieces of it), but is unable to find clear and compelling evidence of plagiarism.
6. A teacher asks students to create a web page of annotated sources on a given historical topic. Jane locates a web page with an interestingly distinctive layout and uses that web page template as the basis for her own assignment. She collects and annotates the historical sources on her own, but she "borrows" the HTML coding pertaining to the format and typography of the page.
7. In his technical writing graduate course, Heping recycles a report that he wrote as part of his job as an automotive engineer. Because the report data are proprietary, Heping changes the technical specifications and the budget numbers, substituting fictional data.
8. Jorge belongs to a Usenet group that discusses the effects of recent federal and state legislation on the work of environmental scientists. (a) In a research report written for an ES graduate class, he borrows some of the general ideas discussed in that group, presenting them as his own ideas without referencing individuals or the group at large. (b) In a research report written for an ES graduate class, he quotes specific individuals from the group, indicating their names and using appropriate conventions for quoting sources as specified by the instructor. However, he does not ask their permission to quote their postings.
9. Jean collects survey information from her fellow graduate students in educational psychology, and uses that information as the basis for a graduate research paper. (The survey asks participants about their sexual behaviors as well as about their attitudes toward sexuality.) Jean gets oral permission from the students to use the information they have provided (she uses it anonymously), but she does not clear this research with the University committee on the use of human subjects or with her course professor.

Appendix 3: Resources

Research Integrity (MSU Graduate School)

<https://grad.msu.edu/sites/default/files/content/researchintegrity/ri05.pdf>

Avoiding Plagiarism (Purdue University OWL)

<https://owl.english.purdue.edu/owl/resource/589/01/>

Thinking and Talking About Plagiarism (Nick Carbone)

<http://www.macmillanlearning.com/catalog/static/bsm/technotes/workshops/talkingplagy.htm>

The Citation Project - Reframing the Conversation about Plagiarism

<http://www.citationproject.net/publications/>

On Plagiarism (Dr. Philip Pecorino)

<http://www.qcc.cuny.edu/SocialSciences/ppecorino/Academic-Integrity-Plagiarism.html>

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<http://creativecommons.org/>

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Academic Dishonesty - Instructor



Cheating from where the Instructor Sits

Discussions at various workshops on academic honesty on this campus suggest that instructors are eager to take steps to discourage their students from cheating. That seems especially true with the proliferation of student plagiarism. What follows are faculty ideas and recommendations that have emerged from these workshops.

What is academic dishonesty?

Academic dishonesty at Michigan State University is defined by the General Student Regulations as conduct that violates the fundamental principles of truth, honesty, and integrity. The following conduct is specifically cited:

- Supplying or using work or answers that are not one's own.
- Providing or accepting assistance with completing assignments or examinations.
- Interfering through any means with another's academic work.
- Faking data or results.

In addition, falsification of admission and academic records constitute academic misconduct.

What general techniques help discourage students from cheating, regardless of the nature of the assignment or test?

Examples abound, but faculty practice will vary, depending on (1) the number of students in the class, (2) the size of the classroom, (3) the seating arrangement in the classroom; (4) the type of test you administer (essay answers or electronically scanned sheets), and (5) your comfort level in invoking any of the techniques below:

- First and foremost, explain to your students that they share with you the responsibility for "maintaining the integrity of scholarship, grades and professional standards," as stated in Article 2.3.3 of the Academic Freedom Report.
- Early in the semester, discuss the current issues of honesty and integrity on campus and in the workplace. Provide examples of cheating and its consequences on students, academicians, and professionals in your field of study.
- Explain any deterrents you use to curtail cheating, and spell out the consequences you will impose if a student does cheat. Consider putting this information in a handout and/or on your course Web site. Your goal here is to establish mutual respect between you and your students.
- Try to avoid a grading scheme that establishes grades as a limited resource; e.g., awarding a fixed number of 4.0's and an equal number of 0.0's.
- Consider establishing an honor system among the students enrolled in your course.

Should instructors include a statement on academic honesty and integrity in their course syllabi?

No university policy requires such a statement, but instructors may consider the following:

Academic Honesty:

Article 2.3.3 of the Academic Freedom Report states: "The student shares with the faculty the responsibility for maintaining the integrity of scholarship, grades, and professional standards." In addition, (insert name of unit offering course) adheres to the policies on academic honesty specified in General Student Regulation 1.0, *Protection of*

Scholarship and Grades; the all-University Policy on *Integrity of Scholarship and Grades*; and Ordinance 17.00, Examinations. (See *Spartan Life: Student Handbook and Resource Guide* and/or the MSU Web site www.msu.edu.) Therefore, unless authorized by your instructor, you are expected to complete all course assignments, including homework, lab work, quizzes, tests and exams, without assistance from any source. You are expected to develop original work for this course; therefore, you may not submit course work you completed for another course to satisfy the requirements for this course. Also, you are not authorized to use the www.allmsu.com Web site to complete any course work in this course. Students who violate MSU rules may receive a penalty grade, including but not limited to a failing grade on the assignment or in the course.

What specific techniques can I use to help curb cheating on quizzes, tests, and exams?

Again, the practice varies, depending on the variables cited above. Try these:

During class session(s) before the exam or quiz date:

- Remind students of your definition of academic dishonesty and the penalties you will impose on cheaters.
- Clarify the resources a student may bring into the classroom on the test day and those they may not bring (e.g., cellular phones, computers and other electronic devices not required to complete the test).
- Explain the measures you will take to curb cheating.
- Prepare multiple forms of the tests.
- Assign a number to each test.
- Assign students to a specific seat.
- Secure the assistance of proctors and train them.
- Familiarize students in advance with question formats and provide examples of excellent essay answers.
- Remind students to bring their MSU ID cards to class on the test day.

Immediately before the test or exam begins:

- Ask proctors to check the IDs as students enter classroom, or have students "swipe" ID cards through scanner.
- Instruct students to sign test booklets.
- Count test takers, scan sheets, and test booklets.
- Instruct students to place all gear on the floor beneath their assigned seats.
- Require students to turn baseball caps backwards or remove them.
- If you instruct students to bring blue books to the exam, require them to exchange blue books with at least one other student before beginning the exam, or collect all blue books and redistribute them randomly.
- Require students to turn off cell phones and put them and any other unauthorized electronic devices out of sight.
- If you provide blue books, stamp, number, or initial each and distribute after desks are cleared.

