



2025-26 HANDBOOK

for

Master of Music in Pedagogy & Master of Music

with concentrations in
Music Performance and Music Composition

Graduate Certificate in Applied Music

with concentrations in
Music Performance, Music Composition, and Conducting

Prospective graduate students follow these links for information on admission criteria and audition requirements for specific graduate degree programs.

MM Performance & Composition

<https://www.towson.edu/cofac/departments/music/programs/gradperformance/admission.html>

MM Pedagogy

<https://www.towson.edu/cofac/departments/music/programs/music-pedagogy/admission.html>

Graduate Certificate [PBC] in Applied Music

<https://www.towson.edu/cofac/departments/music/programs/applied-music-certificate/admission.html>

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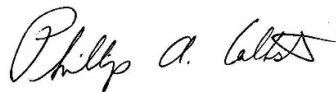
WELCOME

Towson University's Department of Music is pleased to welcome you to the Master of Music program in Performance or Composition or Pedagogy, and/or the Graduate Certificate in Applied Music. This handbook includes the requirements and procedures of the program and serves as a guide toward completion of the degree. Students are responsible for being familiar with and following these requirements and procedures, as well as those contained in the Towson University Graduate Catalog.

Towson University is fully accredited by the Middle States Association and the National Association of Schools of Music and has a strong history of successfully serving its graduate students in the MM and Graduate Certificate programs. The graduate population in the Department of Music is diverse and represents students from a variety of backgrounds and nationalities. In addition to many students from all parts of the United States, our graduate students have matriculated from Brazil, Canada, China, Germany, Indonesia, Korea, the Philippines, Poland, Ukraine, and Russia. Since its inception in 1989, the MM in Performance and Composition programs have offered excellent training supported by high-level coursework in music theory and music history & culture. The MM in Pedagogy was launched in 2019 and the Graduate Certificate in Applied Music began in 2020. Both programs continue to grow in popularity as a training ground for teachers, performers & conductors. Graduates of our Certificate program have pursued a variety of career paths including performance, composition, teaching, and commercial work. Many alumni have also obtained doctoral degrees from leading music schools across the United States.

As Director, I am charged with providing details about the program, assisting you in the application process, serving as a mentor to you, and guiding you through your curriculum. I join the entire music faculty in expressing our sincere pleasure to work with you throughout your years at Towson University.

Dr. Phillip Collister-Murray, DMA



Professor of Voice
Master of Music and Graduate Certificate Program Director

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ABOUT THE DEPARTMENT OF MUSIC

The Department of Music is one of seven departments in the [College of Fine Arts and Communication](#). The department has been in existence since Towson's founding in 1866 and has a strong history of excellence among students, faculty and staff. Our world class [faculty](#) are strongly committed in helping our students succeed even as they continue their active engagement in research, scholarly and creative endeavors regionally, nationally and internationally. The department is committed to fostering a learning community that mirrors the face of the population surrounding the campus, regionally and statewide. We enroll a diverse student population of approximately 325 students, served by 27 full-time and over 50 part-time faculty. The Department of Music offers comprehensive screened degree programs in Bachelor of Music, Bachelor of Science in Music Education, Bachelor of Science in Liberal Arts, a dual degree in Music Education and Performance, Master of Music and Master of Science in Music Education as well as minors in Music and Music Industry. Learn more about [our programs](#). Towson University is accredited by the National Association of Schools of Music.

Each year the Department of Music presents nearly 200 concerts, recitals, guest artists and other special events in our [state-of-the art performance venues](#). In addition to on-campus performance and creative activities, Towson music majors have many opportunities to present their work in the Baltimore metropolitan area as well. Our facilities in the Center for the Arts include a state-of-the art [recording studio](#), [rehearsal rooms](#), [classrooms](#), [teaching studios](#), [computer labs](#), and [practice rooms](#) equipped with up-to-date instruments and technological resources. Resources for music in Towson's Cook Library are excellent and readily available to students, faculty and staff.

[Prospective students](#) have an impressive array of opportunities to visit the Department of Music at one of our recruitment days, festivals or by scheduling a shadow day.

Our alumni are an important testament to the education and opportunities they received at Towson in the multiple ways they are making a difference in the world today. We are proud of our alumni and all they have accomplished.

DEPARTMENT OF MUSIC MISSION STATEMENT

The **Towson University Department of Music** offers a comprehensive, nimble, and transformative musical education to a diverse student body of undergraduate, graduate and non-degree students. It is rooted in academic and artistic excellence with the primary goal of student success. The Department promotes a student-focused learning environment with innovative pedagogies and technologies, intellectual curiosity, dedicated mentorship, collaboration, and experiential education. The Department affirms its identity as a dynamic center for the cultivation of performers, scholars, composers, music educators, and those seeking to enrich their lives through music. Its forward-thinking curriculum stresses student growth delivered by a faculty comprised of internationally recognized performers, composers, educators, scholars, teacher-trainers, and artistic collaborators.

The Department enriches the cultural life of the region through its scholarship, concerts by students, faculty, and distinguished guests; and lectures and other public presentations. It is one of seven departments in the College of Fine Arts and Communication within an excellent comprehensive public liberal arts institution. Our state-of-the-art facilities are in close proximity to a thriving metropolitan area, boasting an impressive array of skilled practitioners and musical artists, leadership, internship and performance opportunities, and access to an exceptional variety of cultural experiences.

Towson University and its Department of Music are fully accredited by the National Association of Schools of Music, the National Council for Accreditation of Teacher Education, and the Maryland State Department of Education.

