



Sam Houston  
State University



# **SHSU School of Music Graduate Handbook**

**2023-2024**

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## I. Welcome and Introduction

Welcome to the School of Music at Sam Houston State University! The purpose of this handbook is to provide guidance to the organization and policies specific to graduate students in the School of Music. When information in this handbook is taken directly from the SHSU Graduate and Professional Catalog, the text will be in red. Click [here](#) for the most recent version of the Graduate and Professional Catalog.

The Sam Houston State University School of Music is fully accredited by the National Association of Schools of Music (NASM).

### **School of Music Mission Statement**

Deriving its mission from that of the University, the Sam Houston State University School of Music exists as a community of musician/educators whose mission is:

- To educate and train musicians for lives of service and contribution as teachers, performers, composers, therapists, and scholars.
- To provide and nurture a nucleus of musical life for the larger community.
- To educate the university student population regarding music's intrinsic value as a part of the human experience and its central role in human culture.
- To mutually encourage one another in professional growth and attainment.

Our mission encompasses a variety of programs and curricula, traditional and innovative, which are regularly examined for effectiveness, quality, and relevance. It includes our commitment to a combination of:

- Classroom studies in music.
- The live performance of music, individual and collective, as central to musical study, development, and knowledge.

As an integral part of our mission, we commit ourselves to continuing steps toward realizing the full potential of community, both as teachers and as colleagues; further, we commit to interaction with our students that emphasizes personal attention and interest in their total musical, intellectual, and professional development.

Finally, we wholeheartedly affirm the University's stated mission of seeking the highest professional standards in all aspects of our work.

## School of Music Organization

The School of Music is comprised of several musical disciplines of study, each having its own director or coordinator, that all work together in collaboration with the School of Music Director and his/her Associates. An Administrative Coordinator, an Administrative Assistant, a Financial Coordinator, and several student assistants staff the School of Music office.

### **Dr. Scott Plugge**

**Director:** Responsible for the overall operation of the School of Music, deals with student/professor issues and general counsel, supervises personnel, manages budgets, and is the primary interface with other campus agencies.

### **Dr. Deborah Popham**

**Associate Director & Graduate Advisor:** Responsible for course scheduling, summer camps, general administrative and academic assistance, and graduate advising.

### **Shannon Murdock**

**Assistant to the Director:** Manages the School of Music office and supervises administrative procedures; coordinates with other campus agencies to manage day to day department operations; in charge of equipment truck reservations and reporting mileage, schedules musicians for campus events; oversees “Add/Drop” class changes and class maintenance changes, manages declarations of major and handles faculty reports as well as inputs faculty workload; coordinates auditions and manages student files; responsible for scholarships/special scholarships tracking and awarding; in charge of special events for the School of Music and schedules appointments with the Director.

### **Kelli Irwin**

**Administrative Associate:** Oversees all calendar scheduling including performance calendars; supervises student worker office assistants, in charge of student worker timesheets and new hire paperwork; manages student concert attendance, recital scheduling and recital paperwork; takes care of Friends of Music donations and correspondence; handles Faculty IDEA course evaluations; creates and manages Marketplace stores, coordinates with Marketing and takes care of videoboard posts; handles summer camp registration and payment; manages lockers, keys, copiers, building work orders, and coordinates special projects.

### **Phyllis Finley**

**Administrative Associate II:** Manages budgets, accounting practices, purchasing, and travel for students and faculty at the School of Music; processes payments for guests, students, and faculty, handles departmental deposits and financial reports as well as the processing of refunds. In charge of Paymentworks system to

collect W9 information for payments.

**Kendall Moore**

**Administrative Associate:** Prepares and archives all concert programs; uploads and maintains School of Music syllabi and faculty vitae; coordinates and manages web content for the School of Music.

**Greg Pickett**

**Facilities and Technical Coordinator:** Maintains the facilities for the Music Building and the Gaertner Performance Arts Center, oversees the student recital workers, responsible for all technical needs for the faculty and students including all audio and video recordings.

