



# 2022-2023 Graduate Student Handbook

[www.music.gsu.edu](http://www.music.gsu.edu)

*Last Revised and Updated by Dr. Lara Dahl (April 2022)*

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## INTRODUCTION

The School of Music Graduate Student Handbook provides graduate students with the policies and procedures that will facilitate their study at Georgia State University.

**This handbook serves as a supplement to the Graduate Catalog, which is the legally binding document regarding university academic policies.** The Graduate Catalog is available on the university website at [www.gsu.edu](http://www.gsu.edu). Statements in this handbook do not supersede those found in the catalog. New or changed policies and procedures will be reflected in future revisions of the Handbook. It is the responsibility of the student to be familiar with the policies and procedures in this Handbook, in the university catalog, and with subsequent revisions of policies and procedures.

**Failure to comply with these policies and procedures may result in disciplinary action.**

## COVID-19 AMENDMENT

Certain policies and procedures may be changed for the year 2022-2023 due to the Covid-19 pandemic.

# 1. ABOUT THE SCHOOL OF MUSIC

## 1.1 OUR MISSION

“The mission of the Georgia State University School of Music is to preserve, promote, and advance humanity’s rich and expanding tradition of artistic music-making through performance, composition, education, and research in accordance with the urban and global initiatives of the university.”

(Adopted by the School of Music Faculty, June 2002; Revised August 2015.)

## 1.2 FACILITIES

### 1.2.1 LOCATION

The School of Music complex occupies three buildings in the Fairlie-Poplar historic district — the Standard Building, the Haas-Howell Building, and the Rialto Center for the Arts. These buildings house classrooms, faculty offices, rehearsal rooms for small instrumental ensembles, student and faculty lounges, and recording studios. Administrative offices of the School of Music are on the fifth floor of the Haas-Howell Building. A state-of-the-art media and technology center is located on the fourth floor of the Haas-Howell Building. Instrumental and choral rehearsal rooms are located in the Helen Aderhold Learning Center, directly opposite the Haas-Howell Building on Forsyth Street. The 380-seat Florence Kopleff Recital Hall, Charles Thomas Wurm Lobby, and adjoining Bill & Billie Lowery Family Green Room, backstage office, and Sue Sigmon Williams Artist Room are located in the Art and Humanities Building at the corner of Gilmer Street and Peachtree Center Avenue. The Rialto Center for the Arts is the venue for concerts by the large conducted ensembles, such as the wind ensembles, orchestra, choirs, jazz, brass, and percussion ensembles. A complete directory of faculty and staff is posted in the lobby of each building.

#### **Street Address**

Haas-Howell Building  
75 Poplar Street  
Suite 520  
Atlanta, GA 30303  
Music Office: 404-413-5900  
Online: [www.music.gsu.edu](http://www.music.gsu.edu)

#### **Mailing Address**

Georgia State University  
School of Music  
P.O. Box 4097  
Atlanta, GA 30302-4097  
Fax: 404-413-5910

\*The Music Office (Haas-Howell Building, 5th floor) is open weekdays from 8:30 a.m. to 5:15 p.m.

## 1.2.2 FACILITIES AND SECURITY INFORMATION

### 1.2.2.1 ENTRANCES TO SCHOOL OF MUSIC BUILDINGS

Standard Building	91 Fairlie Street
Haas-Howell Building	75 Poplar Street
Rialto Center Lobby and Box Office	80 Forsyth Street
Florence Kopleff Recital Hall - Arts & Humanities Bldg. Gilmer Street & Peachtree Center Ave.	

### 1.2.2.2 BUILDING ACCESS

Authorized access times to Standard Building:

Panther Cards: 7 a.m.-11 p.m. DAILY

Authorized access times to Haas-Howell:

Doors open: 7 a.m.-8 p.m. M-F Panther Card Only: Sat & Sun

Authorized access times to Rialto Lower Level:

Panther Card: 7 a.m.-11 p.m. DAILY

\*A current Panther Card is necessary to enter School of Music buildings.

### 1.2.2.3 EMERGENCY PROCEDURES

To reach Georgia State University Police:

1. Dial **404-413-3333** from a non-GSU phone, or 3-3333 from a campus phone.  
*Or*
2. Use one of the EMERGENCY BLUE CALL BOXES located outside Standard, Haas-Howell, and Rialto Center buildings. These phones automatically connect to GSU Police.

If you witness a crime, immediately contact a Georgia State University security cadet or GSU Police. A security cadet is not authorized to stop a crime and will contact police for assistance. If you are leaving a Georgia State building and would like an escort, contact the non-emergency number at GSU Police, 404- 413-2100, for assistance. For your safety, please do not walk alone late at night.

### 1.2.3 PRACTICE ROOMS LOCATIONS AND POLICIES

Practice rooms are located on the 7th, 9th, and 10th floors of the Standard Building. Piano majors have first priority for practice rooms with grand pianos. Additional rooms intended for the use of percussion and jazz studies students are located in the Rialto Center Lower Level. Students are not allowed in these practice rooms without written permission when classes are not in session.

In order to protect and preserve our pianos, no drinks or food are allowed in practice rooms. Please use the student lounge areas. Keep all belongings off pianos and do not open them or alter them in any way. Report problems with pianos to the School of Music Reception (5th floor Haas-Howell) at 404.413.5900, stating the room number and description of the problem. Do not cover the windows on practice room doors. This is a Campus Police Policy made with your safety in mind.

Please abide by the rules below. Failure to do so may result in loss of practice room privileges.

1. Practice rooms are for the use of currently registered Georgia State University music students or those in a School of Music ensemble.
2. Do not leave personal belongings unattended in practice rooms. The Georgia State University School of Music does not assume responsibility for lost or stolen property. Articles left unattended in a practice room may be removed by campus police or School of Music staff and taken to the Lost and Found.
3. Practice rooms are first-come, first-served basis. Leaving music, books, or other articles in the practice room does not constitute occupancy.
4. When you leave a practice room, turn off the light. Do not permit others to use our practice rooms. If you have knowledge of unauthorized use of practice rooms, please report it immediately to the campus police or the Music Office.

### 1.2.4 LOCKERS

Lockers are available to those majoring in music or performing in a School of Music ensemble. Students will be assigned an appropriate locker by a representative of the Production Office at a table in the Standard Building Lounge during the first week of school. Students planning to audition for and/or participate in GSU ensembles before the first day of classes may request a locker assignment earlier in August by contacting the Production Office at the email address:

[somproduction@gsu.edu](mailto:somproduction@gsu.edu).

Since the number of lockers is limited, students should not ask to be provided a locker that is larger than the required size for their instrument(s). The locker rental fee is \$20, which includes rental for both fall and spring semesters; \$10 for summer semester. Payments will be made through the GSU Marketplace, **only following confirmation from the Production Office**, at [tiny.cc/somlockers](http://tiny.cc/somlockers)

Lockers are assigned on a first-come, first-served basis. Once spring semester finals have ended, students must remove the lock and contents from his/her locker, or they will be confiscated and moved to the fifth floor of Haas Howell. If a student no longer needs his/her locker, the Production Staff should be notified so that the locker is available to other students.