Learn More About the Department of Music: <https://www.towson.edu/cofac/departments/music/about.html>

IMPORTANT CONTACTS

THE DEPARTMENT OF MUSIC

CONTACT	OFFICE	EXT [410-704-]	E-MAIL/WEBSITE
Dr. Melissa McCabe, Department of Music Chairperson	CA 3095	2839	mmccabe@towson.e3du
Dr. Phillip Collister, MM/Certificate Program Director	CA 2108	2815	pcollister@towson.edu
Dr. Kate Evans, MS Music Education Director	CA 3091	2257	kevans@towson.edu
Mary Ann Criss, Assistant to the Chairperson & Academic Program Coordinator	CA 3095	2836	mcriss@towson.edu
Karen Gempp, Administrative Assistant	CA 3095	2839	kgempp@towson.edu
Department of Music Website			www.towson.edu/music
<ul style="list-style-type: none"> Music Resources for Graduate MM/PBC Students 			https://shorturl.at/QBf33
<ul style="list-style-type: none"> Audition & Admission Requirements for MM Applicants 		Click also link for Admissions Auditions Handbook	https://shorturl.at/igtBB
<ul style="list-style-type: none"> Audition & Admission Requirements for Graduate Certificate [PBC] Applicants 		Click also link for Admissions Auditions Handbook	https://shorturl.at/KKsAe
Graduate Studies Website			https://www.towson.edu/academics/graduate/

COLLEGE OF FINE ARTS AND COMMUNICATION

<https://www.towson.edu/cofac/>

The College of Fine Arts and Communication is one of six colleges of Towson University. The College, which consists of seven departments (**Department of Art + Design, Art History, Art Education, Communication Studies, Dance, Electronic Media and Film, Mass Communication, Music, and Theatre Arts**), is under the direction of the Dean of Fine Arts and Communication. Each department has a chairperson who is nominated by its faculty and appointed by the Dean. Directors of graduate programs within each department are appointed by the Chairperson in consultation with the Dean and members of the faculty in each department housing a graduate program(s).

CONTACT	OFFICE	EXT [410-704-]	E-MAIL/WEBSITE
Dr. Regina Carlow, Dean – COFAC	CA 3001	3288	rcarlow@towson.edu
Dr. Greg Faller, Associate Dean - COFAC	CA 3001	3288	gfaller@towson.edu
April Parvizian, Executive Administrative Assistant	CA 3001	3288	aparvizian@towson.edu

OFFICE OF GRADUATE STUDIES

<https://www.towson.edu/academics/graduate/contact.html>

The Office of Graduate Studies supports the 3,000 graduate students enrolled in more than 80 degree and certificate programs across the university. We serve as the center of leadership for graduate education by providing high quality support services for graduate students, faculty, and administrators in order to advance academic excellence, embrace inclusion and diversity, and further TU goals in graduate education. Financial support for graduate students is managed through the Graduate Assistantship Office within Graduate Studies. Additionally, we maintain a standardized process for appointing graduate faculty in accordance with University System of Maryland Policy for institutions that offer doctoral programs.

CONTACT	OFFICE	EXT [410-704-]	E-MAIL/WEBSITE
Dr. Sidd Kaza, Associate Provost for Research & Dean of Graduate Studies	AD 3238	3701	kaza@towson.edu
Dr. David Ownby, Associate Dean of Graduate Studies	AD 3110	2946	downby@towson.edu
Rain Baptiste, Program Administrative Specialist	AD 3114	2078	arbaptiste@towson.edu
Sarah Leach, Coordinator - Graduate Assistantship Office	AD 3118	4484	sleach@towson.edu
Graduate Studies Office	AD 301	4723	gradstudies@towson.edu
Graduate Admissions	AD 301	2501	grad@towson.edu

THE MASTER OF MUSIC IN MUSIC PEDAGOGY: AN OVERVIEW

<https://catalog.towson.edu/graduate/degree-certificate-programs/arts-communication/music-pedagogy-mm/#requirementstextcontainer>

THE PROGRAM AND GENERAL REQUIREMENTS

The Master of Music in Music Pedagogy will hone your skills as a teacher on your instrument or voice through on-campus and online coursework. You will work closely with the program director to design a personalized program to suit your needs. Graduates gain employment in a variety of settings, including private studio teaching, classroom teaching, and with other organizations or businesses.

NOTE FOR VOICE STUDENTS: Students whose primary medium is voice must pass a proficiency exam in lyric diction, unless they have completed, with a grade of C or above, a course or courses in lyric diction (covering at least English, Italian, French, & German). Failure to pass the exam will require the student to complete remedial coursework (MUSC 245 or MUSC 246, as relevant) or an appropriate independent study at the graduate level with a final proficiency exam.

DEGREE REQUIREMENTS

All requirements must be completed within a 7-year period. A minimum average of 3.0 in all courses is required. No more than two C grades and no more than three 500-level courses can be applied toward the program of study.

TRANSFER CREDITS

Six units of electives may be transferred. Required courses and applied lessons credits must be completed at Towson University. Degree recitals cannot be transferred. All decisions regarding credit transferability rest with the MM Director and the Department of Music Graduate Committee.

REQUIRED COURSES (21 units)

MUSC 552: Pedagogy of Technology in Music Instruction (3)
MUSC 685: Music Bibliography and Research (3)
MUSA 6xx: Applied Lessons (in the primary medium) (6)
MUSC 896: Music Pedagogy Practicum (3)

Three units of a pedagogy course(s) in the primary medium:

MUSC 542: Vocal Pedagogy (3)

MUSC 543 Instrumental Pedagogy (1) combined with
MUSC 593: and Independent Research in Music (2) (3 units total)

MUSC 560: Piano Pedagogy (3)

MUSC 562: Guitar Pedagogy (3)

One literature/repertoire course in the primary medium:

MUSC 506: Survey of Solo Voice Literature (3)

MUSC 509: History and Literature of Guitar, Lute and Vihuela (3)

MUSC 513: Symphonic Literature (3)

MUSC 519: Keyboard Literature (3)

MUSC 525: Jazz Repertoire (3)

COURSE ROTATION¹

Even fall semesters or on demand

Odd fall semesters (i.e. 2023)

Every semester

On demand

Even fall semesters (i.e. 2024)

On demand

On demand

On demand

Odd spring Semesters (i.e. 2023)

On demand

On demand

On demand

Even spring semesters

ELECTIVE COURSES (9 units)

Electives must be selected from 500-600 level music courses with the approval of the MM Director. In general, elective course work should have a direct association to the student's major. A maximum of four elective units may be applied lessons and/or ensembles. Concepts of Music Theory (MUSC 629) may be counted as an elective course if the student does not pass the music theory comprehensive examination.

¹ See additional course rotation information under the MM in Performance/Composition Degree below.

THE MASTER OF MUSIC PROGRAM IN PERFORMANCE OR COMPOSITION: AN OVERVIEW

THE PROGRAM AND GENERAL REQUIREMENTS

The Master of Music program offers advanced performers and composers the opportunity to study with highly qualified faculty at an affordable institution and prepares candidates for careers in studio teaching, professional ensembles, and further graduate work. The MM Degree is granted upon successful completion of a program of study that includes a minimum of 31 units including 21 of required courses and 10 of elective courses. Requirements for graduation also include completion of a Graduate Recital and the passing of a Comprehensive Review in the form of Recital Research Paper or Written Exam with Portfolio.