## II. Newton Gresham Library Resources

The SHSU Newton Gresham Library (NGL) has both a Music Listening Room as well as a number of online database subscriptions to aid students in their coursework.

**Music Listening Room Mission:**

“The Music Listening Room exists to support the educational mission of Sam Houston State University. It fulfills this mission by serving as a resource for all SHSU faculty, staff, and students who wish to make use of the books, scores, phonographs, compact discs, DVD discs, and videotapes that comprise the collection.”

**Bruce Hall** is our Music Librarian and is responsible for the operation of the Music Listening Room and overseeing its collection. He is also a valuable resource for research and is very willing to aid in the research process.

**Interlibrary Loan:** Items that SHSU does not have in its collection can be requested from other libraries through Interlibrary Loan (ILL). These requests are made through the ILLiad online system, using your SHSU credentials.

**Online Databases**

SHSU subscribes to several online databases that can be accessed 24/7 by logging in through your MySam portal. Databases include, but are not limited to:

- Oxford Music Online
- Library Music Source
- Naxos Music Library
- Naxos Music Library: Jazz
- JSTOR
- RILM Abstracts of Music Literature
- IPA Source
- Classical Music in Video
- Met Opera on Demand

To view the entire list of databases, or to find more information on the NGL, please visit their [website](#).

### III. Advising

While advising is not required for graduate students to register, it is highly recommended. The graduate advisor is there to ensure that students are taking the correct courses needed to make successful progress toward degree completion. In addition, the graduate advisor will assist students in navigating the diagnostic exams and comprehensive exams.

Students should be advised every semester before registering, and can be advised in person, via Zoom, or by email. It is the student's responsibility to contact the advisor for course registration and program requirement deadlines.

### IV. Standards & Academic Integrity

The personal standards of conduct expected of students who enroll at Sam Houston State University are provided in the [Student Guidelines](#). The University reserves the right to refuse acceptance to prospective or former students who have criminal records, including conviction of a felony, offenses involving moral turpitude, or other serious offenses.

The Graduate Faculty of Sam Houston State University expects students to conduct academic work with integrity and honesty. Acts of academic dishonesty will not be tolerated and can result in the failure of a course and dismissal from the University.

Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism, collusion (the unauthorized collaboration with another person in preparing work offered for credit), the abuse of resource materials, and misrepresentation of credentials or accomplishments.

### V. Master of Music Degree (MM)

The Master of Music degree is offered with tracks in the following areas:

- Performance (Instrumental/Vocal)
- Collaborative Piano/Chamber Music
- Conducting (Instrumental/Choral)
- Composition
- Musicology

#### A. Admission

Students seeking admission to the Master of Music degree must apply to and be accepted by both the Graduate School and the School of Music.

## Graduate School Application

- [Apply to the University](#)
- [Pay the application fee](#)
- The following items must be submitted in the University application (Apply Texas):
  - Writing sample—Personal Statement
  - Writing sample—Scholarly Writing
  - Three current letters of recommendation
  - Transcripts from all previous college-level work. An undergraduate/Baccalaureate degree from an NASM-accredited institution or equivalent international degree in music is required.
  - **International Students:** Prospective international students must demonstrate the ability to speak, write, and understand the English language. Prospective students whose native language is not English must take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). **All** applicants for admission from non-English speaking countries must present a score of at least 79 on the TOEFL or a score of 6.5 on the IELTS. Test score waivers are considered for those who completed an undergraduate program or previous degree coursework where English was the language of instruction. Upon receipt of these transcripts, the Office of Admissions will determine waiver eligibility. The University is also currently accepting Duolingo scores of at least 105 during the COVID-19 crisis.

## School of Music Application

- [Apply to the School of Music](#)
  - Audition/Interview with School of Music Faculty. Visit the [SHSU Audition Material website](#) for specific program guidelines.