### 1.2.5 LIBRARIES

The University Library contains an outstanding collection of books, scores, sound recordings, periodicals, and databases for the music student. The library catalogue can be found by searching GIL, the library's online catalog. The library also provides online access to numerous reference materials, periodicals, and databases, including two databases of streaming audio files and an online score database. Links to GIL and the various online music resources can be found on the Library's homepage, [www.library.gsu.edu](http://www.library.gsu.edu). Within the library, the standard scores and books are housed on the fourth floor of Library North and the Folio scores on the fifth floor of Library South. The current issues of music periodicals are on the first floor of Library North and the bound issues are on the third floor of Library North. Listening materials are housed in the Media Center on the second floor at the entrance to Library South. Additional help can be obtained by consulting the music librarian.

### 1.2.6 INSTRUMENT RENTALS

Students may check out an instrument for method courses from the SOM Instrument Rental Library through their assigned method teacher. Students enrolled in an applied course or ensemble can rent an instrument through the Bands Department if authorized by a faculty member, and all instrument rentals are subject to a rental fee. More information can be found at: <https://music.gsu.edu/student-resources/>.

### 1.2.7 MEDIA CENTER (4TH FLOOR, HAAS-HOWELL BUILDING)

The Media Center is a resource for music study and listening. It contains a technology classroom with 18 stations, a multi-media seminar room with a Hi-Def 6.1 surround sound system and an open area with 12 stations equipped with Digital Audio Workstations and MIDI keyboards. All Georgia State University students are welcome to use the Media Center students to study theory, aural skills,



audio production, music notation and sequencing.

### 1.2.8 C.A.R.A

The Center for Audio Recording Arts (CARA) is a complex of recording studios, post-production suite, computer music labs, and offices located on the 11th floor of the Standard Building, and the 1st floor of the Haas-Howell building, serving the research, teaching, and service goals of the School of Music and the College of the Arts. Its use is restricted to music industry, composition, and computer music students who are enrolled in appropriate courses. Certain music technology courses taught in C.A.R.A. require a laboratory fee of \$75 and is assessed through Banner.

## 2. GETTING STARTED AT THE SCHOOL

### *2.1 MUSIC THEORY PLACEMENT TEST*

The music theory placement test covers Common Practice Period music. It includes part-writing and analysis questions. Students must receive a C or better to be exempt from remedial coursework: Review of Harmony, Form, and Analysis (MUS 6160). MUS 6160 is only offered in Fall semesters. The theory music placement exam may not be repeated. Students who have completed an undergraduate degree at GSU in the previous 7 academic years are exempt from these placement exams.

### *2.2 ADVISEMENT AND REGISTRATION FOR CLASSES*

#### 2.2.1 INITIAL ADVISEMENT SESSION

Once admitted to the School of Music, each student will receive an advisement sheet and may schedule an advisement appointment with the Graduate Advisor, Justin Kalin at [jkalin@gsu.edu](mailto:jkalin@gsu.edu). Students should also consult with their major area professor on recommended coursework.

#### 2.2.2 TRANSFER CREDIT

A maximum of six (6) semester hours of approved graduate credit from other institutions may be accepted toward a master's degree program and a maximum of thirty (30) semester hours may be accepted toward a doctoral degree. Transfer credit must be approved no later than the end of the second semester in Full Graduate Status. Transferred credits will be included in the time limitations placed on credits applicable to graduate degrees. Please note that the acceptance of transfer credit is not automatic; it must be approved and documented by the Director of Graduate Studies and the College.

#### 2.2.3 FACULTY ADVISORS

The Graduate Director supervises advising for all graduate students. After initial advisement with Justin Kalin, **students should schedule a minimum of one appointment a semester with their major area professor for additional advising.**

## 2.2.4 FULL-TIME COURSE LOAD

To be certified as full-time students, graduate students must carry a minimum of nine semester hours. Half-time enrollment is a minimum of 4.5 semester hours for graduate students.

[Undergraduate courses taken by graduate students may be counted toward the academic load, as specified in writing by the graduate college, but do not count towards degree fulfillment.]

**International Students:** International students in the student visa status of F and J are required to carry a full-time course load as defined by the Department of Homeland Security.

A student who is enrolled in less than a full-time course of study at Georgia State University may be in jeopardy of:

- Losing insurance coverage under their parent/guardian's insurance policy;
- Being out of compliance with the Department of Homeland Security if enrolled at Georgia State University on a student visa;
- Being placed on a loan repayment schedule by a lender or guarantor if the student is the recipient of federal financial aid; **and/or**
- Losing a scholarship if the guidelines for receiving the scholarship require full-time enrollment.

## 2.2.5 CONTINUOUS ENROLLMENT FOR GRADUATE STUDENTS

Students must always be mindful of the College Continuous Enrollment policy which stipulates that a student must be registered for a minimum of 6 credits between any three consecutive semesters (including summer). In other words, the total enrollment of the current term plus the two terms preceding it must add to 6 hours or more at all times.

The status of all students will be checked by the midpoint of each term for compliance with the continuous enrollment requirement. Any student whose enrollment is out of compliance will be placed on inactive status effective at the end of the current term and all pre-registration for subsequent terms will be canceled. Those students will be notified by an e-mail message sent to their official Georgia State University e-mail account.

To resume their programs, inactive students must file for re-entry by the published deadline and must enroll at a level sufficient to satisfy the continuous enrollment criterion. That is, their enrollment in the re-entry term plus the two terms preceding it must total to 6 hours or more. The maximum required

enrollment level for the re-entry term is 6 hours. For more information on the re-entry process, see section 1100 of the Graduate Catalog or visit the Re-Entry page.

**Completion-Term Enrollment Requirement:** Additionally, all students must be enrolled in the term in which they complete the requirements for their degree. Normally, this is the term in which they will graduate. However, if the requirements are completed after the deadline for graduation in a term, but before the first day of classes in the subsequent term, then it is not necessary to enroll in the subsequent term. If the continuous enrollment criterion is not met in the term in which degree requirements are completed, then it must be met in the term of graduation. Students who have enrolled for a total of 6 or more hours in the two terms preceding the term of completion may register for 1 hour in that term, unless their department requires a higher number of hours.

### 2.2.6 REGISTRATION ADJUSTMENTS

Except in the case of extenuating circumstances, the School of Music will not approve registration adjustments (late adds, drops, change of instructor, etc.) after the second week of classes. Any adjustments made after the deadlines established by the Registrar's Office will incur late fees. Students who fail to finalize their schedules within the first 10 days of class of any semester are responsible for any negative impact on their programs, credits and grades.

**Requests for Time Overrides:** Students should NOT register for any classes with overlapping times. In the exceptional case of classes for which start and end times may be concurrent (for example, one class ends at 1:00 and another begins at 1:00), students may request consideration from the Graduate Director for a time override. Time overrides will, in no instance, be given for the convenience of students or to expedite class registrations for earlier graduation dates.

### 2.2.7 ATTENDANCE AND GRADE POLICIES

Attendance and grading policies are primarily the jurisdiction of individual faculty members within the School of Music. Students should consult course syllabi, the *Graduate Catalog*, and the semester Schedule of Classes (see the Georgia State University Website) for general information regarding attendance and grade policies, including academic honesty. In addition, School of Music students should note the following:

- a. A grade of "I" (Incomplete) will be given only when the majority of work in a class has been completed and the student is unable, for *non-academic* reasons

beyond his/her control, to complete the remainder (a final report; an applied jury; etc.).