During the exam:

- Position proctors, if available, throughout the classroom.
- Monitor students by moving around the classroom, but avoid distracting students.
- Stop inappropriate behavior (i.e., making inappropriate noise, exchanging pencils or pens).
- Take attendance.
- Consider denying students the opportunity to take exam if they arrive after first student has completed exam and left the classroom.

After the test:

- Compute correlation on wrong/correct answers with students seated near one another.
- Shred old exams.
- Collect all available evidence (crib sheets, reports from proctors, other student comments, etc.) to support an accusation of academic dishonesty.
- If you use statistical evidence to support an allegation of cheating, base data on the performance of all students in the class.
- Meet with students suspected of cheating individually, privately, and immediately to discuss your concerns and present all evidence supporting your allegation of cheating.
- Confirm absences by comparing attendance records with submitted exams.

What specific measures do you recommend to discourage cheating on written assignments, laboratory assignments, and other projects?

Many techniques are available to instructors:

- Clarify the resources your students may use in completing assignments.
- Remind students of your policy on collaboration.
- Include the due dates for major assignments in your course syllabus to enable students to schedule adequate time to complete these assignments.
- Warn students of common tip-offs to dishonesty (i.e., writing style, topic does not match the assignment, type face on the title page does not match type in the body of the assignment, the assignment is photocopied but the cover page is an original).
- Prepare a handout that explains your expectations for written assignments, including format, style, documentation, and footnotes.
- Vary topics or create new questions around a common theme each semester.
- Explain what you consider to be acceptable use of information found on the Internet.
- Before an assignment is due, require students to report on their progress (e.g., topic proposal, outline) and/or submit drafts at various intervals.
- Early in the term, assign in-class written work to become familiar with your students' writing styles and abilities.

When and where should I confront a student I believe has committed an act of academic dishonesty?

First, it's important to meet with the student as soon as possible to explain what led you to suspect the student may have cheated. If the situation involves cheating during a test, exam or a lab session, avoid in-class confrontations, which are apt to disrupt classroom decorum and potentially disrupt other students taking the test. For the same reason, do not ask a student who you suspect is cheating to move to another seat or desk in the classroom. Instead, if you have a proctor, ask him or her to observe the student you suspect is cheating. If you don't have an assistant, document the student's actions that led you to believe s/he is cheating. As an alternative, some instructors will stand for a short time near the suspect student to stop the perceived cheating. Immediately after the test, exam or lab session, ask the student to remain in the classroom to speak to you privately. If that's not possible, ask the student to visit you during office hours or at a mutually convenient time—the sooner the better.

If the cheating involves plagiarism or some other act of academic dishonesty, also invite the student to meet with you in your office at a mutually convenient time. It's best to extend this invitation in person (e.g., before or after class).

What do I say to the student when we meet?

In a non-adversarial tone, explain to the student what you observed and why you suspect the student had cheated. Remember, at this stage of the process, you are seeking information and should not have formed an iron-clad conclusion about the academic misconduct. Leave the door open for the possibility that you might be wrong. Then give the student an opportunity to explain their actions. Some students will quickly confess; others will deny the allegation—some more vociferously than others. Still others will be flabbergasted and unable to respond coherently. Allow them time to compose themselves, even if that means meeting again ASAP.

What should I do if the student convinces me I was wrong?

Advise the student that although you no longer believe an act of academic dishonesty has occurred, he or she may want to avoid the specific behavior that led to your allegation, lest she or he revisit this experience. Then assure the student that the issue is closed.

What should I do if I can't decide on a course of action?

If you are undecided about what to do following the conversation with the student, tell the student you will consider their comments and will get back to him or her after you consult with anyone of the following: the test proctor; your department chair/school director; your supervisor, if you are a TA; and the Ombudsman. With the exception of the

proctor, you should not identify the student. Following your conversations, notify the student of your decision. If you decide to issue a penalty grade in the course, follow the steps outlined below.

How much evidence is needed to accuse a student of academic dishonesty?

The standard of evidence at Michigan State University is "the preponderance of evidence" (that which is more convincing, more credible, and of greater weight).

If a student formally appeals a penalty grade, the faculty member must be prepared to make their case on the basis of the preponderance of evidence. The burden of proof is on the faculty member. Suspicions of cheating are not enough evidence. For example, moving a student during a test based on a suspicion of cheating is an implicit accusation of cheating. This action, however, places the student in a position of being unable to appeal an implicit charge, since no actual charge has been made; that is, no penalty grade has been issued.

What do I do if I'm certain the student has committed an act of academic dishonesty?

If your discussion with the student confirms your position that the student has cheated, tell the student that you plan to proceed with the allegation. (You can refer to General Student Regulation 1.00 - - Protection of Scholarship and Grades.) Tell the student that you will consider an appropriate penalty grade and notify him or her after making your decision. A penalty grade can be a failing grade on the assignment or in the course, depending on the severity or recurrence of the academic misconduct.

Inform the student of their right to appeal the allegation. You also can refer the student to the University Ombudsman for a review of MSU policies and procedures regarding academic dishonesty and the appeal process.

If you decide to assign a failing grade in the course for academic dishonesty, and the student decides to contest the allegation via the formal grievance hearing process, the student may continue to attend class and complete all assignments. You also can expect the student to make an appointment to revisit the matter with you, as part of the formal appeal process. Remember, too, that if the student requests a hearing to contest the allegation, you will have to share the evidence upon which you are basing your allegation with the student. In cases involving plagiarism, you should make a copy of the student's work for your files. This will be especially helpful should the student appeal your allegation to a departmental hearing board.

What do I do if I decide to fail the student in the course?

If you decide to give the student a failing grade *in the course*, you are required to send the student's dean a letter explaining the circumstances that led to the penalty grade. If this decision occurs *before* the middle of the semester, your letter to the student's dean should request that the dean call on the Registrar's Office to place a hold on the student's academic records. That will prevent the student from dropping the course before the failing grade is recorded. After the hold has been placed, notify the student of your decision to issue a failing grade in the course and right to appeal your decision. Students who are given a failing grade in the course for an act of academic dishonesty may appeal the charge and may continue to attend class and complete all course work.