## B. Diagnostic Exams

All students pursuing Master of Music graduate degree programs must take and satisfy the Graduate Diagnostic Exam, administered by the SHSU music faculty, prior to the first semester of residence. Students that are deficient in any content will either be required to retake that section or complete a remediation course to demonstrate competency before scheduling the Comprehensive Oral Examination. Any required remediation courses will not count towards degree requirements.

All tracks within the MM are required to pass the following content exams:

- Music Theory
- Music History

Vocal Performance, Choral Conducting, and Collaborative Piano/Chamber Music tracks must pass the following additional content exams:

- Diction
- Foreign Language



## C. Graduate Assistantship/Teaching Assistantship

The School of Music has a number of competitive Graduate Assistantships (GA) available each year. Interested students should complete the Graduate Assistantship application concurrent with the School of Music application.

Assistantships are for a 9-month appointment and offer a stipend of \$9,846. GAs must maintain a 3.0 GPA and register for a minimum of 6 credits per semester. Assistantships are renewable for a second year.

Graduate Teaching Assistantships (TA) are available to students that have completed at least 18 credit hours. TAs are permitted to be an Instructor of Record on academic courses.

GA/TA appointments require 20 hours of work per week. The workload will be determined and supervised by the area coordinator/applied teacher, in conjunction and with the approval of the graduate advisor and the School of Music director.

## D. Independent Study Courses

The MM degree plan has two courses that function as an independent study—MUSI 5388 (Seminar in Literature) and MUSI 5398 (Advanced Study in Applied Discipline). To register for these courses, contact the graduate advisor or the Music Office to obtain an Independent Study form. The form will need to include a brief outline of the semester plan/topics to be studied, and a signature of the faculty with whom the independent study will be completed. After completing the form and obtaining signatures, departmental approval will be lifted, and the CRN will be given for registration.

MUSI 5068 (Independent Study) requires the same paperwork and signatures to obtain permission to register.

## E. SHSU Writing Center

There are times during the MM degree that writing about music will be required. Graduate level academic writing is expected from all students, including international students. If you need assistance with academic writing, citation, grammar, etc. contact the [Academic Success Center](#). Writing services are available to all students, free of charge.

## F. Degree Plans

The Master of Music requires 30 credit hours, regardless of the concentration track. All tracks have a 9-credit Master of Music core:

- MUSI 5330 Analytical Techniques (3 credits)
- MUSI 6398 Research Techniques (3 credits)
- One Music History course (MUSI 5331, MUSI 5332, MUSI 5337, MUSI 5338) (3 credits)

The remaining 21 credits vary depending on the concentration. For a complete list of specific track requirements, see the [Graduate and Professional Catalog](#).

All degrees require a final graduate recital, project, or thesis.

## G. GPA Requirements

A minimum grade point average of 3.0 on a 4.0 scale is required in all coursework taken for graduate credit. All grades earned in courses taken for graduate credit will be utilized in computing the grade point average. If a course is repeated, the highest earned grade will be used for computing grade point average. A grade earned at another institution may not be used to remove a grade deficiency earned in residence at Sam Houston State University.

In order to achieve and remain in academic good standing at Sam Houston State University, a graduate student must maintain an overall grade point average of at least a 3.0 on all graduate coursework attempted.

A 3.0 overall grade point average is the absolute minimum required for graduation. A graduate student who falls below a 3.0 overall grade point average at the close of any semester during which one or more semester credit hours are attempted will be placed on probation. If an enrolled student on probation fails to achieve a minimum 3.0 overall grade point average at the close of the next semester following the starting of probation, the student will be academically terminated.

A student who earns a grade of “C” in any course (repeated or distinct course) within the academic program may have their graduate status reviewed by a committee comprised of the department/school or college’s graduate faculty. The committee will recommend an appropriate remediation for the student.

A graduate student who earns a grade of “F” in any graduate course will be terminated from graduate studies.