- b. A grade of “W” (withdrawal) is permitted only prior to the mid-point of the semester. A withdrawal after the mid-point will result in an automatic grade of “WF.” A grade of “WF” counts as an “F” in the grade-point average. Students may DROP classes during the first week of classes using GOSOLAR. Students who withdraw, or are withdrawn administratively, prior to the semester midpoint will automatically receive a grade of “W.”
- c. Students who fail to attend class or lessons during the first two weeks of the semester may be “dropped” by the instructor. No prior notification of students is required, and the School of Music will not reinstate such students. Following the second week of classes, students who fail to make sufficient progress may be withdrawn with a grade of “W.”
- d. In applied music lessons, a maximum of three lessons will be made up due to absences excused by the instructor. Lessons missed for unexcused absences are forfeited unless the instructor elects to make them up.
- e. A grade of “B-” is the lowest acceptable grade for degree credit at the graduate level.
- f. The School of Music adheres to all university policies regarding academic honesty, including unauthorized cooperation on assignments, dishonesty during testing, and plagiarism.
- g. Directed Readings (6999) are intended for individual projects above and beyond standard course work. Independent studies may not be used to fulfill class requirements when classes are offered on a regular basis. Failure to plan a program in collaboration with one’s advisor or a desire to graduate “early” will not be reasons to undertake an independent study.
- h. The use of cell phones (for any purpose) during all music classes (and/or leaving class to answer cell phones) is expressly prohibited.

## 2.2.8 ACADEMIC WARNING

Graduate students are personally responsible for knowing and maintaining school and college academic standards. A graduate student whose cumulative grade-point average falls below 3.0 at the end of a semester or who fails to maintain the level of academic performance required by the major school will be sent a letter of scholastic warning from the office of Academic Assistance in the College of the Arts. Some schools have additional requirements for academic performance and progress. In these instances,

the school's director of graduate studies will attempt to warn the student. However, the receipt or non-receipt of academic warning does not exempt the student from stated requirements. Students in Warning Status must achieve a 3.0 cumulative grade-point average within 18 hours of graded coursework over the next three consecutive terms.

### 2.2.9 SCHOLASTIC TERMINATION

A graduate student is subject to scholastic termination from the degree program for the following reasons:

1. Failure to achieve a 3.0 cumulative grade-point average by the end of the next 18 semester hours of enrollment or next three consecutive terms in letter-graded courses after the grade-point average has fallen below a 3.0.
2. Failure to maintain the level of academic performance and progress required by the major school.

### 2.2.10 FINANCIAL AID

Students must resolve financial aid issues with the appropriate university offices <https://sfs.gsu.edu/>. The School of Music cannot intervene directly in financial aid issues, nor can it late-register students merely to meet financial aid stipulations. Students should be sure to check minimum credit-hour enrollments, including summer semester, for financial aid. Most financial aid requires at least half-time (6 credit hours) enrollment. Students must observe all deadlines for payment of fees to avoid being dropped or withdrawn from classes.

The School of Music cannot guarantee reinstatement of classes if students are dropped for non-payment of fees.

### 2.2.11 OFFICIAL UNIVERSITY EMAIL COMMUNICATION

A Georgia State email address will be assigned to each student upon admission to the university. Messages sent by Georgia State units, including the School of Music, to Georgia State-provided student email addresses will constitute an official means of communication. Students are responsible for checking their university- issued email accounts. Official School of Music correspondence must take place using official GSU student email addresses.

## *2.3 STUDENT LIFE AT THE SCHOOL OF MUSIC*

### 2.3.1 STUDENT MUSIC ORGANIZATIONS

Membership in the Georgia State University chapters of CNAfME (the Collegiate organization of The National Association for Music Education) and ACDA (the American Choral Directors Association) is open to all music students. CNAfME membership is primarily intended for students who hope to teach music. ACDA membership will assist any student who hopes to direct a choir in any setting.

The Georgia State University Music Industry Student Association is open to any music major or minor. It is affiliated with the National Academy of Recording Arts and Sciences as well as the National Association of Music Business Institutions.

The Georgia State University Student Chapter of Society of Composers, Inc. (SCI) is a professional society dedicated to the promotion of composition, performance, understanding, and dissemination of new and contemporary music. The Chapter sponsors an annual concert of its members' music, co-sponsors the annual Georgia State University New Music Festival, assists with the presentation of neoPhonia New Music Ensemble concerts and serves as a forum for the discussion and promotion of new music on campus.

### 2.3.2 WORK OPPORTUNITIES

The School of Music receives frequent requests for student musicians and individual tutoring. Job notices are kept in notebooks in the Music Office and posted in the Student Lounge in the Standard Building. If you have been awarded Federal Work-Study, contact the School of Music Production Coordinator for available job openings.

## 3. LESSONS AND RECITALS

### 3.1 APPLIED MUSIC POLICIES

#### 3.1.1 GENERAL INFORMATION

Students usually take a fifty to sixty-minute lesson per week with their applied instructor. Students are expected to contact their assigned instructors within the first week of classes to arrange lesson times. Each student should also submit a class schedule and phone number to his/her applied instructor during the first two days of class. Lessons missed by instructors will be rescheduled. Lessons missed by the student may or may not be made up at the discretion of the applied teacher. (See Attendance/Grade Policies).

Applied Music 8001-8004 are for applied study in performance, jazz studies, pedagogy, conducting, and composition MM concentrations. Applied Music 8301-8304 are for applied study in the Artist Certificate concentrations. This course number may also be used for students taking a one-hour lesson in a non-performance MM concentration such as music education. Applied Music 6000 is a half-hour lesson for secondary applied area study or for students in non-performance concentrations. Unless applied music is specifically required by their programs, students in non-performance concentrations wishing to study applied music must request permission from the Director of the School of Music, the Graduate Director and the relevant applied area coordinator. A studio audition may be required. In general, lessons with part-time instructors cannot be approved for elective study. All graduate students enrolled in applied music are required to register concurrently for a minimum of three additional course credits. Students are permitted the number of semesters of applied music indicated on their programs.

#### 3.1.2 ASSIGNMENT OF APPLIED MUSIC INSTRUCTORS

The School of Music assigns applied music instructors in keeping with the contractual assignments, availability, expertise, and teaching loads of faculty in each performance area. Students may request particular instructors; however, final authority for assignment of instructor rests with the Director of the School. Consistently enrolled students who wish to request a change of instructors should do so in writing to the Area Coordinator and Director, specifying in detail the pedagogical reasons for their request. Students who have not enrolled in applied music for one or more semesters will be assigned instructors under the same policies as entering students.



### 3.1.3 APPLIED MUSIC FEE

Students studying applied music (performance) will be assessed an applied music fee of \$350 per semester for a one-hour lesson (8000 levels) and \$200 for a half-hour lesson (6000 levels). The fee is necessitated by the cost to the university of providing one-on-one instruction. Fees are included in students' university accounts.