NOTE FOR VOICE STUDENTS: Students whose primary medium is voice must pass a proficiency exam in lyric diction, unless they have completed, with a grade of C or above, a course or courses in lyric diction (covering at least English, Italian, French, & German). Failure to pass the exam will require the student to complete remedial coursework (MUSC 245 or MUSC 246, as relevant) or an appropriate independent study at the graduate level with a final proficiency exam.

DEGREE REQUIREMENTS

All requirements must be completed within a 7-year period. A minimum average of 3.0 in all courses is required. No more than two C grades and no more than three 500-level courses can be applied toward the program of study.

TRANSFER CREDITS

Six units of electives may be transferred (see UMBC Collaborative Agreement for exceptions that may apply to students matriculating from that program). Required courses and applied lessons credits must be completed at Towson University. Degree recitals cannot be transferred. All decisions regarding credit transferability rest with the MM Director and the Department of Music Graduate Committee.

REQUIRED COURSES (24 units)

Applied Lessons - (one-hour private lessons)	12 units
Advanced Theory (MUSC 631)	3 units
Music Bibliography & Research (MUSC 685)	3 units
Perspectives in Music History and Culture (MUSC 621)	3 units
Ensembles	2 units
Recital (MUSC 795 or MUSC 797)	1 unit

COURSE ROTATION²

Every semester
Even spring semesters
Odd fall semesters
Even fall semesters
Every semester
Every semester

ELECTIVE COURSES (7 units)

Electives must be selected from 500-600 level music courses with the approval of the MM Director. In general, elective course work should have a direct association to the student's major. A maximum of four elective units may be applied lessons and/or ensembles. Concepts of Music Theory (MUSC 629) may be counted as an elective course.

PEDAGOGY REQUIREMENT

Performance students whose undergraduate coursework has not included a pedagogy course must take one of the following courses as appropriate:

MUSC 542 (Vocal Pedagogy)	3 units	Even fall semesters
MUSC 543 (Instrumental Pedagogy)	1 unit	On demand
MUSC 560 (Piano Pedagogy)	3 units	On demand
MUSC 562 (Guitar Pedagogy)	3 units	On demand

² See additional course rotation information below.

COURSE ROTATIONS

Even/Odd Academic Years

FALL	SPRING
Perspectives of Music History (MUSC 621) Pedagogy of Technology (MUSC 452/552)	No requirements, elective offerings

Odd/Even Academic Years

FALL	SPRING
Concepts of Music Theory (MUSC 629) Research/Bibliography (MUSC 685)	Advanced Theory (MUSC 631)

JURIES AND RECITALS

Juries: All students enrolled in applied music are required to present an end-of-semester jury following the requirements set forth by their respective division, area, or instrument/voice or composition. End-of-semester jury examinations are a condition of permission to enroll in applied music, except during the recital semester.

Graduate Recital: The graduate recital is the culminating project of the MM performance [MUSC 797] and composition [MUSC 795] degrees. It is normally performed in the student's final semester in the program. Students must be enrolled in applied music lessons in their primary instrument/voice or composition during the semester in which the recital is presented. Permission to present the Graduate Composition Recital (MUSC 795) or Graduate Recital (MUSC 797) is normally granted upon successful completion of the end-of-semester jury in the semester before the recital is to be performed.

Scheduling Recitals: Masters students in performance & composition follow the same procedures to schedule their recitals [MUSC 797] as those articulated for undergraduate students and using the [Recital Authorization Form](#) and the [Student Degree Recital Reservation Forms](#). Recitals are scheduled during the advising period in the semester prior to the recital.

Repeating Recitals: Students are allowed to repeat MUSC 795 (Graduate Composition Recital) or MUSC 797 (Graduate Recital) one time only. A second failure of a graduate recital will result in termination from the program.

COMPOSITION RECITALS

The Graduate Composition Recital (MUSC 795) will consist of works completed during the student's graduate tenure at Towson University. Total performance shall be no less than 30 minutes of music. The recital program will be drawn from works in the student's Master's portfolio (see below). Repertoire for the recital is subject to approval by the composition faculty, and the recital will be evaluated on musical excellence and organizational skill as evident in the student's ability to compose the music, find performers, organize rehearsals, and present the recital.

In conjunction with the Graduate Composition Recital, Students in the composition track must pursue the Recital Research Paper option detailed below under [MM Comprehensive Review](#) and [Recital Paper and Oral Examination](#).

Scheduling the Recital: Composition students must formally apply to present their recital **no later than eight [8] weeks** prior to the expected recital date. This process involves completing the **Graduate Composition Approval for Recital Form** located in the appendix or from the Composition Area Leader, selecting the works to be programmed, making bound photocopies of the scores and all performance parts, and submitting these materials to the student's main composition teacher. Submitted materials should

include a complete set of scores, performance parts, completed necessary performance software (if used), and cover form indicating that all compositional work is completed and that the student is prepared to enter the rehearsal and production stage of the recital. The student's proposal is reviewed by the composition faculty, and the student will receive a written response indicating if the proposed recital is to be presented. This process assures that the student is prepared to present the degree recital. Students must be enrolled in composition lessons during the semester in which the recital is presented.

Composition Portfolio: At the completion of the last semester of 600-level composition lessons, graduate composition students will present to the composition faculty a portfolio of at least four compositions completed during work toward the Master of Music degree at Towson University. The portfolio should be accompanied by a completed **Composition Portfolio Acceptance Form** located in the appendix or from the Composition Area Leader. The Master's portfolio is to be of the highest quality in artistic merit and presentation and must contain at least one work of significant scope. The portfolio should demonstrate compositional proficiency with works for a variety of media. The selection of works that make up the portfolio is subject to approval by the composition faculty.

The portfolio is due the last day of classes during the final semester before graduation. The student's primary composition teacher and a second member of the composition faculty will review the portfolio and, if it meets all requirements, will sign a verification of acceptance for the portfolio before the student may graduate. The requirements for portfolio presentation should be discussed with the composition teacher. Each work should be carefully notated, photo-copied back-to-back, and spiral bound with a title page, information page(s) and front and back cover stock. Recordings should be submitted on CD-R with all appropriate information, including titles, date of performance, performer names, clearly presented on the label. In addition to the hard copy items in the portfolio, it is also required that the portfolio be turned in as a DVD-ROM with all score files in both Finale and PDF format and with a web page that links to streaming audio files, to PDF files of scores, and to program notes for each work. The department will keep these portfolios.