Those students who earn a grade of “F” during the semester of their anticipated graduation will be terminated from graduate studies and will not be eligible to graduate in that term. The appropriate academic dean may place on probation, retain on probation, or terminate any student deficient in grade points without regard to the regulations previously stated.

Any appeal for a review of the termination of graduate status should be directed in writing through the graduate advisor of the program, then to the chair of the department/school, then to the academic dean of the college, and finally to the Provos and Vice President for Academic Affairs. Refer to [Academic Policy Statement 910312](#) for further information.

## H. Scholarships & Research/Travel Money

In addition to the Graduate Assistantship and School of Music scholarships, the Graduate School has a General Graduate Scholarship. The scholarship is for \$1000 per semester and students may receive the award more than once. Students can apply for it every semester.

Students can apply for the General Graduate Scholarship through Scholarship4Kats, and the deadlines are:

- August 1 for Fall enrollment
- December 1 for Spring enrollment
- May 1 for Summer enrollment

In addition, the Graduate School offers a number of Research and Travel Funds to present at a conference, attend a training program, etc. To apply for either Research or Travel Funds, visit the [Graduate Student Toolkit website](#).

## I. Comprehensive Exams & Continuous Enrollment

Successful completion of a comprehensive oral examination is required for graduation. This exam, which is administered by a committee of three music faculty, is given during the final semester. Oral examination committees are appointed by the Graduate Advisor in consultation with Graduate Committee and student.

As appropriate, the major department/school will organize a committee for the administration of exams. A grade of “high pass,” “pass,” or “fail” for each exam must be filed in the office of the appropriate academic dean. Should a student fail one of more examinations, a re-examination shall be permitted per department/school or college guidelines, as appropriate. A third examination may be permitted only with the approval of the appropriate academic dean and the department/school.

Students must be enrolled at SHSU in the semester in which the comprehensive exams are administered.

## J. Application for Graduation

For fall and spring graduates, a formal application and payment of the degree/diploma fee must be made in the Registrar's Office on or before the 12<sup>th</sup> class day of the semester in which the degree is to be conferred. The specific deadline dates to apply to graduate each term can be found in the [Academic Calendar](#). A student filing a degree application after the published deadline will be assessed a late fee.

If you have applied to graduate and need to postpone your graduation date, you must submit a Graduation Application Cancellation Request through the registrar's office. A new application for the term in which the requirements will be completed must be submitted along with the fee.

## VI. Master of Arts Degree (MA)

The Master of Arts in Band Studies degree is a 30-credit hour degree designed to be completed over the span of three summers, providing the opportunity for full-time band directors to keep their current employment while completing their graduate studies. The program consists of a concentrated summer residency paired with online course delivery. It focuses on applicable skills for band directors, combining an intense study of rehearsal techniques, pedagogy and sequential teaching methodology, score analysis, and literature for band.

### A. Admission

Students seeking admission to the Master of Arts degree must apply to and be accepted by both the Graduate School and the School of Music.

#### **Graduate School Application**

- [Apply to the University](#)
- [Pay the application fee](#)
- The following items must be submitted in the University application (Apply Texas):
  - Documentation providing evident of a minimum of two years of experience teaching music at the elementary or secondary level or professional equivalent.
  - Written essay describing current teaching experience and future professional goals.
  - Three current letters of recommendation
  - Transcripts from all previous college-level work. An undergraduate/Baccalaureate degree from an NASM-accredited institution or equivalent international degree in music is required.
  - **International Students:** Prospective international students must demonstrate the ability to speak, write, and understand the English language. Prospective students whose native language is not English must take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). **All** applicants for admission from non-English speaking countries must present a score of at least 79 on the TOEFL or a score of 6.5 on the IELTS. Test

score waivers are considered for those who completed an undergraduate program or previous degree coursework where English was the language of instruction. Upon receipt of these transcripts, the Office of Admissions will determine waiver eligibility. The University is also currently accepting Duolingo scores of at least 105 during the COVID-19 crisis.