### 3.1.4 FAILURE TO ENROLL CONSISTENTLY OR PROGRESS

Admitted music majors who fail to enroll in required applied music, as stipulated by their respective concentrations, for at least two consecutive semesters (not counting summer) will be required to re-audition for applied music placements or to have a re-audition waived by the applied faculty in their performance areas. Any student who is retained at the same applied level for two consecutive semesters of instruction, whether the semesters are in sequence or not, will be permitted one additional semester of applied lessons to move to the next level. Students who fail to receive promotion of placement in the third consecutive semester of study (whether in sequential semesters or not) will not be permitted to enroll for further applied instruction.

### 3.1.5 ACCOMPANISTS

Students who need an accompanist for their lessons should follow the procedures designated by their applied instructors. Accompanists are assigned to students by the Coordinator of Accompanying in consultation with applied faculty. More extensive requirements for an accompanist may involve students having to negotiate an appropriate fee (see "Securing an Accompanist for Recital,"). Students are expected to give copies of the music to their accompanists well in advance of a rehearsal or lesson. Once assigned, accompanists are expected to fulfill their commitments.

### 3.1.6 JURIES

At the end of each semester, music majors who take applied lessons in performance and composition are evaluated by a committee of faculty members known as a jury. The jury provides a collective judgment concerning a student's performing skills, musicianship, choice of repertory, and musical progress. Written comments provide a record of the jury's evaluation. Students who wish to see these comments should contact their applied instructors. Those students enrolled at the 6000 level need not perform for a jury unless their instructors request them to do so.

Area coordinators are responsible for distributing a sign-up sheet for juries prior to the jury date.

Students should sign up as soon as possible to avoid conflict with examinations in other courses. Performance for the jury consists of solos, études, or exercises that have been studied during the semester; composition students must provide scores for evaluation. Applied teachers will inform each of their students of the specific requirements for the jury exam. Copies of jury sheets for each student are held by the student's applied teacher. Placement levels for the following semester are assigned at the time of the jury.

**Missing a Jury:** A student who is unable to appear for a jury examination should notify his/her applied teacher and/or the area coordinator as soon as possible. A student who misses a jury because of illness or other valid reason will be assigned a grade of "Incomplete" for the semester. The student who is assigned an "Incomplete" must make up the missed jury in the following semester, either before or during the examination period, when juries are scheduled. Students who miss a jury for invalid reasons will be assigned a grade of "F."

### 3.1.7 CHAMBER MUSIC / STUDIO CLASS

Music majors taking applied music at the 8000 level are required to attend studio class or chamber music class as prescribed by the program requirements, the teacher, and the performance area (i.e., brass, woodwinds, voice, etc.). Studio classes may consist of masterclasses, peer performances, or chamber ensembles. Some degree programs require registration for chamber music; other students may elect to register for chamber music. Students not requiring credit for chamber music will register for zero credit under MUS 6010, Performance Laboratory. Failure to fulfill chamber music and studio class requirements may affect the applied music grade.

### 3.1.8 ENSEMBLES

Every music major enrolled in applied music is required to enroll concurrently in a large ensemble, i.e., Symphonic Wind Ensemble, Wind Orchestra, University Singers or Master Singers, or Orchestra. [Exception: Students in the Masters of Performance in Voice must take two semesters of choir and two semesters of Opera Theatre Workshop.] Ensemble assignments are made through pool auditions; consult the appropriate ensemble director for details about pool auditions. In the event that an instrumental student is not assigned to an instrumental ensemble, she/he will be required to register for a choral ensemble. Students entering the School of Music for the first-time during Spring semester should contact the conductor of the appropriate ensemble to schedule an audition. *Students*

*are expected to enroll in the ensemble(s) into which they have been placed. In some cases, academic awards are tied to participation in ensembles. Students do not have the option of electing an alternative ensemble without permission of the ensemble conductor and the Graduate Director. All Georgia State University music ensembles are open to the university community by audition.*

### 3.1.9 ONGOING PERFORMANCE EXPECTATIONS

Performance is integral to the music curriculum. All performance majors are expected to perform regularly in studio classes and performance-area recitals. A combination of solo and chamber music performances, determined in consultation with the applied faculty, will be required of each student. Additional competitive performance opportunities are available annually through the Brumby Concerto/Aria Competition and the Honors Recital and Dean's Award. Information regarding these opportunities is made available during the school year.

### 3.1.10 INFORMATION ON NOISE-INDUCED HEARING LOSS

The National Association of Schools of Music and Performing Arts Medicine Association have created the following set of guidelines for protecting your hearing. We strongly encourage you to read this carefully and follow all necessary procedures to ensure long-term hearing health:

- Hearing health is essential to your lifelong success as a musician.
- Your hearing can be permanently damaged by loud sounds, including music. Technically, this is called Noise-Induced Hearing Loss (NIHL). Such danger is constant.
- Noise-induced hearing loss is generally preventable. You must avoid overexposure to loud sounds, especially for long periods of time.
- The closer you are to the source of a loud sound, the greater the risk of damage to your hearing mechanisms.
- Sounds over 85 dB (your typical vacuum cleaner) in intensity pose the greatest risk to your hearing.
- Risk of hearing loss is based on a combination of sound or loudness intensity and duration.
- Recommended maximum daily exposure times (NIOSH) to sounds at or above 85 dB are as follows:
  - 85 dB (vacuum cleaner, MP3 player at 1/3 volume) – 8 hours
  - 90 dB (blender, hair dryer) – 2 hours
  - 94 dB (MP3 player at 1/2 volume) – 1 hour

- 100 dB (MP3 player at full volume, lawnmower) – 15 minutes
  - 110 dB (rock concert, power tools) – 2 minutes
  - 120 dB (jet planes at take-off) – without ear protection, sound damage is almost immediate
- Certain behaviors (controlling volume levels in practice and rehearsal, avoiding noisy environments, turning down the volume) reduce your risk of hearing loss. Be mindful of those MP3 earbuds. See chart above.
  - The use of earplugs and earmuffs helps to protect your hearing health.
  - Day-to-day decisions can impact your hearing health, both now and in the future. Since sound exposure occurs in and out of school, you also need to learn more and take care of your own hearing health on a daily, even hourly basis.
  - It is important to follow basic hearing health guidelines.
  - It is also important to study this issue and learn more.
  - If you are concerned about your personal hearing health, talk with a medical professional.
  - If you are concerned about your hearing health in relationship to your program of study, consult the appropriate contact person at your institution.

This information is provided by the National Association of Schools of Music (NASM) and the Performing Arts Medicine Association (PAMA). For more information, check out the other NASM-PAMA hearing health documents, located on the NASM Web site at:

[http://nasm.artsaccredit.org/index.jsp?page=NASM-PAMA\\_Hearing\\_Health](http://nasm.artsaccredit.org/index.jsp?page=NASM-PAMA_Hearing_Health).

## 3.2 GRADUATE RECITALS

### 3.2.1 GENERAL INFORMATION

Students should check their degree programs and consult with applied faculty and advisors to determine recital requirements. Students must be registered for applied music during the semester of the recital.

Recitals are approved through a recital jury, given by applied faculty in the student's performance area. A faculty committee attends the recital and completes a Recital Evaluation Form, which is filed in the student's record.