If the act of academic dishonesty is particularly egregious, you also can request the student's academic dean to call for a disciplinary hearing to consider additional sanctions, or the dean, upon receipt of your letter, can independently call for a disciplinary hearing as well. In either situation, the dean will contact the Assistant Provost for Undergraduate Education, who, in turn, will schedule a meeting with the undergraduate student to offer the options of having an administrative disciplinary hearing or a disciplinary hearing conducted by the college hearing board in the college in which the academic misconduct occurred. Additional sanctions could include suspension from the University.

In a case involving a graduate student and a call for a disciplinary hearing, the student's dean will refer the case directly to the college hearing board in the college where the academic misconduct occurred.

If a student referred for disciplinary hearing wishes to contest the allegation, he or she may request a hearing before the department/school hearing board in the department/school in which the alleged academic misconduct occurred if the disciplinary hearing panel finds no basis for additional sanctions.

If I'm sure a student has cheated, what are the university-approved penalties?

As discussed above, if you are certain one of your students has committed an act of academic dishonesty, you then need to decide if you want to issue a “penalty grade,” generally defined in the AFR and GSRR as a grade based on a charge of academic dishonesty. A penalty grade can be a failing grade in the course or on the assignment – or any other grade that “penalizes” the student for their academic misconduct. The Integrity of Scholarship and Grades policy authorizes the failing grade in the course or on the assignment, but it does not require such a grade. It’s your choice.

Also, if you issue a failing grade in the course based only on academic dishonesty, you are required to send a letter to the student's academic dean to explain the circumstances. If the academic misconduct is especially egregious or a repeat offense, you or the student's dean can request a disciplinary hearing to consider sanctions in addition to the failing grade in the course. (See Integrity of Scholarship and Grades policy.)

If you decide to give the student a penalty grade on an assignment for academic dishonesty, you need not send any letters to anyone, but you must inform the student of the reason for the penalty grade.

If I decide issue a failing grade in the course, can I instruct the student to stop attending class?

No, but as you know, once you inform a student that he or she will flunk the course, that student isn’t likely to return to your classroom -- unless he or she plans to appeal the allegation of academic dishonesty. If that’s the case, the student has a right to complete the course without prejudice. If the hearing board supports your position, the failing grade will stand, but the student also has a right to appeal that decision. If the hearing board supports the student’s position, it will ask for a reassessment of the student’s grade. You can appeal this decision, however. (Note: Normally, the initial hearing to contest an allegation of academic dishonesty takes place in the department/school that offers the course. Appeals of a department/school hearing board decision take place at the college level. The instructor bears the burden of proof at the initial level. Students also have a right to appeal an allegation of academic dishonesty in which they receive a penalty grade on the assignment. For more information about academic hearings, see <http://www.msu.edu/unit/ombud/grievance.html>.)

What do I do if I suspect a student has cheated after the final exam session?

If you first suspect a student has cheated after the end of the semester but before you submit your grades, immediately try to contact the student by phone or e-mail. If that fails, you have the option of issuing the student an I-Incomplete grade, as opposed to issuing a penalty grade on the assignment or in the course. When the student discovers the unexpected “I” on the transcript, s/he will try to contact you.

What should I know about cheating in online courses?

Not having taught a course online, I can only refer you to an article a colleague sent me that addresses academic dishonesty in online courses:

- <http://www.westga.edu/~distance/ojdla/summer72/rowe72.html>

The bibliography is extensive.

Where can I go for help?

Talk to your department chair/school director or call the Office of the Ombudsman (353-8830).

For university policies and regulations on academic dishonesty, see General Student Regulations, Integrity of Scholarship and Grades, the Academic Freedom Report (specifically, Articles 2.4.6, 2.4.6.2, 2.4.8, 2.4.9, 4.2.4, 8.1.15, and 8.1.16).

Similar language is also found in the Graduate Student Rights and Responsibilities and the Medical Student Rights and Responsibilities documents. See also Plagiarism and Cheating from where a student sits.

Note to faculty: If you have examples of how you deter academic dishonesty, please share them with the ombudsman by e-mail (soffin@msu.edu), note or telephone call. We will modify this site as suggestions come forward.

Questions? [Contact the Ombudsman](#).

Academic Dishonesty - Student



Cheating from where the Student Sits

Academic honesty and integrity are fundamental values in a community of scholars. As stated in the MSU [Academic Freedom Report](#), students and faculty share a commitment to and responsibility for "maintaining the integrity of scholarship, grades, and professional standards." To abuse these values is to assault one's own personal integrity and character. Yet cheating occurs on this campus and elsewhere. One researcher has called cheating an "international epidemic."

The best way to protect yourself from an allegation of academic dishonesty is simple: Don't cheat. Read on for the answers to frequently asked questions on this topic, which is of increasing interest on campuses throughout the world.

I think I know what cheating is, but how does MSU define cheating?

Start with the [Academic Freedom Report](#), especially [Article 2](#). Then move on to [Protection of Scholarship and Grades](#). This defines academic dishonesty as conduct that violates the fundamental principles of truth, honesty, and integrity. The following conduct is specifically cited:

- supplying or using work or answers that are not one's own;
- providing or accepting assistance with completing assignments or examinations;
- interfering through any means with another's academic work;
- faking data or results.

From this, it's obvious that you can't -- or at least shouldn't:

- turn in an exam, paper, or project that is not wholly your own work;
- copy answers from another student's exam or test;
- get questions and/or answers from students who have already taken an exam or quiz you are scheduled to take;
- have another person take a test for you;
- submit the same paper for two or more classes;
- use other authors' ideas and phrases without proper attribution; and
- collaborate with other students on projects or assignments without your instructor's permission.

How can I avoid even being suspected of cheating?

Your question assumes that innocent behavior can attract negative attention from instructors, and that may be true. To protect yourself from any suspicion of cheating, try the following.

When taking quizzes, tests or exams:

- keep your eyes fixed firmly on your blue book or score sheet;
- don't take any unauthorized gear to the test site, (e.g., study notes, textbooks, calculators, cell phones);
- place your personal belongings under your desk and out of sight;
- don't fiddle (e.g., tap your pencil or fingers, rearrange your clothing);

- take your cap off;
- if you are required to provide blue books, be sure they are void of even the slightest hint of notes and no pages are missing.

When completing lab projects, term papers and take-home tests:

- if previous assignments required team projects, ask your instructor if he or she expects students to collaborate on the test, and if so, whether each group is expected to submit a single response or each member of the group is expected to submit separate responses independent of one another;
- stay far away from Internet paper mills and files full of other students' exams or term papers;
- know what plagiarism is so you can avoid it. [*Plagiarism* (from the Latin *plagiarius*, an abductor, and *plagiare*, to steal): Plagiarism is defined as presenting another person's work or ideas as one's own.]