GRADING OF RECITALS

Evaluation of the performance is based on technical ability, repertoire, and interpretation.

MM and PBC degree recitals require an evaluation committee that consists of 3 music faculty members.

Grade of A - Recital demonstrates performance commensurate with a Master of Music Degree at a distinguished level. Grade of B - Recital demonstrates performance commensurate with a Master of Music degree at an acceptable level. Grade of F - Recital does not demonstrate a performance level commensurate with a Master of Music degree. The performance reveals inadequate technical ability, repertoire, and/or interpretation.

Recital evaluation forms are located in the Appendix of this handbook.

MM COMPREHENSIVE REVIEW

MM students with a performance track may pursue either one of the following two options for their Comprehensive Review:

- 1) a Recital Research Paper with Oral Exam
- 2) a Comprehensive Written Exam and Portfolio with Oral Exam. N.B. Students in the composition track must pursue the Recital Research Paper option.

MM students with a performance track must inform the MM Director of their choice for the Comprehensive Review by the end of their first year in the program. Each option is described in detail below.

OPTION 1: RECITAL PAPER AND ORAL EXAMINATION

Recital Paper and Oral Examination forms are in the Appendix of this handbook.

Students must register for MUSC 796 (Recital Research Paper) the semester prior to performing their recital. During the first two weeks of the recital semester (or earlier if the recital is before this date), students must request a meeting with the MM Director to form a graduate committee. The committee will consist of **three** faculty members with the following qualifications:

- a. All committee members must be approved graduate faculty as defined [here](#).
- b. One committee member *must* be from the student's primary area of study and is usually the student's applied teacher.
- c. One committee member *must* be a specialist in either musicology or music theory the selection of which is generally informed by the student's focus of research for MUSC 796.
- d. The choice of the third committee member should be made in consultation with the MM Director. The Graduate Program Director may serve as the third committee member.
- e. One of the selected faculty must agree to serve as the Principal Advisor, the student's primary point of contact for writing the initial draft of the paper. The Principal Advisor must also be available to attend and adjudicate the student's recital.

The student contacts each faculty member to receive their consent to serve on the committee.

The duties of the committee include:

- a. Evaluation of the recital (Principal Advisor and/or committee member from the student's primary area.)
- b. Evaluation and feedback for the Recital Paper
- c. Conducting the oral examination
- d. and the comprehensive review.

One member of the committee will be appointed to serve as a Principal Advisor, the student's primary point of contact for writing the initial draft of the paper. All drafts of the proposal or paper must be submitted electronically, unless a paper copy is requested. Students are required to submit appropriate musical scores with their draft as requested by their Committee.

No later than the 8th Friday of the semester, students enrolled in MUSC 796 (Recital Research Paper), students must submit a proposal with bibliography and timeline consistent with guidelines in the MM Handbook signed by all members of the committee to the MM Director. This is preceded by meetings between the students and members of their committees where these matters are discussed. Meeting arrangements are the responsibility of the student. After filing a signed proposal with the MM Director, work on the paper commences. The Principal Advisor and other members of the committee should be available, within reasonable limits, to consult with the student as he/she completes the initial paper draft.

Length and Format

1. Minimum length 25 double-spaced pages of text.
2. Standard 12-point type with one-inch margins.
3. Musical examples, documentary notes, tables, etc. are not included in the 25-page count.
4. Bibliography attached at the end of the paper.

Writing and Style

1. Polished, scholarly prose must display a level of writing commensurate with graduate standing.
2. Complete and thorough documentation, layout, and formatting conventions consistent with practices shown in the most recent edition of Diana Hacker and Nancy Sommers, *A Writer's Reference* (Boston and New York: Bedford/St. Martin's) is expected. Citation forms for footnotes and bibliography entries must comply with CMS (*Chicago Manual of Style*) conventions.

Content for Performance Majors

For performance majors, the research paper will address historical, theoretical, and/or pedagogical aspects of the recital repertoire with bibliographic documentation. The paper typically focuses on a selected work / composer / performer or pedagogical focus, and not the recital's entire repertoire. The scope and content must be defined by student in their proposals.

Content for Composition Majors

For composition majors, the research paper will present in-depth discussion of two works presented on the recital, including discussion of stylistic and programmatic influences on those compositions. The works may be examined separately or compared to each other. Internal constructive aspects must be disclosed using appropriate analytic methodology.

Timeline and Submission Process

The following actions govern the Recital Research Paper process. See the grid of dates below for the 2025-26 academic year for corresponding deadlines in the timeline. Read all detailed points below the table for additional specific information about the timeline and submission requirements.

RECITAL PAPER AND ORAL EXAMINATION TIMELINE

	Action(s) Taken	Fall 2025	Spring 2026
	MUSC 796 – Graduate Recital Paper		
Within the first two weeks of MUSC 796 enrollment and no later than the 2 nd Monday of the semester	MUSC 796- request a meeting with the MM Director to form a graduate committee. See point 1 below.	Monday, Sept. 8, 2025	Monday, Feb. 9, 2026
8 th Friday of the semester of MUSC 796 enrollment	MUSC 796 – Submit proposal signed by all members of committee to MM Director - See point 2 below.	Friday, Oct. 17, 2025	Friday, Mar. 20, 2026
	MUSC 797 – Graduate Performance Recital		
2 nd Friday of the recital semester.	MUSC 797 – submit full draft of paper to Principal Advisor. Composition students See point 3 below.	Friday, Sept. 5, 2025	Friday, Feb. 6, 2026
5 th Friday of the recital semester.	MUSC 797 – Principal Advisor notifies student of actions around draft paper. See point 4 below for details.	Friday, Sept. 26, 2025	Friday, Feb. 27, 2026
8 th Friday of the recital semester.	MUSC 797 - All required changes must be completed to the satisfaction of the Principal Advisor. Student submits the accepted paper to the remaining members of their committee. See point 5 below for more details.	Friday, Oct. 17, 2025	Friday, Mar. 20, 2026

11 th Friday of the recital semester.	No later than the 11th Friday of the semester. Notification from each remaining committee member is due to the student and the Principal Advisor. See point 6 below.	Friday, Nov. 7, 2025	Friday, Apr. 10, 2026
14 th Friday of the recital semester.	All changes must be satisfactorily accomplished, and the paper in final form by majority vote. Student schedule the oral defenses. See point 7 below.	Friday, Nov. 28, 2025	Friday, May 1, 2026
Finale Day of Classes of the recital semester.	The oral defense must be completed. See point 8 below.	Monday, Dec. 8, 2025	Tuesday, April 12, 2026
Last day of Final Exams of the recital semester.	Student must submit documents as outlines in point 9 below to the MM Director.	Monday, Dec. 15, 2025	Tuesday, May 19, 2026