Failure to pass a recital will result in a complete review of the student's program and a decision as to whether the student may continue in his/her program. Students are expected to complete their final recital(s) in the last semester of their coursework. If extenuating circumstances prohibit the student from completing his/her required recital(s), they may petition to extend their degree program to complete the final recital. Permission must be obtained from the applied professor and the graduate director in advance of the final semester of coursework. Students who have not completed their final recital in the last semester of coursework may only be permitted to continue taking applied lessons beyond the fourth semester (MMus) or second semester (Artist Certificate) **one time**, as a Directed Readings (Recital Preparation) course for 1-3 credits. Permission to extend private study in order to complete the recital must also be obtained from the student's applied professor, graduate director, and the Director of the School of Music. If granted, the final recital must be presented during the semester of this Directed Readings. Should the student not be able to complete the final recital during this semester, no further private instruction will be offered.

Fall semester recitals must be scheduled with the School of Music Production Office no later than October 1st of the fall semester. Spring semester recitals must be scheduled no later than the Tuesday following the Monday Martin Luther King, Jr. Holiday of the spring semester. Recitals will not be held later than the last day of class in any semester. Summer recitals generally are not permitted except by special approval by the Graduate Director. Failure to adhere to prescribed deadlines will jeopardize a student's ability to obtain a recital time. Any student requesting to schedule a recital after the deadline will be assessed a \$25.00 late fee.

The Florence Kopleff Recital Hall is the assumed venue for all student recitals. Requests for other venues must be submitted in writing and approved by the applied instructor and the Graduate Director. Failure to meet recital scheduling deadlines is not an acceptable reason for requesting an off-campus venue. Off-campus recitals still require payment of recital fees. An audio recording and optional video recording of an off-campus recital must be turned in to the Production Office for archival purposes.

Due to the large number of recitals and limited time available in the Recital Hall, receptions for student recitals in the Green Room can only be held following 8:00pm recitals. Students are encouraged to consider off-campus locations for receptions following other scheduled times. The School of Music Production Office should be notified via email of any and all on-campus reception

arrangements at least three weeks in advance of the recital date. Recital receptions in the Florence Kopleff Recital Hall Green Room will incur a \$25 usage fee payable via the uStore.

Per University Policy, on-campus Student Recitals featuring a post-concert reception are not permitted to serve alcoholic beverages of any type. Similarly, no off-campus recitals can be held in an establishment whose primary function is to serve alcohol.

Students are expected to work with applied instructors in planning realistic dates and repertoire for recitals. “Not ready” does not constitute a reasonable excuse for cancellation except in unusual circumstances. Students who cancel for this reason will be placed at the lowest level of priority for subsequent re-scheduling of recitals.

Information for the printed program book must be provided to the PR office electronically at least three weeks prior to the recital date (see complete information below). All posters and flyers must be approved by the Public Relations office before posting. Items posted without official School of Music stamped approval will be removed.

### 3.2.2 RECITAL ACCOMPANISTS

The School of Music does not provide accompanists for student recitals. Students should expect to hire an accompanist if one is needed. A list of accompanists is available through the Coordinator of Accompanying.

### 3.2.3 KOPLEFF RECITAL HALL RESERVATION PROCEDURE

Recitals must be authorized by the student’s applied instructor. The student, instructor (and accompanist) should consult the Recital Reservation Calendar and select an agreed upon recital date and time. The student should submit the online recital request, found on the GSU School of Music website. Provided that the time is still available, an email will be sent from the Production Office confirming that the requested time has been held. The student then must pay the required fee within two business days, after which a reservation confirmation will be sent.

Graduate and all other solo recitals require a \$100 recital fee. Payments are made through the GSU Marketplace, **only following confirmation from the Production Office**, [tiny.cc/somrecitalpayment](http://tiny.cc/somrecitalpayment)

The starting dates at which a recital may be booked are as follows:

## FALL

- April 1: Graduate and Artist Certificate
- April 15: Seniors
- May 1: Juniors
- **Deadline for booking a Fall Recital:** September 1

## SPRING

- September 15: Graduate and Artist Certificate
- October 1: Seniors
- October 15: Juniors
- **Deadline for booking a Spring Recital:** Tuesday after the Monday Martin Luther King, Jr. Holiday

Audio recording is included with the recital fee. Information about video recording or streaming of recitals can be obtained from the School of Music Production Office.

**Dress Rehearsals:** Students are entitled to book a dress rehearsal time in the recital hall prior to your recital date. Available dress rehearsal times are available for view on the Recital Reservation Calendar and should be booked after consultation with the student's applied instructor and accompanist(s). Instructors are responsible for unlocking the doors to Kopleff Recital Hall and running the dress rehearsal. Dress rehearsals will not be staffed except in the event that certain specialty hall features are being utilized and planned with the Production Office in advance. Any specialty recital hall features to be used during the dress rehearsal must be communicated and arranged with the Production Office at least two weeks in advance. To book your dress rehearsal, email [somrecitals@gsu.edu](mailto:somrecitals@gsu.edu) with your selected date and time.

### 3.2.4 RECITAL CANCELLATION OR RESCHEDULING

A student should not reschedule or cancel a recital except in rare circumstances. A \$50 penalty will be assessed if a recital is rescheduled or canceled with less than two weeks (14 days) notice or if it is rescheduled or canceled after mid-semester, except in the event of illness, family emergency, death, or reasons left up to the discretion of the Graduate Director. A request to cancel a recital date during the last two weeks of the semester, requires the written approval of the Graduate Director. Students

who cancel recitals due to lack of planning or preparation will be placed at the bottom of the priority list for rescheduling in a subsequent semester. Recital fees will be held and applied to the rescheduled recital date.

### 3.2.5 PRINTED RECITAL PROGRAMS

The School of Music Public prepares recital programs in a standard format for uniformity. **Complete program information must be provided via email in an attached word document (.doc or .docx) at least three weeks (15 working days, not counting Saturday and Sunday) prior to the recital date.** Information should be emailed to [somrecitals@gsu.edu](mailto:somrecitals@gsu.edu).

Required information includes: Performer name(s), status (Graduate Student), faculty instructor and instrument as well as degree being pursued; names of any assisting students or faculty and the pieces on which they will perform; titles of works, in order (proper titles and correct spellings in original language); composer and arranger names and dates; if and when an intermission will occur; and the quantity of programs needed. Faculty sponsors must email [somrecitals@gsu.edu](mailto:somrecitals@gsu.edu) to verify that they have approved the student's submission for the program.

The School of Music does not print bios, program notes or translations. If desired, these are to be completed and copied by the student. The School of Music will print 50 programs unless more are requested (up to 125). Student programs will be limited to one double-sided sheet of paper.

After a proof of the program has been produced, a PDF will be emailed to the student and faculty instructor along with a deadline for response within 2 business days. Failure to respond or to make corrections to the proof by the deadline will result in the program going to press without changes. In such cases, mistakes in print are the responsibility of the student and the faculty supervisor.

All student recitals, both on and off campus, are required to have an official GSU School of Music program. **Note:** Students are not permitted to design and print their own programs for distribution. If program information is not submitted three weeks prior to the recital date, students may be required to announce their programs from the stage.