What do I do if my instructor accuses me of cheating--and I really didn't do it?

If this should happen, don't get angry or retaliate with rudeness. Take a deep breath, get out paper and pencil for note taking, and politely ask your instructor what evidence she or he has to support such a serious allegation. Carefully and calmly take notes on each point of evidence. Ask your instructor to meet with you as soon as possible so that you can present evidence to refute the allegation. Then, immediately locate witnesses or evidence (e.g., notes, drafts, study partners) that can be used to establish your innocence and take the information to the scheduled appointment with your instructor.

You also may seek assistance from the Office of the Ombudsman. The Ombudsman can tell you what your rights are and explain the appeals process, should that be necessary. Briefly, an appeal for either the accusation or sanction begins with meeting with the instructor. If a resolution is not reached, the next step is to meet with the department chair/school director. A formal hearing would follow if the unit head or the Ombudsman cannot resolve the issue.

What happens to me if I am guilty of cheating?

If your instructor believes you have committed an act of academic misconduct, s/he may give you a penalty grade -- either a failing grade on the assignment or in the course. If your instructor gives you a failing grade in the course, the Integrity of Scholarship and Grades All-University Policy requires your instructor to send a letter to your dean to explain the circumstances. Depending on the seriousness and extent of violation, the instructor also may request the dean to call for a disciplinary hearing to impose additional sanctions or penalties. Visit the Ombudsman to clarify the procedures and policies.

If I see a student cheating, what should I do?

MSU does not have an Honor Code, so you are not required to report this incident to your instructor. On the other hand, you can inform your instructor about students you believe are cheating. If your instructor wishes to pursue your allegation, he or she would then have to independently investigate the matter to collect evidence to corroborate the charges.

Any other advice?

Again, don't cheat. The stakes are too costly for your academic career and your reputation. Faculty are increasingly resorting to various strategies to discourage their students from committing any acts of academic dishonesty, including stepping up their monitoring of students during exams. If you need assistance in passing a course, seek help from your instructor.

The Learning Resources Center can provide you with strategies to improve your study skills and habits. Start on projects early in the term, give yourself adequate time to study for exams, and don't pressure yourself to be perfect. See also Plagiarism and Cheating from where the faculty sits.

Need assistance? Contact the Ombudsman.



REVISED CODE OF TEACHING RESPONSIBILITY

<https://ombud.msu.edu/university-policies-guidelines>

Satisfaction of teaching responsibilities by instructional staff members (herein referred to as instructors) is essential to the successful functioning of a university. This University conceives these responsibilities to be so important that performance by instructors in meeting the provisions of this Code shall be taken into consideration in determining salary increases, tenure, and promotion.

1. Course content:

Instructors shall be responsible for ensuring that the content of the courses they teach is consistent with the course descriptions approved by the University Committee on Curriculum and the Academic Council. Instructors shall direct class activities toward the fulfillment of course objectives and shall evaluate student performance in a manner consistent with these objectives.

2. Course syllabi:

Instructors shall be responsible for distributing a course syllabus (either in print or electronic form) at the beginning of the semester. The syllabus shall minimally include:

- a. instructional objectives;
- b. instructor contact information and office hours;
- c. grading criteria and methods used to determine final course grades;
- d. date of the final examination and tentative dates of required assignments, quizzes, and tests, if applicable;
- e. attendance policy, if different from the University attendance policy and especially when that attendance policy affects student grades; and
- f. required and recommended course materials to be purchased, including textbooks and supplies.

3. Student Assessment and Final Grades:

Instructors shall be responsible for informing students, in a timely manner so as to enhance learning, of the grading criteria and methods used to determine grades on individual assignments. Instructors shall be responsible for assessing a student's performance based on announced criteria and on standards of academic achievement. Instructors shall submit final course grades in accordance with University deadlines.

4. Testing Documents:

Instructors shall be responsible for returning to students student answers to quizzes, tests, and examinations with such promptness to enhance the learning experience. Instructors shall retain final examination answers for at least one semester to allow students to review or to retrieve them. All testing questions (whether on quizzes, tests, or mid-semester or final examinations) are an integral part of course materials, and the decision whether to allow students to retain them is left to the discretion of the instructor.

5. Term Papers and Comparable Projects:

Instructors shall be responsible for returning to students student term papers and other comparable projects with sufficient promptness to enhance the learning experience. Term papers and other comparable projects are the property of students who prepare them. Instructors shall retain such unclaimed course work for at least one semester to allow students to retrieve such work. Instructors have a right to retain a copy of student course work for their own files.

6. Class Meetings:

Instructors shall be responsible for meeting their classes regularly and at scheduled times. To allow units to take appropriate action, instructors shall notify their units if they are to be absent and have not made suitable arrangements regarding their classes.

7. Applicability of the Code of Teaching Responsibility to Student Assistants:

Instructors of courses in which assistants are authorized to perform teaching, grading, or other instructional functions shall be responsible for acquainting such individuals with the provisions of this Code and for monitoring their compliance.

8. Instructor Accessibility to Students:

Instructors shall be responsible for being accessible to students outside of class time and therefore shall schedule and keep office hours for student conferences. Office hours should be scheduled at times convenient to both students and instructors with the additional option of mutually convenient prearranged appointments for students whose schedules conflict with announced office hours. Each teaching unit shall determine the minimum number of office hours for instructors in that unit. Instructors who serve as academic advisors also shall be responsible for maintaining appropriate office hours before and during enrollment periods. In addition to office hours, instructor accessibility through e-mail and other means is encouraged.

9. Commercialization of Course Notes and Materials:

The University prohibits students from commercializing their notes of lectures and University-provided class materials without the written consent of the instructor. Instructors may allow commercialization by including permission in the course syllabus or other written statement distributed to all students in the class.