MUSC 796 – Recital Research Paper Deadlines – continued under MUSC 797 below

1. Students must register for MUSC 796 (Recital Research Paper) the semester prior to performing their recital. During the first two weeks of this pre-recital semester, they must request a meeting with the MM Director to form a graduate committee. The committee will consist of three faculty members with a minimum of one being a specialist in either musicology or music theory and one from the student's primary area of study. This committee will evaluate both the recital and comprehensive review. One member of the committee will be appointed to serve as a Principal Advisor, the student's primary point of contact for writing the initial draft of the paper. All drafts of the proposal or paper must be submitted electronically, unless a paper copy is requested. Students are required to submit appropriate musical scores with their draft as requested by their Committee.
2. No later than the 8th Friday of the semester, students enrolled in MUSC 796 (Recital Research Paper), students must submit a proposal with bibliography and timeline consistent with guidelines in the MM Handbook signed by all members of the committee to the MM Director.

MUSC 797 – Graduate Performance Recital Deadlines and Research Paper Deadlines

3. No later than the 2nd Friday of the semester in which the student is enrolled in MUSC 797 (Recital), students must submit a full draft of the recital paper [MUSC 796] to their Principal Advisor. For composition majors, the paper is due seven full weeks prior to the date of a student's graduate recital.
4. No later than the 5th Friday of the semester. The Principal Advisor notifies the student and the MM Director that he/she 1) accepts the draft without changes and clears it to go forward to the full committee, 2) accepts the draft pending minor changes, or 3) rejects the draft. Papers with substantive problems other than typos, minor grammatical issues, or minor documentary problems will be rejected. The Principal Advisor can request revision of content, but papers that are substantively insufficient will be rejected. Rejected papers cannot be resubmitted until the subsequent semester. Students are given only one additional opportunity to produce an acceptable paper.
5. No later than the 8th Friday of the semester. All required changes must be completed to the satisfaction of the Principal Advisor. If not, the Principal Advisor notifies the MM Director that the paper is rejected. Upon approval, students submit the accepted paper to the remaining members of their committee.
6. No later than the 11th Friday of the semester. Notification from each remaining committee member is due to the student and the Principal Advisor. Committee members may 1) accept the paper without changes 2) accept it pending minor changes, or 3) reject it. A decision to reject by two committee members terminates the process. Rejected papers cannot be submitted again until the subsequent semester. Students with

rejected papers are given only one additional opportunity to produce an acceptable paper.

7. No later than the 14th Friday of the semester. All changes must be satisfactorily accomplished, and the paper must be in final form. With approval from a majority of the committee, students are granted permission to schedule the oral defense by consulting with their committee members and identifying a time agreeable to all.
8. No later than the final day of classes. The oral defense must be completed. This exam will last one hour. Questions must be directly related to research, analysis, etc. included in the paper. One week prior to the exam the Principal Advisor will give the student a leadoff question approved by all committee members. The committee will deliberate immediately following the exam and notify the student of one of three outcomes: 1) oral defense passed with honors, 2) oral defense passed, or 3) oral defense failed. Results will be signed by each committee member on the MM Oral Defense Form. The exam must be passed by a majority of the committee.
9. No later than the last day of final exams. Students must present the following documents in both **printed copy** and **digital copy** (MS Word or PDF) to the MM Director:
 - a. The final copy of the Recital Research Paper signed by every member of their committee
 - b. The signed MM Oral Defense Form
 - c. A copy of their MM recital program and any accompanying program notes, digital materials etc....

Note: Students who do not produce an acceptable paper or pass their oral exam will be given a one-page report with necessary remediation. There may be only one subsequent submission of the paper and/or rendering of the oral defense, which must take place the *following* semester with concurrent registration in MUSC 798 (Project Continuum). Students who do not pass both the paper and the oral exam at this time will be dismissed from the program.

Please see the Appendix below for the Recital Research Approval Page.

OPTION 2: COMPREHENSIVE WRITTEN EXAM WITH PORTFOLIO

During the first two weeks of the recital semester (or earlier if the recital is before this date), students must request a meeting with the MM Director to form a graduate committee. The committee will consist of **three** faculty members with the following qualifications:

- a. All committee members must be approved graduate faculty as defined [here](#).
- b. One committee member *must* be from the student's primary area of study and is usually the student's applied teacher.
- c. One committee member *must* be a specialist in either musicology or music theory the selection of which is generally informed by the student's focus of research for MUSC 796.
- d. The choice of the third committee member should be made in consultation with the MM Director. The Graduate Program Director may serve as the third committee member.
- e. One of the selected faculty must agree to serve as the Principal Advisor, the student's primary point of contact for writing the initial draft of the paper. The Principal Advisor must also be available to attend and adjudicate the student's recital.

The student contacts each faculty member to receive their consent to serve on the committee.

Duties & Deadlines for the Committee:

1. This committee will evaluate both the recital and comprehensive review.
2. No later than the 3rd week of the semester of the recital term, the committee will choose ten topics with consideration of the student's course history and applied area.
3. The ten topics will be communicated to the student.
4. The five questions on the written examination will be chosen from the ten topics.

Duties & Deadlines for the Student:

1. No later than the 10th week of the recital term, students must submit a copy of their recital

- program and schedule a written exam with their Committee Chair.
2. By the 12th week, students will undertake a three-hour written exam encompassing questions prepared by the committee and based on the student's coursework, as well as general musical knowledge expected of MM students.

Students who do not pass the Comprehensive Written Exam may not repeat the examination until the subsequent semester. Registration in MUSC 798 (Recital Research Continuum) or another course during this additional term of study provides compliance with Towson University's continuous enrollment policy. A second failed examination will result in termination from the degree program.

Portfolio Submission:

With the exam, students must submit a portfolio with the following materials:

1. A copy of the recital recording.
2. A paper or research poster with a grade of B or higher from a TU graduate Music History & Culture course.
3. A representative sample of analytical work from a graduate-level music theory course.

By the last day of classes, students must submit a MM Comprehensive Exam Form signed by each committee member along with their portfolio and recital program to the MM Director.