## 4. GRADUATE ASSISTANTS

Graduate assistantships are available to a select number of students each semester. Assistantships typically require 10 (ten) hours of work per week. Assistants are assigned supervisors, specified in the letter offering the assistantship. It is the responsibility of the assistant to contact the supervisor before classes begin to discuss duties and scheduling. Ph.D. graduate assistants/fellows are advised and supervised within the music education division. Because of the nature of the School of Music, assistantship requirements may vary from week to week, and may require availability at a variety of times.

Graduate assistants receive a tuition waiver; there are, however, some fees not covered by the waiver (including, but not limited to, GSU student fees, graduation, matriculation, and applied music fees). Assistants are also eligible for a 10% discount at the University Bookstore. Graduate assistants must register for at least twelve (12) credit hours each semester and maintain a 3.0 (or better) GPA. Graduate Assistants may register for MUS 8920 (Research or TA in Music) every semester of their GA appointment in order to reach the 12 required credit hours.

Georgia State University also requires that graduate assistants have health insurance. A student health policy is made available by the Board of Regents for those students who are not otherwise covered by insurance.

Graduate assistants are employees of the University and must fill out employment forms with Human Resources. You must be “in the system” in order to be paid, so this is very important. Some graduate assistants will require classroom or office keys to fulfill their duties. These requests are made through the Production Manager with the approval of your supervisor.

**Graduate Assistantships and “outside” obligations:** Graduate Assistantships are awarded to students demonstrating high potential for success and a commitment to full-time study. Graduate assistants should not accept outside obligations that will interfere with the performance of their assistantship assignments or class schedules. Assistantship responsibilities and course schedules cannot be adjusted to suit outside work or performance obligations, including choral/orchestral rehearsals, conducting obligations, private teaching schedules or part-time work the student has elected to pursue. Failure to perform the duties prescribed and expected as part of a Graduate Assistantship, including those associated with one-time obligations or unusual hours and programs,

will result in the immediate reassignment of the assistantship to another student.

#### 4.1 STAFF EMAIL ADDRESS

As an employee of GSU, graduate assistants are automatically assigned a staff email which is [CampusID@gsu.edu](mailto:CampusID@gsu.edu) (without “student” in the email address). Official Human Resources and job-related information will be sent to your staff [CampusID@gsu.edu](mailto:CampusID@gsu.edu) email account; therefore, it is important that you have access to this email account and check it regularly. You can set up your staff email at this [link](#).

#### 4.2 FERPA

We want you to be aware of your responsibility to protect your students’ records and comply with the Family Educational Rights and Privacy Act (FERPA).

FERPA gives students the right to access their education records and protects their records from disclosure. Generally, an education record is any record related to a student that is maintained by the University. You and University Officials may access student education records to the extent necessary to do your work at GSU, but you may not share education records unless the student either gives written permission to do so or some statutory exception exists allowing for the disclosure.

The University and its employees may be sanctioned for violating FERPA. To assist you with compliance, following are some basic FERPA do’s and don’ts:

##### **DO:**

- Communicate grades in a manner that does not disclose the grades of one student to other students.
- Get written permission from a student before you release any information from student education records that is not designated by Georgia State University as “directory information” in its FERPA Policy. The definition of “directory information” and a standard release form can be found at <http://registrar.gsu.edu/academic-records/records-management/ferpa/> Even if the information you are releasing meets the GSU definition of directory information, be sure to first verify the Office of the Registrar that the student has not requested that his/her directory information be suppressed.
- Contact the Office of the Registrar if you have any questions regarding the release of a student’s education records.

##### **DON’T**

- Do not post grades in an open place (classroom door or bulletin board).
- Do not post grades with student names or other personally identifiable information.

- Do not announce grades or personally identifiable information to the class or a group of students.
- Do not give grades or other information from education records to persons other than the student. Refer parent's questions and requests to the Office of the Registrar for information.
- Do not include a student's grades or GPA in a reference letter without written permission from the student.
- Do not disclose student information unless it is designated by the University as directory information and you have confirmed with the Office of the Registrar that the student has not submitted a request that his/her directory information be suppressed.

Please follow these basic guidelines to ensure compliance with FERPA. If you have any questions or concerns, please do not hesitate to contact the Office of the Registrar 404-413-2900.

### 4.3 TITLE IX

Georgia State University strives to create a safe environment for students, faculty and staff. The university does not tolerate sexual misconduct and prohibits crimes of sexual violence such as dating violence, domestic violence, sexual assault, and stalking.

Title IX and the Campus Sexual Violence Act (SaVE Act) is a provision of the Violence Against Women Act. These regulations require the university to report certain crimes under the Clery Act, adopt certain student discipline procedures and institutional policies to prevent sexual violence, and educate faculty and staff on awareness and prevention of sexual violence.

Under these regulations, faculty, staff, **and graduate assistants** are considered responsible employees and have a duty to report to the university instances of sexual harassment or violence involving members of the university community. Sexual misconduct includes dating violence, domestic violence, sexual assault and stalking. To report sexual misconduct by students or faculty/staff, please follow the reporting instructions on the Dean of Students website:

<https://deanofstudents.gsu.edu/sexual-misconduct/>.

Individuals who are victims of sexual violence may seek assistance and disclose information confidentially as outlined below:

- Faculty and Staff Assistance (FASA), 404-413-3342
- Georgia State Counseling and Testing Center, 404-413-1640
- Georgia State Student Health Clinic, 404-413-1930

- Georgia State Student Victim Assistance Services, 404-413-1965

In addition, individuals may report to the Georgia State Police Department, 404-413-3333.

As a new employee at Georgia State University and to prepare you for the possibility that you will need to report instances of sexual harassment or violence, you are required to attend the Preventing Harassment & Discrimination/Diversity Education webinar AND complete your Foundry (Sexual Misconduct) training via an online learning platform.

You will receive an email to your staff email (CampusID@gsu.edu) from Equity & Civil Rights Compliance - Training & Compliance containing instructions on accessing and completing both parts of this Required Training segment. This email will contain the credentials you need to access the Foundry links and webinar. This information is specific to you and should not be shared with others. Be sure to note the estimated time commitments provided below and plan to fulfill your requirement accordingly.

- Part 1 consists of the online Foundry Modules for Sexual Misconduct. All employees are assigned two modules that you are required to review. It will take approximately 1.5 hours to complete this activity. Please ensure that you are using the latest version of Chrome or Firefox. You will receive bi-weekly reminders until you complete the training.
- Part 2 is the Introduction to Workplace Diversity & Inclusion & Preventing Harassment & Discrimination webinar. You will receive a WebEx invitation to attend the 2-hour session for a prescheduled date and time. If you discover that you cannot participate on that assigned date or time, please contact [equitycompliance@gsu.edu](mailto:equitycompliance@gsu.edu) or [diversity@gsu.edu](mailto:diversity@gsu.edu) for an alternative date.

Please ensure that you complete both the webinar and Foundry modules as they are vital to you gaining an understanding of USG and GSU policies and expectations. **Please note that you must complete both parts of this training within your first 30 days of employment.**

If you need assistance, please contact [equitycompliance@gsu.edu](mailto:equitycompliance@gsu.edu) or [diversity@gsu.edu](mailto:diversity@gsu.edu).