Hearing Procedures

1. Students may register complaints regarding an instructor's failure to comply with the provisions of the Code of Teaching Responsibility directly with that instructor.
2. Students may also take complaints directly to teaching units' chief administrators or their designates. If those persons are unable to resolve matters to the student's satisfaction, they are obligated to transmit written complaints to unit committees charged with hearing such complaints. A copy of any complaint transmitted shall be sent to the instructor. A written report of the action or recommendation of such groups will be forwarded to the student and to the instructor, normally within ten working days of the receipt of the complaint.
3. Complaints coming to the University Ombudsman will be reported, in writing, to chief administrators of the teaching units involved when in the Ombudsman's opinion a hearing appears necessary. It will be the responsibility of chief administrators or their designates to inform the instructor and to refer such unresolved complaints to the unit committees charged with hearing such complaints. A written report of the action or recommendation of such groups will be forwarded to the University Ombudsman, to the student, and to the instructor, normally within ten working days of the receipt of the complaint.
4. Students wishing to appeal a teaching unit action or recommendation may do so as outlined in Academic Freedom for Students at Michigan State University, Graduate Student Rights and Responsibilities, or Medical Student Rights and Responsibilities. Such complaints must normally be initiated no later than the middle of the semester following the one wherein alleged violations occurred. Exceptions shall be made in cases where the involved instructor or student is absent from the University during the semester following the one wherein alleged violations occurred.



<https://ombud.msu.edu/resources-self-help/syllabus>

Frequently Asked Questions about Course Syllabi

Note: The following informs instructors of required content for course syllabi, recommends still other content for syllabi and addresses common issues related to syllabi.

Am I required to provide a course syllabus to my students?

Yes. Effective fall 2005, MSU instructors are required to distribute a course syllabus, either in print or online, to their students at the beginning of the semester. (See the revised [Code of Teaching Responsibility](#), which was approved by Academic Council on April 29, 2005.)

What am I required to include in my course syllabi*?

The recently-revised [Code of Teaching Responsibility](#) *minimally* requires instructors to inform their students at the beginning of the semester of the following:

1. course content and instructional objectives, which must be consistent with the university-approved course description found in the MSU [Descriptions of Courses](#) catalog;
2. instructor contact information and office hours, with a provision for arranged office hours to accommodate students whose schedules conflict with the regularly-scheduled office hours; office hours must comply with the minimum number of hours approved by each unit;
3. grading criteria and method used to determine final course grade;
4. date of final examination, scheduled according to the *University final exam schedule*, and tentative dates of required assignments, quizzes, and tests, if applicable;
5. attendance policy, if different from the [University attendance policy](#) and especially when the attendance policy affects students' grades; and
6. required and recommended course materials, including textbooks and supplies.

What other information should be included in a course syllabus?

Instructors should consider including:

1. course number and title, section number (if applicable) and scheduled class time;
2. course Web site (if applicable);
3. instructor's (and TA's, if applicable) name, office address, phone number and e-mail address, with recommendations on which method of contact the instructor prefers;
4. tentative deadlines for required and recommended readings;
5. tentative schedule of course topics;
6. required field trips, rehearsals, etc., scheduled outside of regularly-scheduled class time, along with any accompanying fees and tickets;
7. make-up policy for designated course work;
8. tardy policy and its impact, if any, on grades;
9. common test dates for all sections of a multi-section course, as approved by the unit;
10. course prerequisites and restrictions, as they appear in the [Descriptions of Courses](#) catalog;
11. information about required course-management software, such as ANGEL,
12. any course procedures unique to the course that might cause students to reconsider their enrollment in the course, and
13. policy for use of cell phones, calculators and other electronic equipment in the classroom.

What university policies or procedures should I consider including in my syllabus?

Consider including any of these statements:

1. **Academic Honesty:**

Article 2.3.3 of the [Academic Freedom Report](#) states that "The student shares with the faculty the responsibility for maintaining the integrity of scholarship, grades, and professional standards." In addition, the (insert name of unit offering course) adheres to the policies on academic honesty as specified in General Student Regulations 1.0, *Protection of Scholarship and Grades*; the all-University Policy on *Integrity of Scholarship and Grades*; and Ordinance 17.00, Examinations. (See [Spartan Life: Student Handbook and Resource Guide](#) and/or the MSU Web site: www.msu.edu.) Therefore, unless authorized by your instructor, you are expected to complete all course assignments, including homework, lab work, quizzes, tests and exams, without assistance from any source. You are expected to develop original work for this course; therefore, you may not submit course work you completed for another course to satisfy the requirements for this course. Also, you are not authorized to use the www.allmsu.com Web site to complete any course work in (insert course number here). Students who violate MSU rules may receive a penalty grade, including--but not limited to--a failing grade on the assignment or in the course. Contact your instructor if you are unsure about the appropriateness of your course work. (See also <http://www.msu.edu/unit/ombud/honestylinks.html>)

2. **Accommodations for Students with Disabilities:**

Students with disabilities should contact the Resource Center for Persons with Disabilities to establish reasonable accommodations. For an appointment with a disability specialist, call 353-9642 (voice), 355-1293 (TTY), or visit MyProfile.rcpd.msu.edu.

3. **Drops and Adds:**

The last day to add this course is the end of the first week of classes. The last day to drop this course with a 100 percent refund and no grade reported is (insert date). The last day to drop this course with no refund and no grade reported is (insert date). You should immediately make a copy of your amended schedule to verify you have added or dropped this course.

4. **Commercialized Lecture Notes:**

Commercialization of lecture notes and university-provided course materials is [permitted] [not permitted] in this course.**

5. **Attendance:**

Students whose names do not appear on the official class list for this course may not attend this class. Students who fail to attend the first four class sessions or class by the fifth day of the semester, whichever occurs first, may be dropped from the course.

6. **Internet:**

Some professional journals will not consider a submission for publication if the article has appeared on the Internet. Please notify your instructor in writing if you do not want your course papers posted to the course Web site.

7. **Disruptive Behavior:**

Article 2.3.5 of the [Academic Freedom Report](#) (AFR) for students at Michigan State University states: "The student's behavior in the classroom shall be conducive to the teaching and learning process for all concerned." Article 2.3.10 of the AFR states that "The student has a right to scholarly relationships with faculty based on mutual trust and civility." [General Student Regulation 5.02](#) states: "No student shall . . . interfere with the functions and services of the University (for example, but not limited to, classes . . .) such that the function or service is obstructed or disrupted. Students whose conduct adversely affects the learning environment in this classroom may be subject to disciplinary action through the Student Faculty Judiciary process.

What are my options for attendance and excused absences?

For details, see Attendance Policy, Excused Absences and Make-up Work on the Ombudsman's Web site. This site includes discussion of student observance of major religious holidays, student-athlete participation in athletic competition, student participation in university-approved field trips, medical excuses and a dean's drop for students who fail to attend class sessions at the beginning of the semester.