COMPREHENSIVE WRITTEN EXAM WITH PORTFOLIO TIMELINE

	Action(s) Taken	Fall 2025	Spring 2026
Within the first two weeks of the recital semester (or earlier based on the recital date)	Request a meeting with the MM Director to form a graduate committee.	Monday, Sept. 8, 2025	Monday, Feb. 9, 2026
No Later than the end of the third week of the recital term. The semester in which the student is enrolled in MUSC 797.	The committee selects ten questions with consideration of the student's course history and applied area and communicates these questions to the student.	Friday, Sept. 12, 2025	Friday, Feb. 13, 2026
No later than the end of the 10 th week of the semester or earlier based upon the recital date.	Student submits a copy of their recital program and schedules a written exam with their Committee Chair to take place no later than the 12 th week of the semester.	On or before Friday, Oct. 31, 2025	On or before Friday, Apr. 3, 2026
No later than the end of the 12 th week of the semester.	students will undertake a three-hour written exam and submit their complete portfolio	On or before Friday, Nov. 14, 2025	On or before Friday, Apr. 17, 2026
No later than the end of the 14 th week of the semester.	Student schedules the oral examination.	On or before Friday, Nov. 28, 2025	On or before Friday, May 1, 2026
Last Day of Classes (not including final exams)	The oral examination must be completed and student submits the MM Comprehensive Exam Form signed by each committee member along with their portfolio and recital program to the MM Director.	On or before Monday, Dec. 8, 2025	On or before Tuesday, May 12, 2026

THE POSTBACCALAUREATE CERTIFICATE IN APPLIED MUSIC: AN OVERVIEW

THE PROGRAM AND GENERAL REQUIREMENTS

The post-baccalaureate certificate in applied music (performance, composition and conducting) is a degree program that provides concentrated study for students with a bachelor's degree in music. Students in the program are encouraged to develop skills as entrepreneurs and teachers as well as expertise as performers, composers and conductors.

CERTIFICATE REQUIREMENTS

The certificate requires 12 units of required courses and electives. You will work closely with the program director to design a personalized program of study that suits your needs.

REQUIRED COURSES (12 UNITS)

Applied Lessons	(6 units)
Ensembles	(2 units)
Post Baccalaureate Certificate Recital (MUSC 600)	(1unit)

ELECTIVES (3 UNITS)

Students may choose from the electives listed below or other MUSA or MUSC 500- or 600-

level courses MUSA XXX	Ensemble (1 unit maximum)
MUSC 542 Vocal Pedagogy	(3 units)
MUSC 543 Instrumental Pedagogy (1 unit) & MUSC 593 Independent Research in Music (2 units) (= 3 units)	MUSC 560 Piano Pedagogy (3 units)
MUSC 562 Guitar Pedagogy	(3 units)

Students may choose from these electives or other MUSA or MUSC 500- or 600-level courses.

There are three options related to completing this certificate: You may enroll in the PBC as a stand-alone certificate; you can enroll in the PBC first and then complete the Master of Music degree; or you can enroll in both the PBC and the Master of Music degree program at the same time. If your PBC area of study is the same as your Master of Music area of study, you add one recital as an elective. All of the courses in the PBC will count towards the master's degree and you will not need additional time or money to complete.

GRADUATION

Candidates must notify the MM Director in writing of their intention to complete the program before the beginning of the last semester of study. They must submit a Request for Graduation Review to the Graduate Office by the deadline published yearly in the Academic Calendar. If the application is submitted late, graduation will be postponed until the next graduation date. All graduation requirements, including resolution of incomplete grades and passing of the Comprehensive Review must be completed by the last day of the semester in which a student has applied for graduation. If the student does not complete graduation requirements as anticipated, the application must be resubmitted when he/she again seeks graduation in a subsequent semester.

GRADUATE SCHOLARSHIPS

Students on graduate scholarship are expected to maintain a minimum of “B,” “3.0,” in the music major. Students are expected to take a minimum of six graduate units in music each semester unless otherwise approved by the MM Program Director.

The graduate scholarship student is evaluated each semester. The standard scholarship is for two contiguous years, with payments in each Fall and Spring semesters. However, this scholarship can be terminated when a student does not fulfill the expectations for the scholarship.

GRADUATE/TEACHING ASSISTANTSHIPS

Graduate or teaching assistants are expected to abide by Towson University rules as stated in the TU Graduate Assistantship Handbook (<http://grad.towson.edu/finance/ga/index.asp>). Graduate or teaching assistants are evaluated twice a year, on or before Nov. 15th and May 1st. The Program Director will inform the Graduate Committee of problems and consult with them prior to any negative decisions. Graduate or teaching assistants must be enrolled for a minimum of six graduate units each semester they are under contract.

EXCEPTIONS TO MM HANDBOOK POLICIES

Requests for exceptions to any policy or procedure stated in this document must be submitted to the MM Director in writing with a clear rationale. Any major decisions normally include consultation with the Department of Music Graduate Studies Committee. Students should accommodate this process by submitting requests as early as possible.

APPENDICES--FORMS

Contained below are additional forms required for some concentrations. The Recital Research Approval Page below must be included with the paper when forwarded to the MM Director. Faculty must use the appropriate form for evaluation. Contact the MM Director with any questions pertaining to these forms.

GRADUATE COMPOSITION APPROVAL FOR RECITAL FORM

- Fill in this form and turn it in to your composition teacher along with a photocopied, bound copy of each score and complete performance parts, software you created, and audio/visual media necessary for the recital.
- This must be turned in no later than eight weeks prior to your projected recital date.

(This form must be word-processed. Hand-written forms will not be accepted)

STUDENT'S NAME _____

DATE _____ NUMBER OF SEMESTERS OF COMPOSITION LESSONS _____

DATE THAT YOU WISH TO PRESENT YOUR GRADUATE RECITAL _____

PROJECTED GRADUATION DATE _____

LIST OF WORKS TO BE PRESENTED IN YOUR RECITAL:

**** Submit a photocopied, bound copy of each score and complete performance parts, computer software, and media necessary for the recital for each piece in the list below ****

TITLE AND SCORING OF WORK (indicate all instruments/voices)	DURATION	YEAR OF COMPOSITION	TEACHER DURING COMPOSITION
----------------------------------------------------------------	----------	------------------------	-------------------------------

(This portion is to be filled out by faculty)

The signatures below signify approval or non approval of the proposed recital. Approval by both faculty members is necessary for the recital to be scheduled.