Below is a list which includes information about the university's support services that are available on and off campus. If you have any questions about this information, please contact the Dean of Students office at 404-413-1515.

**On-Campus Support Services/Resources**

Student Health Clinic (Confidential Disclosure) 141 Piedmont Avenue, Suite D  
404-413-1930

<http://health.gsu.edu>

Counseling & Testing Center (Confidential Disclosure) 75 Piedmont Avenue, Suite 200  
404-413-1640

<http://counselingcenter.gsu.edu>

Student Victim Assistance Services (Confidential Disclosure) 75 Piedmont Avenue, Suite 239  
404-413-1965

Georgia State Police Department (Law Enforcement Reporting) 15 Edgewood Avenue NE  
404-413-3333

Office of the Dean of Students  
(Incident Reporting - Sexual Misconduct by Students) Student Center, Suite 300  
404-413-1515

<http://deanofstudents.gsu.edu>

Student Health Clinic (Confidential Disclosure) 141 Piedmont Avenue, Suite D  
404-413-1950

<http://health.gsu.edu>

**Off-Campus Support Services/Resources**

Atlanta Bar Association  
229 Peachtree Street NE, Suite 400  
Atlanta, GA 30303  
404-521-0777  
[www.atlantabar.org](http://www.atlantabar.org)

Criminal Justice Coordinating  
Council 104 Marietta Street NW,  
Suite 440  
Atlanta, GA 30303  
404-657-1956  
[www.cjcc.georgia.gov](http://www.cjcc.georgia.gov)

Grady Rape Crisis Center  
Sexual Assault Nurse Examiner  
(SANE) 80 Jesse Hill Drive  
Atlanta, GA 30303  
404-616-4861  
[www.gradyhealth.org](http://www.gradyhealth.org)

Day League (formerly DeKalb Rape Crisis  
Center) 204 Church Street  
Decatur, GA 30030  
404-377-1428  
[www.dayleague.org](http://www.dayleague.org)

DeKalb Medical Center - Hillandale  
Sexual Assault Nurse Examiner  
(SANE)  
2801 DeKalb Medical  
Parkway Lithonia, GA 30058  
404-501-8000

DeKalb Medical Center – North  
Sexual Assault Nurse Examiner  
(SANE) 2701 North Decatur Road  
Decatur, GA 30033  
404-501-1000

Gwinnett Sexual Assault Center  
Sexual Assault Nurse Examiner  
(SANE) 770-476-7407  
[www.gsac-cac.org](http://www.gsac-cac.org)

## 5. GRADUATION

### *5.1 APPLICATION TO GRADUATE*

In order to be cleared for graduation, all students in all degree programs **MUST APPLY** for graduation. Deadlines are variable, but are generally very early in the semester **BEFORE** the semester in which you plan to graduate. Check the GSU (not School of Music) website under “Current Students/Registrar” for complete information. <https://registrar.gsu.edu/graduation/> Failure to apply by the deadline will delay a student’s graduation.

### *5.2 COMPREHENSIVE EXAMINATION*

The Comprehensive Exam is a component of all Master of Music degree programs offered through the School of Music. It serves to assess the student’s knowledge regarding music history and literature, music analysis, and performance, pedagogical and technical issues related to his/her concentration. The student will be expected to synthesize his/her knowledge and demonstrate a high level of musical understanding.

The School of Music employs two basic models for the comprehensive exam.

#### 5.2.1 PERFORMANCE/PEDAGOGY/JAZZ STUDIES/COMPOSITION DEGREES

The student is responsible for assembling his/her committee. He/she should have his/her committee established at least six (6) weeks prior to the exam; individual areas may require an earlier formation deadline. Each committee member will provide the student his/her question(s) at least four (4) weeks prior to the exam. Exams must be completed by October 31 (in Fall semesters) or March 31 (in Spring semesters). Entirely written exams must be completed by October 15 (in Fall semesters) or March 15 (in Spring semesters). Comprehensive exams should not be scheduled during the Summer term; students intending to graduate in the Summer should have their exams completed by April 30. If a follow-up exam is needed, it must be completed within two (2) weeks of the original exam.

In preparation for the exam, the student should provide each committee member with a list of repertoire studied during the program (if applicable), as well as a list of coursework taken for the degree.

#### 5.2.1.1 MAJOR AREA REQUIREMENTS:

Each area will determine the proficiency requirements for the Comprehensive Exam for the Major Area. The appropriate area will administer the Major Area portion of the comprehensive exam and students will be required to demonstrate proficiency as determined by their major professor and/or area coordinator. These exams may consist of a paper, an oral exam, program notes for a recital, a short lecture to be presented in conjunction with a recital, etc.

In conjunction with the proficiency exam, a professional portfolio is required to complete the Major Area portion of the Comprehensive Exam. Each area will determine the portfolio requirements for the Major Area that demonstrate the student has developed entrepreneurial and practical professional skills to be competitive in securing gainful employment in music and/or a music-related field. The portfolio requirements can be found at <https://music.gsu.edu/portfolio-requirements/>.

#### 5.2.1.2 FOUNDATION STUDIES REQUIREMENTS:

At the beginning of each semester, the graduate director will determine the number of students needing to complete comprehensive exams in order to graduate. Each foundation studies faculty member will be assigned an equal portion of these students. Once a faculty member has reached their maximum number of comprehensive exam requests, students will no longer be able to request that faculty member. Graduate students will be responsible for requesting faculty exam members (**one from theory and one from history**) to be on their committee. Each foundation studies member will determine appropriate comprehensive examination questions based on the coursework the student has completed at GSU and their appropriate field and will administer the exam as they see fit. This can be an oral exam, written exam, papers, etc.

It will be the student's responsibility to complete all portions of these comprehensive exams and collect appropriate approval signatures from their major area, history AND theory and turn their final comprehensive exam form into the graduate director.

#### 5.2.1.3 EXAM QUESTIONS

Exams may be entirely oral, entirely written, or a combination. An entirely written exam may be supplemented by a follow-up oral exam, if needed. It is expected that students will be able to answer all questions in an oral exam fluently and persuasively, reflecting a true mastery of the material. A very high level of preparation is expected. Students will NOT be allowed to use notes



during an oral exam, with the following exception: an annotated score may be used in answering an analysis question.

In a written exam, the student will be expected to present essays that are scholarly, reflecting a fully absorbed understanding of the material. The essays should conform to the highest professional standards, with full and correct citations of utilized sources.

A student may be required to do a supplemental exam on questions from one or more categories. The student will have one (1) opportunity to pass a supplemental exam on each category deemed unsatisfactorily answered in the original exam; if the supplemental exam response is deemed unsatisfactory, then the entire exam will be considered a failure.

If a follow-up exam is needed, it must be completed within two (2) weeks of the original exam.

## 5.2.2 PORTFOLIO FORMAT (MUSIC EDUCATION)

### 5.2.2.1 COMMITTEE MEMBERSHIP

Each committee will be comprised of at least three faculty members. Each area will decide the precise number of committee members, subject to the following conditions: 1) the student's major professor will chair the committee; 2) where possible, at least two members will be from the student's major area; and 3) at least one committee member must be from Foundation Studies. In all cases, the precise area-specific requirements of the committee membership will be reflected in all published materials.