### School of Music Application

- [Apply to the School of Music](#)
  - Complete application
  - Interview with the MA in Band Studies faculty

### B. Degree Plan

The Master of Arts in Band Studies degree is a 30-credit hour degree, with 10 credits taken in each of the three summers. Some of the classes are repeated for credit each summer.

<b>First Summer</b>	10 credits
MUSI 5378	3 credits
MUSI 6031	1 credit
MUSI 6285	2 credits
MUSI 5398	3 credits
MUEN 5112	1 credit

<b>Second Summer</b>	10 credits
MUSI 5378	3 credits
MUSI 6031	1 credit
MUSI 6285	2 credits
MUSI 5388	3 credits
MUEN 5112	1 credit

<b>Third Summer</b>	10 credits
MUSI 5378	3 credits
MUSI 6031	1 credit
MUSI 6285	2 credits
MUSI 6388	3 credits
MUEN 5112	1 credit

### C. GPA Requirements

A minimum grade point average of 3.0 on a 4.0 scale is required in all coursework taken for graduate credit. All grades earned in courses taken for graduate credit will be utilized in computing the grade point average. If a course is repeated, the highest earned grade will be used

for computing grade point average. A grade earned at another institution may not be used to remove a grade deficiency earned in residence at Sam Houston State University.

In order to achieve and remain in academic good standing at Sam Houston State University, a graduate student must maintain an overall grade point average of at least a 3.0 on all graduate coursework attempted.

A 3.0 overall grade point average is the absolute minimum required for graduation. A graduate student who falls below a 3.0 overall grade point average at the close of any semester during which one or more semester credit hours are attempted will be placed on probation. If an enrolled student on probation fails to achieve a minimum 3.0 overall grade point average at the close of the next semester following the starting of probation, the student will be academically terminated.

A student who earns a grade of “C” in any course (repeated or distinct course) within the academic program may have their graduate status reviewed by a committee comprised of the department/school or college’s graduate faculty. The committee will recommend an appropriate remediation for the student.

A graduate student who earns a grade of “F” in any graduate course will be terminated from graduate studies.

Those students who earn a grade of “F” during the semester of their anticipated graduation will be terminated from graduate studies and will not be eligible to graduate in that term. The appropriate academic dean may place on probation, retain on probation, or terminate any student deficient in grade points without regard to the regulations previously stated.

Any appeal for a review of the termination of graduate status should be directed in writing through the graduate advisor of the program, then to the chair of the department/school, then to the academic dean of the college, and finally to the Provos and Vice President for Academic Affairs. Refer to [Academic Policy Statement 910312](#) for further information.

## D. Supplemental Workshops and Fees

Workshops in both Huntsville and Dallas are required as part of the MA in Band Studies residency/intensive study every summer. In these workshops, SHSU faculty along with distinguished and highly qualified guest clinicians will work with MA students on instrument pedagogy, score study, and rehearsal techniques, with specific topics for their projects that will be continued online through courses in the summer term.

The cost of these workshops is a \$500 supplemental fee that is in addition to tuition. The supplemental fee is paid directly to the School of Music through Marketplace.

## E. Scholarships

Master of Arts students are eligible to apply for the General Graduate Scholarship through Scholarship4Kats. The deadline to apply for this scholarship for summer enrollment is May 1.

## F. Comprehensive Exams & Continuous Enrollment

Successful completion of a comprehensive oral examination is required for graduation. This exam, which is administered by a committee of three music faculty, is given during the final semester. Oral examination committees are appointed by the Graduate Advisor in consultation with Graduate Committee and student.

As appropriate, the major department/school will organize a committee for the administration of exams. A grade of “high pass,” “pass,” or “fail” for each exam must be filed in the office of the appropriate academic dean. Should a student fail one of more examinations, a re-examination shall be permitted per department/school or college guidelines, as appropriate. A third examination may be permitted only with the approval of the appropriate academic dean and the department/school.