Composition teacher during last semester of lessons:

I approve this proposal for a recital

signature

date

I do not approve this proposal for a recital

signature

date

Second composition faculty member:

I approve this proposal for a recital

signature

date

I do not approve this proposal for a recital

signature

date

COMPOSITION PORTFOLIO ACCEPTANCE FORM

Complete this form and return it, along with the portfolio, to the composition division coordinator
no later than two weeks before final exams the semester that you wish to graduate.

(This portion is to be word-processed by student. Hand-written forms will not be accepted)

STUDENT'S NAME _____

DATE _____ NUMBER OF SEMESTERS OF COMPOSITION LESSONS _____

DATE THAT YOU PASSED THE UPPER-DIVISION JURY _____

DATE THAT YOU SUCCESSFULLY PRESENTED YOUR SENIOR RECITAL _____

PROJECTED GRADUATION DATE _____

LIST OF PORTFOLIO CONTENTS:

TITLE OF WORK	DURATION	YEAR OF COMPOSITION	TEACHER DURING COMPOSITION
------------------	----------	------------------------	-------------------------------

(This portion is to be filled out by faculty)

The signatures below signify acceptance or non acceptance of the portfolio. Approval by both faculty members is necessary for the portfolio to be accepted for graduation.

Composition teacher during last semester of lessons:

I accept this portfolio as meeting all requirements

signature

date

I do not accept this portfolio as meeting all requirements

signature

date

Second composition faculty member:

I accept this portfolio as meeting all requirements

signature

date

I do not accept this portfolio as meeting all requirements

signature

date



DEPARTMENT OF MUSIC

RECITAL RESEARCH PAPER APPROVAL PAGE

This is to certify that the recital research paper, prepared by (student name),
titled (paper title) has been approved by the following committee as satisfactory.

_____	_____
Principal Advisor	Date

_____	_____
Committee Member	Date

_____	_____
Committee Member	Date

Master of Music – Performance Recital Evaluation Form

Candidate: _____

Recital Date: _____

Jurors should utilize the following five criteria: 5 = Excellent, exhibiting the highest level of standards commensurate with graduate standing; 4 = Good, consistently effective for graduate level but with some occasional aspects that could be improved; 3 = Adequate, commensurate with a level acceptable for graduate standing; 2 = Poor, with deficiencies; 1 = Unacceptable. Each committee member should place a rating in the box representing each dimension below. These are averaged to the right and totaled. Include comments as necessary. Additional comments may be included on the back of this form.

Jurors

1	2	3		Point Average
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sound Production and Intonation	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rhythm and Ensemble	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Technique	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Musicianship and Interpretation	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stage Presence and Overall Presentation	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Discipline Specific Performance Values	<input type="checkbox"/>

Please check the appropriate box:

<input type="checkbox"/>	Pass with Distinction (Grade of A) = 25 points or greater
<input type="checkbox"/>	Pass (Grade of B) = more than 18 but less than 25 points
<input type="checkbox"/>	Fail (Grade of F) = less than 18 points

TOTAL:

☐

Signatures:

Primary Instructor	Name: _____
Committee Member	Name: _____
Committee Member	Name: _____
Graduate Chair	Name: _____
Department Chair	Name: _____

Signature: _____
Signature: _____
Signature: _____
Signature: _____
Signature: _____

Postbaccalaureate Certificate (PBC)- Performance Recital Evaluation Form

Candidate: _____

Recital Date: _____

Jurors should utilize the following five criteria: 5 = Excellent, exhibiting the highest level of standards commensurate with graduate standing; 4 = Good, consistently effective for graduate level but with some occasional aspects that could be improved; 3 = Adequate, commensurate with a level acceptable for graduate standing; 2 = Poor, with deficiencies; 1 = Unacceptable. Each committee member should place a rating in the box representing each dimension below. These are averaged to the right and totaled. Include comments as necessary. Additional comments may be included on the back of this form.

Jurors

1	2	3		Point Average
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sound Production and Intonation	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rhythm and Ensemble	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Technique	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Musicianship and Interpretation	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stage Presence and Overall Presentation	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Discipline Specific Performance Values	<input type="checkbox"/>

Please check the appropriate box:

<input type="checkbox"/>	Pass with Distinction (Grade of A) = 25 points or greater
<input type="checkbox"/>	Pass (Grade of B) = more than 18 but less than 25 points
<input type="checkbox"/>	Fail (Grade of F) = less than 18 points

TOTAL:

☐

Signatures:

Primary Instructor	Name: _____
Committee Member	Name: _____
Committee Member	Name: _____
Graduate Chair	Name: _____
Department Chair	Name: _____

Signature: _____
Signature: _____
Signature: _____
Signature: _____
Signature: _____

Master of Music – Recital Research Paper & Oral Examination Evaluation Form

Candidate: _____

Oral Exam Date: _____

Jurors should utilize the following five criteria: 3 = Excellent, 2 = Satisfactory, 1 = Unacceptable. Each committee member should place a rating in the box representing each dimension below. These are totaled to the right. Include comments as necessary. Jurors (Committee Members 1-3 with the Principal Advisor serving as Juror No. 1)

Research Paper Evaluative Criteria: (3 pts each, 45 points total)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Historical Elements	Total	<input type="checkbox"/>	PAPER TOTAL: <div style="border: 1px solid black; padding: 5px; text-align: center;"><u>/45 pts</u></div>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Theoretical Analysis	Total	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Research and Review of Related Literature	Total	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation	Total	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Writing Level	Total	<input type="checkbox"/>	

Oral Examination Evaluation: (15 pts each, 45 points total) ORAL EXAM TOTAL:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students must receive a minimum of <i>30 out of 45 points</i> to <i>Pass</i> the Oral Examination	<div style="border: 1px solid black; padding: 5px; text-align: center;"><u>/45 pts</u></div>
--------------------------	--------------------------	--------------------------	---------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------

Please check the appropriate box below regarding the paper. Comments may be added to the front or back of this form.

Please check the appropriate box:

- ☐ Pass with Distinction (80-90 points)
☐ Pass (60-80 points)
☐ Fail (less than 60 points)

FINAL TOTAL:

/90 pts

Signatures:

Primary Advisor Name: _____ Signature: _____

Committee Member Name: _____ Signature: _____

Committee Member Name: _____ Signature: _____

Master of Music – Composition Recital Evaluation Form

Candidate: _____

Recital Date: _____

Jurors should utilize the following five criteria: 5 = Excellent, exhibiting the highest level of standards commensurate with graduate standing; 4 = Good, consistently effective for graduate level but with some occasional aspects that could be improved; 3 = Adequate, commensurate with a level acceptable for graduate standing; 2 = Poor, with deficiencies; 1 = Unacceptable. Each committee member should place a rating in the box representing each dimension below. These are averaged to the right and totaled. Include comments as necessary.