### 5.2.2.2 DEADLINES

The student is responsible for assembling his/her committee. He/she should have his/her committee established at least six (6) weeks prior to the exam; individual areas may require an earlier formation deadline. Oral exams must be completed by October 31 (in Fall semesters) or March 31 (in Spring semesters). Entirely written exams must be completed by October 15 (in Fall semesters) or March 15 (in Spring semesters). Comprehensive exams should not be scheduled during the summer term; students intending to graduate in the Summer should have their exams completed by April 30. If a follow-up exam is needed, it must be completed within two (2) weeks of the original exam.

In preparation for the exam, the student should provide each committee member with a list of repertoire studied during the program (if applicable), as well as a list of coursework taken for the degree.

### 5.2.2.3 EXAM QUESTIONS

The exam will comprise questions in three basic categories: 1) research/history/literature; 2) performance/pedagogy/technique; and 3) music analysis. The student may be given one or more questions under each category; each committee member will give at least one (1) question.

In the portfolio model, the student will present a paper or project, either newly developed or a revision of earlier work, as a centerpiece of the exam. It is expected that the paper or project will focus on one of the three basic categories; additional questions will be given in the other categories.

The Music Education comprehensive exam takes the form of a cumulative paper and portfolio, approved by the School of Music. A description of the exam appears below:

**CUMULATIVE PAPER AND PORTFOLIO:** Students are required to fulfill two parameters during the final semester of coursework toward the MM in Music Education. These comprise the presentation of a cumulative paper and cumulative portfolio.

**CUMULATIVE PAPER:** The cumulative paper will be a research paper of substantial scope and length. The cumulative paper will be developed with faculty guidance throughout a student's tenure at GSU. The paper may (or may not) involve a research project overseen by the university's Institutional Review Board. The cumulative paper will be presented to the review committee in written form one month prior to an oral defense. The defense will consist of a research poster presentation, a PowerPoint-based overview of the content, and responses to questions from the review committee. Students are required to use a standard research article/report format for their cumulative paper. Students may follow either the Music Education department's current cumulative paper template or another format as formally agreed to by student and exam chair. All decisions regarding paper length, content, and format must be agreed to in writing (email is acceptable) between the student and exam chair by the end of the first week of classes of the semester in which the student will present the comprehensive exam.

**CUMULATIVE PORTFOLIO:** The portfolio will be evaluated by a review committee at the time of the cumulative paper presentation. The portfolio should consist of at least seven sections: one section of each of the four core courses (MUS 7400, 7590, 8240, and 8260), one section for the primary methods course, one section for the Research or Pedagogy Project, and one section for the courses in Musical Studies. Each section should include at least one paper (or substantive project not limited to print form) that demonstrates substantial learning. The opening pages of the portfolio should include the student's current

resume, a list of professional development activities undertaken during the course of study (conferences attended, workshops given, articles written, etc.), and a 1500 word (minimum) statement about how the specific contents of the portfolio demonstrate both the breadth and depth of learning during the course of study.

#### 5.2.2.4 EXAM PROCEDURES

It is expected that students will be able to answer all questions in an oral exam fluently and persuasively, reflecting a true mastery of the material. A very high level of preparation is expected. Students will NOT be allowed to use notes during an oral exam, with the following exception: an annotated score may be used in answering an analysis question. Naturally, students will be able to refer to their portfolio document.

In a written exam, the student will be expected to present essays that are scholarly, reflecting a fully absorbed understanding of the material. The essays should conform to the highest professional standards, with full and correct citations of utilized sources.

#### 5.2.2.5 EVALUATION

Each category of the exam will be judged separately as Satisfactory or Unsatisfactory. It is expected that the Committee will endeavor to make a unanimous decision on each category. In the event of a disagreement, it is recommended that the primary questioner's judgment should prevail, with the following exception: where the primary questioner judges the response to be Satisfactory but a majority of the Committee deems it Unsatisfactory, it is recommended that the response be deemed Unsatisfactory.

A student may be required to do a supplemental exam on questions from one or more categories. The Committee has the discretion to permit such supplemental exams to be conducted solely between the student and the relevant questioner or to require that the entire Committee reconvene for the follow-up. The student will have one (1) opportunity to pass a supplemental exam on each category deemed unsatisfactorily answered in the original exam; if the supplemental exam response is deemed unsatisfactory, then the entire exam will be considered a failure.

If a follow-up exam is needed, it must be completed within two (2) weeks of the original exam. After the exam, the School of Music Comprehensive Exam form with all signatures must be submitted to the Administrative Graduate Coordinator in Haas Howell.

### *5.3 ARTIST CERTIFICATE RECITAL AND PORTFOLIO REQUIREMENTS*

In conjunction with the Artist Certificate recital, a professional portfolio must be submitted to the student's primary instructor and/or Area Coordinator during the student's final semester. Each area will determine the portfolio requirements for the Major Area that demonstrate the student has developed entrepreneurial and practical professional skills to be competitive in securing gainful employment in music and/or a music-related field. The portfolio requirements can be found at <https://music.gsu.edu/portfolio-requirements/>.

## **6. APPENDIX**

The following pages include: the Comprehensive Exam Report for Non-Music Education majors and the Comprehensive Exam Report for Music Education majors.

**Georgia State University  
School of Music**

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**Comprehensive Exam Report: Performance/Pedagogy/Jazz Studies/Composition Degrees**

Student:  
Concentration:

Panther ID:  
Exam Date:

**Major Area Recommendation**

Topic:

\_\_\_\_\_ Pass \_\_\_\_\_ Repeat (specify what topic(s) should be repeated)

Exam may be repeated once within the semester if the completion deadline has not be reached. If past the deadline, the exam should occur the next semester.

Faculty Member Signature:

\_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Sign)

**Theory Area Recommendation**

Topic:

\_\_\_\_\_ Pass \_\_\_\_\_ Repeat (specify what topic(s) should be repeated)

Exam may be repeated once within the semester if the completion deadline has not be reached. If past the deadline, the exam should occur the next semester.

Faculty Member Signature:

\_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Sign)

**History Area Recommendation**

Topic:

\_\_\_\_\_ Pass \_\_\_\_\_ Repeat (specify what topic(s) should be repeated)

Exam may be repeated once within the semester if the completion deadline has not be reached. If past the deadline, the exam should occur the next semester.

Faculty Member Signature:

\_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Sign)

**Georgia State University  
School of Music**

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**Comprehensive Exam Report: Music Education**

Student:

Panther ID:

Concentration:

Exam Date:

Topics: Evaluation of student's performance:

- Satisfactory on all topics
- Unsatisfactory on one or two topics
- Unsatisfactory on all topics

Recommendation:

- Pass     Repeat (specify what topic(s) should be repeated)

Exam may be repeated once within the semester if the completion deadline has not been reached. If past the deadline, the exam should occur the next semester.

Date for follow-up exam \_\_\_\_\_

Faculty Committee Member Signatures:

_____	_____
_____	_____
_____	_____

PRINT

SIGN