Students must be enrolled at SHSU in the semester in which the comprehensive exams are administered.

## G. Application for Graduation

Summer graduates will be required to file their graduation application and pay the degree/diploma fee by the 4<sup>th</sup> class day of the first summer session in which the degree is to be conferred. The specific deadline dates to apply to graduate each term can be found in the [Academic Calendar](#). A student filing a degree application after the published deadline will be assessed a late fee.

If you have applied to graduate and need to postpone your graduation date, you must submit a Graduation Application Cancellation Request through the registrar’s office. A new application for the term in which the requirements will be completed must be submitted along with the fee.

## VII. Performer’s Certificate: Post-Baccalaureate

The Performer’s Certificate: Post-Baccalaureate is a one-year non-degree course of study designed for students who have completed an undergraduate degree in Music and who are interested in intensive training and further development of performance skills in a concentrated area. Candidates for the Performance Certificate: Post-Baccalaureate must demonstrate the requisite talent and potential to develop a high level of competency, artistic sensibility, and a strong sense of commitment for a career as a professional musician. This program will provide an in-depth study of concert repertoire with the objective of providing the practical experience

necessary to be competitive for graduate scholarships, assistantships, and professional positions in the music field.

## A. Admission

Students seeking admission to the Performer’s Certificate: Post-Baccalaureate must apply to and be accepted by both the Graduate School and the School of Music.

### Graduate School Application

- [Apply to the University](#)
- [Pay the application fee](#)
- The following items must be submitted in the University application (Apply Texas):
  - Resume detailing previous musical and performance experience
  - Three current letters of recommendation
  - Transcripts from all previous college-level work. An undergraduate/Baccalaureate degree from an NASM-accredited institution or equivalent international degree in music is required.
  - **International Students:** Prospective international students must demonstrate the ability to speak, write, and understand the English language. Prospective students whose native language is not English must take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). **All** applicants for admission from non-English speaking countries must present a score of at least 79 on the TOEFL or a score of 6.5 on the IELTS. Test score waivers are considered for those who completed an undergraduate program or previous degree coursework where English was the language of instruction. Upon receipt of these transcripts, the Office of Admissions will determine waiver eligibility. The University is also currently accepting Duolingo scores of at least 105 during the COVID-19 crisis.

### School of Music Application

- [Apply to the School of Music](#)
  - Audition/Interview with School of Music Faculty. Visit the [SHSU Audition Material website](#) for specific program guidelines.

## B. Degree Plan

Fall	Credits	Spring	Credits
Free Elective	3	Free Elective	3
MUEN 5112 or MUEN 5118	1	MUEN 5112 or MUEN 5118	1
XXXX 5201	2	MUSI 6181	1
		XXXX 5201	2
Semester total	6	Semester total	7
Total Credits: 13			



## C. GPA Requirements

A minimum grade point average of 3.0 on a 4.0 scale is required in all coursework taken for graduate credit. All grades earned in courses taken for graduate credit will be utilized in computing the grade point average. If a course is repeated, the highest earned grade will be used for computing grade point average. A grade earned at another institution may not be used to remove a grade deficiency earned in residence at Sam Houston State University.

In order to achieve and remain in academic good standing at Sam Houston State University, a graduate student must maintain an overall grade point average of at least a 3.0 on all graduate coursework attempted.

A 3.0 overall grade point average is the absolute minimum required for graduation. A graduate student who falls below a 3.0 overall grade point average at the close of any semester during which one or more semester credit hours are attempted will be placed on probation. If an enrolled student on probation fails to achieve a minimum 3.0 overall grade point average at the close of the next semester following the starting of probation, the student will be academically terminated.

A student who earns a grade of “C” in any course (repeated or distinct course) within the academic program may have their graduate status reviewed by a committee comprised of the department/school or college’s graduate faculty. The committee will recommend an appropriate remediation for the student.

A graduate student who earns a grade of “F” in any graduate course will be terminated from graduate studies.