Can I distribute my course syllabus only online?

Yes and, again, it must be accessible to students at the beginning of the semester.

Once I distribute my course syllabus, can I change it?

The newly revised Code of Teaching Responsibility does not address the issue of changing a course syllabi after the semester is underway. Absent such language, an instructor may choose to exercise that option. If so, they should inform their students of such changes in writing or online, just like their original syllabi. Students often complain about instructors who change their syllabus, but only, of course, when they believe the changes hinder their performance in the course. After all, they argue, the syllabus is a factor in deciding to remain in the course. If changes follow, especially after the tuition-refund period, they're stuck in a course they would otherwise have dropped.

Is the course syllabus considered a “contract” between my students and me?

No, the course syllabus is not technically a legal contract. That said, it remains your responsibility to meet course expectations and follow course procedures you announced at the beginning of the semester, per the Code of Teaching Responsibility, the AFR, the GSRR and the faculty handbook.

*Tuition covers the costs of course syllabi; therefore, instructors may not include syllabi in course packets that students are required to purchase.

**Note: The Code of Teaching Responsibility requires instructors who permit students to commercialize their class lecture notes to include a statement in their course syllabi that gives such permission. Absent such permission, students may not do so.



<https://ombud.msu.edu/university-policies-guidelines>

Frequently Asked Questions about Final Exams

Q: Are instructors required to give final exams?

A: No.

Q: Can my instructors change the time and day of my final exams from what appears in the University Final Exam Schedule?

A: Yes, but only with the permission of the Office of the Registrar.

Q: If my instructors don't schedule final exams, can they require me to submit final course assignments or take-home exams at the beginning of finals week?

A: No. The deadline can be no sooner than the date and hour of the scheduled final exam session for each course.

Q: Are my instructors required to meet with their classes during scheduled final exam sessions if they don't give final exams?

A: Yes.

Q: Are my instructors required to schedule office hours during finals week?

A: Yes, or, they must, in another way, be available to their students during finals week.

Q: I have three final exams scheduled on the same day. Can I reschedule one of them?

A: Yes. Report to the Academic Student Affairs Office of the college in which you are majoring (or the University Undergraduate Division advising office) and ask for assistance for rearranging one (and only one) of those final exams. Be prepared to verify that you have three exams on the same day.

Q: One of my final exams is called a "common" final (one exam time for a multi-section course). The time conflicts with the scheduled final exam for another class. Can I reschedule one of these exams?

A: Yes, but priority goes to the course without a common final exam. The department/school offering the course with the common final must arrange for a make-up exam for you.

Q: Can I get an excused absence for missing a final exam because of illness or a catastrophic event?

A: Yes and No. It all depends on what happened to you and when you reported it. The University Final Exam Policy says if you miss a final exam because of a circumstance you have no control over, you must immediately contact the assistant dean (either for undergraduate or graduate education) in the college in which you are a major (or UUD). Again, be prepared to present evidence to support your excuse. Each excuse will be evaluated on its merit.

Q: Where can I find the University Final Exam Policy?

A: Here's the Web site, which also includes the University Final Exam Schedule: www.reg.msu.edu/ROInfo/Calendar/FinalExam.asp

Graduate Assistants: (and Graduate Assistant Supervising Faculty) as of January 2021; Sept. 2021

Below are some follow-up details about your assistantship. This information will also be in our Graduate Handbook and on our website.

Anne Simon
Graduate Secretary

As of 1/29/21:

- Stipends for Master's students are calculated at Level 1 or Level 2 - depending upon your teaching experience. Stipends for Doctoral students are calculated at Level 2 or Level 3 - depending upon your teaching experience. *(Please make sure you complete and return that enclosed Level Worksheet with your acceptance.)*
- MSU Tuition and Health Insurance costs increase every year. We do not yet know what the new rates will be. Assuming increases in Tuition (3%) and Health Insurance (3%), your Graduate Assistantship has an **approximate** value of:

Stipend: \$ 9,160 (Level 1) / \$ 10,120 (Level 2) / \$ 10,560 (Level 3) - Paid to the student
Tuition:* \$ 29,780.00 - 9 credits Fall; 9 credits Spring - Paid by the College of Music
Health Insurance: \$ 3,606 - Aug. to Aug. - Paid by the College of Music
TOTAL value: \$ 42,546.00 (Level 1) / \$ 43,506.00 (Level 2) / \$ 43,946.00 (Level 3)

** The required number of credits for DMA full-time status is 6 credits per semester. (The Assistantship covers 9 credits per semester.) The total number of credits required for the DMA is a minimum of 45 credits. While appointed as a Graduate Assistant, all credits over the 9 that are taken as a Graduate Assistant, including the summer session, may be purchased at the in state tuition rate. (That rate is about one-half of the out-of-state rate.)*

REQUIRED Paperwork:

**I-9 Completion in Equifax - Returning AND Incoming GAs
Background Check Consent form - HireRight - Incoming GAs**

These have been completed and everyone is approved in the Human Resources database.

1. As a Graduate Assistant you receive:

Master's students - Full-time enrollment is 9 credits.
DMA students - Full-time enrollment is 6 credits.

- Your GA provides 9 credits of tuition waived for the Fall and Spring semesters, for a total of 18 credits.
DMA students
 - If you are not yet enrolled for 9 credits, please consider adding additional MUS 996, 997, 998 or MUS 999 credits.
 - You are required to have 24 credits to graduate.Master's students
 - Most degrees require 30 credits. Assuming 2 years of the GA, you will receive 36 credits. While there is some wiggle room, please use these credits to your advantage.
 - Jazz students: Your degree requires 35 credits. Please enroll carefully, to cover these credits.
 - Voice students: Some of you may need language courses. Your GA will cover those, but you must also get your 30 MUS credits.
- Student Health Insurance - Please contact the Student Insurance Office with questions regarding coverage for spouses and/or children or if you do not receive a Health Card by the end of September. (studentinsurance@hr.msu.edu)
- Stipend - paid bi-weekly beginning Friday September 10, 2021.** It will cover **13** days, not the normal 14 days. While you are all approved in the computer, you may not have been able to set up Direct Deposit for this 1st check. Below you will find information about EBS. You can find your pay stubs there and near the bottom it will tell if you have Direct Deposit (ACH) or a Pay Card (through the MSU FCU). More information about payroll and pay dates can be found at: <https://ctrl.msu.edu/copayroll/PayCard.aspx>.
- In-State tuition on any credits over 9 for Fall and Spring Semesters, and, for credits in any Summer semester before or after a Fall-Spring appointment.
- Fees/Taxes, Housing, Food, Textbooks, and Parking are not covered by the appointment.