Jurors

1 2 3

Point Average

Quality of Compositions

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Compositional treatment of instruments/voices	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maturity of compositional language (use of pitch, rhythm, timbre, structure, expression)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Compositional development of musical ideas	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Compositional clarity and coherence in the music	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evident awareness of contemporary context for work	<input type="checkbox"/>

Preparation of Performances

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Performer selection and preparation	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Quality of demonstrated rehearsal technique and management	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Quality of attained intonation, musicality, ensemble precision	<input type="checkbox"/>

Presence and Presentation

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Quality of program notes/verbal address	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Quality of stage presence and overall presentation	<input type="checkbox"/>
				<input type="checkbox"/>

Please check the appropriate box:

- ☐ Pass with Distinction (Grade of A) = 42 points or greater
- ☐ Pass (Grade of B) = more than 26 but less than 42 points
- ☐ Fail (Grade of F) = less than 26 points

Signatures:

Primary Instructor	Name: _____	Signature: _____
Committee Member	Name: _____	Signature: _____
Committee Member	Name: _____	Signature: _____
Graduate Chair	Name: _____	Signature: _____
Department Chair	Name: _____	Signature: _____

Post Baccalaureate Certificate – Composition Recital Evaluation Form

Candidate: _____

Recital Date: _____

Jurors should utilize the following five criteria: 5 = Excellent, exhibiting the highest level of standards commensurate with graduate standing; 4 = Good, consistently effective for graduate level but with some occasional aspects that could be improved; 3 = Adequate, commensurate with a level acceptable for graduate standing; 2 = Poor, with deficiencies; 1 = Unacceptable. Each committee member should place a rating in the box representing each dimension below. These are averaged to the right and totaled. Include comments as necessary.

Jurors

1 2 3

Point Average

Quality of Compositions

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Compositional treatment of instruments/voices	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	-----------------------------------------------	--------------------------

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maturity of compositional language (use of pitch, rhythm, timbre, structure, expression)	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Compositional development of musical ideas	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------------------------	--------------------------

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Compositional clarity and coherence in the music	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evident awareness of contemporary context for work	<input type="checkbox"/>
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Preparation of Performances

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Performer selection and preparation	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	-------------------------------------	--------------------------

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Quality of demonstrated rehearsal technique and management	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	------------------------------------------------------------	--------------------------

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Quality of attained intonation, musicality, ensemble precision	<input type="checkbox"/>
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Presence and Presentation

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Quality of program notes/verbal address	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	-----------------------------------------	--------------------------

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Quality of stage presence and overall presentation	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	----------------------------------------------------	--------------------------

TOTAL

<input type="checkbox"/>

Please check the appropriate box:

- ☐ Pass with Distinction (Grade of A) = 42 points or greater
☐ Pass (Grade of B) = more than 26 but less than 42 points
☐ Fail (Grade of F) = less than 26 points

Signatures:

Primary Instructor Name/Signature: _____

Committee Member Name/Signature: _____

Committee Member Name/Signature _____

Graduate Chair Name/Signature: _____

Department Chair Name/Signature _____

Master of Music – Written Comprehensive Exam with Portfolio Evaluation Form

Candidate: _____

Oral Exam Date: _____

PORTFOLIO ITEM 1: Graduate Papers from Music History and Culture and Music Theory

By the time of the Written Comprehensive Exam (the 12th week of classes in the given semester), the student has submitted (either in written format or digitally) the following materials to the MM Director:

1. A paper or research poster with a grade of B or higher from a TU graduate Music History & Culture course.
2. A representative sample of analytical work from a graduate-level music theory course or courses. (at least 3 assignments)

The MM Director Acknowledges Receipt of the above Portfolio Items:

MM Director Signature: _____ Date Received: _____

PORTFOLIO ITEM 2: Written Comprehensive Exam

Jurors should utilize the following five criteria: 3 = Excellent, 2 = Satisfactory, 1 = Unacceptable. Each committee member should place a rating in the box representing each dimension below. These are totaled to the right. Include comments as necessary.

Jurors (Committee Members 1-3 with the Principal Advisor serving as Juror No. 1)

1	2	3		Total
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Question No. 1: Student has answered the question in an accurate and detailed manner. The writing style is scholarly and commensurate with Graduate School expectations. Appropriate references to historical and theoretical details were included, as necessary. Overall answer satisfied the expectations of the MM Committee.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Question No. 2: Student has answered the question in an accurate and detailed manner. The writing style is scholarly and commensurate with Graduate School expectations. Appropriate references to historical and theoretical details were included, as necessary. Overall answer satisfied the expectations of the MM Committee.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Question No. 3: Student has answered the question in an accurate and detailed manner. The writing style is scholarly and commensurate with Graduate School expectations. Appropriate references to historical and theoretical details were included, as necessary. Overall answer satisfied the expectations of the MM Committee.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Question No. 4: Student has answered the question in an accurate and detailed manner. The writing style is scholarly and commensurate with Graduate School expectations. Appropriate references to historical and theoretical details were included, as necessary. Overall answer satisfied the expectations of the MM Committee.	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Question No. 5: Student has answered the question in an accurate and detailed manner. The writing style is scholarly and commensurate with Graduate School expectations. Appropriate references to historical and theoretical details were included, as necessary. Overall answer satisfied the expectations of the MM Committee.	<input type="checkbox"/>

TOTAL

/45 pts

PORTFOLIO ITEM 3: Oral Examination

Oral Examination Date: _____

Oral Examination Grading Evaluation: (15 pts each, 45 points total)

1 2 3

☐ ☐ ☐

Students must receive a minimum of *30 out of 45 points to Pass* the Oral Examination

TOTAL:

<u> /45 pts </u>

Please check the appropriate box below regarding the cumulative Portfolio. Comments may be added to the front or back of this form.

Please check the appropriate box:

☐

Pass with Distinction (80-90 points)

☐

Pass (60-80 points)

☐

Fail (less than 60 points)

FINAL TOTAL:

<u> /90 pts </u>

Signatures:

Primary Advisor Name: _____ Signature: _____

Committee Member Name: _____ Signature: _____

Committee Member Name _____ Signature: _____

Date of Completion: _____