Those students who earn a grade of “F” during the semester of their anticipated graduation will be terminated from graduate studies and will not be eligible to graduate in that term. The appropriate academic dean may place on probation, retain on probation, or terminate any student deficient in grade points without regard to the regulations previously stated.

Any appeal for a review of the termination of graduate status should be directed in writing through the graduate advisor of the program, then to the chair of the department/school, then to the academic dean of the college, and finally to the Provos and Vice President for Academic Affairs. Refer to [Academic Policy Statement 910312](#) for further information.

## D. Graduate Certificate Completion Form

All graduate students who complete a graduate certificate issued by SHSU must submit the [Graduate Certificate Completion Form](#) to The Graduate School via email. This form should be send on or before the 12<sup>th</sup> class day during the fall or spring semester. At this time, no fee is associated with the Graduate Certificate Completion Form.

## VIII. Artist Diploma Certificate: Post-Master's

The Artist Diploma Certificate: Post-Master's is a one-year non-degree program designed to meet the needs of highly accomplished performers who have completed a Master's degree in Music and wish to further their career goals in the performing arts. Candidates for the Artist Diploma Certificate: Post-Master's must demonstrate the requisite talent and potential to develop a high level of competency, artistic sensibility, and a strong sense of commitment for a career as a professional musician. The program is designed to provide intensive repertoire study and performance opportunities under guidance of master teacher in preparation for a concert career or doctoral program in music.

### A. Admission

Students seeking admission to the Performer's Certificate: Post-Baccalaureate must apply to and be accepted by both the Graduate School and the School of Music.

#### Graduate School Application

- [Apply to the University](#)
- [Pay the application fee](#)
- The following items must be submitted in the University application (Apply Texas):
  - Resume detailing previous musical and performance experience
  - Three current letters of recommendation
  - Official transcript from a baccalaureate degree granting institution
  - Official transcript from the master degree granting institution: Master of Arts of Master of Music in Performance.
  - **International Students:** Prospective international students must demonstrate the ability to speak, write, and understand the English language. Prospective students whose native language is not English must take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). **All** applicants for admission from non-English speaking countries must present a score of at least 79 on the TOEFL or a score of 6.5 on the IELTS. Test score waivers are considered for those who completed an undergraduate program or previous degree coursework where English was the language of instruction. Upon receipt of these transcripts, the Office of Admissions will determine waiver eligibility. The University is also currently accepting Duolingo scores of at least 105 during the COVID-19 crisis.

#### School of Music Application

- [Apply to the School of Music](#)
  - Audition/Interview with School of Music Faculty. Visit the [SHSU Audition Material website](#) for specific program guidelines.

## B. Degree Plan

Fall	Credits	Spring	Credits
MUEN 5110, 5112, or 5118	1	MUEN 5110, 5112, or 5118	1
MUSI 6181	1	MUSI 6182	1
XXXX 5201	2	XXXX 5201	2
Free Elective	3	Free Elective	3
Semester total	7	Semester total	7
Total Credits: 14			

## C. GPA Requirements

A minimum grade point average of 3.0 on a 4.0 scale is required in all coursework taken for graduate credit. All grades earned in courses taken for graduate credit will be utilized in computing the grade point average. If a course is repeated, the highest earned grade will be used for computing grade point average. A grade earned at another institution may not be used to remove a grade deficiency earned in residence at Sam Houston State University.

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A 3.0 overall grade point average is the absolute minimum required for graduation. A graduate student who falls below a 3.0 overall grade point average at the close of any semester during which one or more semester credit hours are attempted will be placed on probation. If an enrolled student on probation fails to achieve a minimum 3.0 overall grade point average at the close of the next semester following the starting of probation, the student will be academically terminated.

A student who earns a grade of “C” in any course (repeated or distinct course) within the academic program may have their graduate status reviewed by a committee comprised of the department/school or college’s graduate faculty. The committee will recommend an appropriate remediation for the student.