2. Graduate Education Union (GEU):

The GEU's most current union contract is on-line at: <http://geuatmsu.org/about/geu-contract/>

- a. Teaching Assistants must complete a union card which is on the Union website. Please contact them with questions.
- b. Research Assistants/Piano Accompanists are not required to do this and are not eligible for the extra credits listed in 2.c.
- c. A pool of additional credits of waived tuition is available, for qualified applicants who are appointed as TAs in Spring 2023, applications will be taken in October 2021 only. We will e-mail you when that is open.
(These credits are good for only the semester you are approved for them.)

3. Pay Information:

- a. Your appointment dates are in your offer letter. You ARE expected to be here during Finals Week of both semesters.
- b. For students processed BEFORE August 16, the 1st paycheck will be available on September 10, 2021. You will be paid bi-weekly (every 2 weeks) from then on. See <http://www.ctrl.msu.edu/copayroll/payrollSchedules.aspx> for pay dates.
- d. Direct Deposit is a good thing! Visit <https://ctrl.msu.edu/download/Payroll/ESSPayCardGuide.pdf> to sign up.
(This is different from the Direct Deposit on your Student Information (StuInfo) page! Please sign up for both.)

5. International Students - Social Security Numbers (SSN) and Cards:

As an employee of the University you are required to get an SSN/card. The Office of International Students and Scholars (OISS) requires the following application form: https://oiss.isp.msu.edu/files/2415/7246/4386/ssnletter_F1student.pdf
Details of this process can be found at: <https://oiss.isp.msu.edu/files/3815/0367/6294/SSNhandout.pdf> .
Issuance of the actual SSN/card can take 3-4 weeks. Once you have this card, you will have to take it to Payroll (350 Hannah Administration) to prove you have it.

6. Enrollment:

GA enrollment and registration are monitored each semester. You have a waiver of 9 credits for Fall and Spring Semesters. Use your credits wisely, in consultation with the Academic Advisor, Ms. Susan Hoekstra. **Unused credits cannot be transferred into another semester. ** GA benefits do not go into effect until you enroll for at least 3 cr. ****

**** Being Enrolled is not the same as Being Registered. ****

Enrolled means you have enrolled in your courses. You must then '**Confirm Attendance**' in your StuInfo account and make any required payment. Only then will you be **Registered**

- Failure to **Register** results in **NO** GA benefits and in a bill being issued to you for tuition.

7. Parking:

Students can purchase a special permit for the lot near Spartan Stadium. The cost in 2019-20 was approximately \$150/semester. <http://police.msu.edu/management-services-bureau/parking-office/student-permits/> .

Students not able to purchase their graduate assistant parking permits online may do so in person at the MSU Parking Office by taking your MSU ID card, your current vehicle registration, and proof of your graduate assistant appointment with you.

8. EBS: UPDATED:

Website to check your pay stubs, sign up for taxes, print tax forms, etc.

- a. You will visit the "Two-Factor Authentication" page before you can access EBS. This will add an extra layer of security to your account. Visit: <https://secureit.msu.edu/two-factor/> It's very easy to do.

Once you have done this, then visit: <http://ebs.msu.edu/ess/index.htm> and click on

Bank information - for Direct Deposit

Earnings Statements - for Pay Stubs, to verify ACH or PayCard

W-4 Tax Withholding - sorry, I don't know much on this one, Please contact Payroll directly.

9. Miscellaneous: You will be assigned **office** space for teaching lessons and for office hours. All students share their space with other TAs. Availability should be worked out between those assigned to your office and posted on the door. You should have been notified now of your space.. Teaching Assistants should have access to a copier. Please contact your supervising professor for details.

TA Tips



<https://ombud.msu.edu/resources-self-help/conflict-grievance-systems>

I'm a TA. What can I do to reduce conflicts between my students and me?

TAs are especially at risk when they have conflicts with students. What is important is not whether conflict occurs (some conflict may be unavoidable), but how you, as a TA, respond to it when it does occur. Depending on your response, the energy from the conflict could blow up destructively, be contained as a mere irritation, or even be converted into creative understanding and growth.

Professor Joy Curtis, who served as Ombudsman at Michigan State University from 1991 through the summer of 1998, heard complaints from students every semester about TAs who were unsuccessful at managing conflict. She devised six basic principles which, if followed, should significantly reduce the number of student complaints campus-wide. These principles are as follows:

- **Maintain Civility --**
In all cases, try to show an enlightened regard for your students' humanity. Although some students may strike you as annoying, they may not be intentionally so. Though others are clearly arrogant, it is the teacher who always bears the heavier burden in the teacher-student relationship. Never deliberately insult a student, no matter how tempted you are to do so.
- **Be Explicit –**
In all cases, explain your expectations and requirements clearly to your students--if possible, in writing. Avoid ambiguity in your written or verbal instructions, and in your grading comments. If something can be misunderstood, it will. When asked questions by students in class or during office hours, answer clearly, directly, and completely. If personal or official policies are in question, explain the policies rather than merely citing them. If you do not know the answer to a question, admit that you don't, ask if you can get back to the student, and then do so.
- **Stick to the Syllabus –**
The syllabus of a course should be regarded as a contract between teacher and student. Avoid changing your grading policies. If a change must be made, no student should be disadvantaged. The change must be cleared with the professor-of-record (for directly supervised TAs) or the department chair (for TAs with sole responsibility for their courses). For lecture courses with multiple lab or recitation sections, policies must apply to all sections without exception.
- **Maintain Your Role –**
Do not try to be more to your students than your role as TA requires. It is inadvisable to function toward students as a parent, special friend or counselor. In some cases, you may wish to provide general advice or information on the profession, much in the spirit of a mentor (i.e., which journals to read, which conferences to attend), but avoid giving academic or personal advice of a more specific nature. In all cases, advise only to the extent of your knowledge. Remember that poor academic advice can cost students hundreds of dollars, untold hours, and great personal distress.
- **Avoid Sexual Misconduct –**
The trust relationship between teacher and student can be irreparably damaged by inappropriate sexual behavior on the part of TAs. In no instance should "something for something" be a principle of grading. Sexual jokes or pictures should never be circulated, in class or out. Making comments about a student's looks, dress, or sexuality is extremely inadvisable. Dating students or forming intimate friendships with them not only raises problems of objectivity in grading but may be perceived by other students as evidence of favoritism. Try to create situations that cannot be misinterpreted (for example, keep your office door open during private meetings with a student). In short, any verbal or non-verbal cues

that could create misunderstanding or a hostile learning environment for students are to be avoided at all costs. TAs should familiarize themselves with the relevant University codes regarding sexual behavior and sexual harassment and abide by them (see "[University Policy on Sexual Harassment](#)").

- **Be Straight About Bad News –**

If you must give a low or failing grade to a student--for an assignment, for a test, or for an entire course--convey the news promptly and directly. Clearly explain the reasons for the grade and suggest practical measures the student can take to avoid such grades in the future. Under no circumstances are TAs to create unofficial incompletes for individual students by extending deadlines or stretching course requirements beyond the end of the semester. Rather, it is advisable to help the student recognize that he or she has a problem which must be dealt with rather than denied or accommodated. In this way, the student will be less likely to go from teacher to teacher with the same unresolved problem — a circumstance frustrating to teachers and students like.

- **IF you have an issue that you cannot resolve with a student, please contact your Supervisor (Major Professor in most cases) or the Associate Dean for Graduate Studies.**

XIV. UNIVERSITY AND LOCAL RESOURCES

UNIVERSITY AND LOCAL RESOURCES

Updated: 10/2020

College of Music Website:

Main Page	http://music.msu.edu/
Graduate Studies	http://music.msu.edu/information-for-students/for-graduate-students
Requirements by Specific Area/ Instrument	http://music.msu.edu/information-for-students/for-graduate-students/advising *begins on page 25; can speak with major professor, also.

Graduate Student Forms

Master's	http://music.msu.edu/information-for-students/for-graduate-students/masters-degree-forms
Doctoral	http://music.msu.edu/information-for-students/for-graduate-students/doctoral-degrees-forms
Scheduling Recitals	http://music.msu.edu/information-for-students/for-all-students/student-recitals

MSU Websites:

Michigan State University	http://www.msu.edu
Registrar's Office	http://www.reg.msu.edu/
Academic Calendar	https://reg.msu.edu/ROInfo/Calendar/Academic.aspx
Academic Programs	https://reg.msu.edu/AcademicPrograms/
Description of Courses	http://www.reg.msu.edu/Courses/Search.asp
Schedule of Courses	http://schedule.msu.edu
Fees & Scholarships (Student Accts)	http://www.ctrl.msu.edu/COSStudentAccounts/
Office of Financial Aid	http://www.finaid.msu.edu
Tuition/Cost Information	http://ctrl.msu.edu/COSStudentAccounts/Tuition_Fees_MainMenu.aspx
University Housing	http://liveon.msu.edu/
The Graduate School	http://grad.msu.edu Funding, career services/job searching, interviewing, Thesis/Dissertation writing, and workshops designed for graduate students
MSU/Graduate Employees Union Agreement (GEU)	https://hr.msu.edu/contracts/documents/geu-2019-2023.pdf
OISS - Office of International Students & Scholars	http://www.oiss.msu.edu
"Spartan Life" - Student Handbook & Resource Guide. [Includes Graduate Student Rights and Responsibilities]	http://splife.studentlife.msu.edu/ http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities
Integrity in Research and Creative Activities	http://grad.msu.edu/publications/docs/integrityresearch.pdf
Plagiarism	https://www.msu.edu/~ombud/academic-integrity/plagiarism-policy.html
Graduate Student Advising and Mentoring Relationships	https://grad.msu.edu/sites/default/files/content/researchintegrity/guidelines.pdf
Ombudsperson's Office	https://ombud.msu.edu/policies-publications.html Academic integrity, classroom issues, plagiarism, grievances, student rights and responsibilities

MSU Maps	http://maps.msu.edu
CATA – Campus Bus Service	http://www.cata.org/Schedules/tabid/57/Default.aspx
MSUFCU – MSU Federal Credit Union	https://www.msufcu.org/
Athletics	http://www.msu.edu/athletics/index.html
DPPS - MSU Department of Police and Public Safety	http://www.police.msu.edu/

Emergencies: Dial 911 - fire, car or bike accident, attempted/ break-in, attempted/ assault, destruction of property, noise violations...

Medical / Personal Resources

Olin Health Center	http://olin.msu.edu
Sparrow Hospital - Downtown Lansing	http://www.sparrow.org/info.asp
Lansing Urgent Care - Frandor area	http://www.lansingurgentcare.com/
Counseling Center / MSU’s Mental Health Resources	http://www.couns.msu.edu
Resource Center for Persons with Disabilities	http://www.rcpd.msu.edu
Safe Space (Gender & Sexual Orientation Office)	http://lbgtrc.msu.edu/
MSU Safe Place (Domestic Violence Office)	http://safeplace.msu.edu / 355-1100
MSU Student Food Bank	http://www.msu.edu/~foodbank

Local Information Sources

Lansing	http://www.lansing.org/ or (http://www.discoverourtown.com/MI/Lansing/)
East Lansing	http://www.cityofeastlansing.com Includes - Parking and Code Enforcement
“Things to do” at MSU	https://worklife.msu.edu/publication/things-to-do-at-msu
Lansing Regional Capital Airport - LAN	http://www.flylansing.com/
Detroit Metro Airport - DTW - (Detroit Metropolitan Wayne County Airport)	http://www.metroairport.com
Michigan Flyer - Bus service to/from DTW	http://www.michiganflyer.com
CATA – Capital Area Transit Authority - Campus Bus Service Info.	https://www.cata.org/Routes-Schedules/Where-can-I-Ride/MSU-Campus

Local News & Misc.

CBS	http://wlns.com/
ABC	https://www.wlns.com/my-abc-is-wlaj-53/
NBC	http://www.wilx.com/
Lansing State Journal	http://www.lansingstatejournal.com
State News (MSU)	http://statenews.com/
Secretary of State	http://www.michigan.gov/sos/
Hotels / Motels	http://www.lansing.org/hotels/
Apartments	https://www.apartmentguide.com/
Churches	https://www.churchfinder.com/churches/mi/lansing
Restaurants	http://www.discoverourtown.com/MI/Lansing/