A graduate student who earns a grade of “F” in any graduate course will be terminated from graduate studies.

Those students who earn a grade of “F” during the semester of their anticipated graduation will be terminated from graduate studies and will not be eligible to graduate in that term. The appropriate academic dean may place on probation, retain on probation, or terminate any student deficient in grade points without regard to the regulations previously stated.

Any appeal for a review of the termination of graduate status should be directed in writing through the graduate advisor of the program, then to the chair of the department/school, then to the academic dean of the college, and finally to the Provos and Vice President for Academic Affairs. Refer to [Academic Policy Statement 910312](#) for further information.

## D. Graduate Certificate Completion Form

All graduate students who complete a graduate certificate issued by SHSU must submit the [Graduate Certificate Completion Form](#) to The Graduate School via email. This form should be send on or before the 12<sup>th</sup> class day during the fall or spring semester. At this time, no fee is associated with the Graduate Certificate Completion Form.

## Appendix 1: Music Theory Diagnostic Exam Study Information (MM)

### SHSU School of Music: Graduate Diagnostic Theory Exam

The music theory portion of the Diagnostic Exams will be a 2-hour session. The content of the diagnostic exam covers concepts from undergraduate music theory, including music fundamentals (e.g., major and minor scales, major and minor key signatures, intervals, time signatures (simple and compound); diatonic and chromatic harmony (Roman numerals -- be sure to know chordal qualities and inversions); figured bass/4-voice part writing; and phrase/periodic analysis. For review, we recommend Kostka/Payne/Almen's *Tonal Harmony*, 8th edition, chapters 1-25.

**Materials to study:** For the *Music Theory* portion of the exam, students should study Chapters 1 – 25 in *Tonal Harmony*, 8<sup>th</sup> ed (Kostka/Payne/Almen). The exam covers music fundamentals, part writing, harmonic analysis, phrase/periodic analysis, and forms.

For the *Musicianship* (aural skills) portion of the exam, students should be able to dictate rhythms in compound and simple meters, dictate diatonic and chromatic melodies in the major and minor modes in treble and bass clefs, and dictate diatonic and chromatic harmonic progressions in the major and minor modes.

If you do not pass the diagnostic exam with a 70 or higher, you will be required to take an undergraduate theory remedial course. For questions concerning the music theory graduate diagnostic exam, please contact Dr. Kevin Clifton at [kmc053@shsu.edu](mailto:kmc053@shsu.edu).

## Appendix 2: Music History Diagnostic Exam Study Information (MM)

### DIAGNOSTIC EXAM IN MUSIC HISTORY

In the music history diagnostic exam, incoming graduate students prove an adequate undergraduate understanding of music history based on chapters 12–29, 32–33, 35, and 37 in the standard undergraduate text book:

Burkholder, J. Peter, Donald J. Grout, and Claude V. Palisca. *A History of Western Music*. 10th ed. New York and London: W. W. Norton & Co., 2019.

The exam focuses on major historical developments, time periods, composers, genres, forms, and musical styles between c. 1580 (i.e., the beginning of the Baroque) and 1970. The questions are in multiple choice and short answer format.

For your preparation, you will receive a PDF with a test bank of 200 questions pertaining to the chapters listed above. At the end of the file there is a list of all correct answers and a reference to the respective chapter in the book for each question. Out of these 200 questions, a computer will randomly select 50 for the diagnostic exam. A minimum score of 80% (i.e. 40 questions answered correctly) is necessary for a passing grade. If a student fails the exam, she/he can retake the test two more times within the first year of study.

The Graduate Program Advisor will inform you of the next exam date. You have to sign up for the exam until 48 hours before the exam by sending an email to Dr. Aschauer. He is also the person to contact if you have any further questions. Email: [mario.aschauer@shsu.edu](mailto:mario.aschauer@shsu.edu).

## Appendix 3: Music History Comprehensive Exam Information (MM)

### Comprehensive Exam in Music History

The Master of Music degree from our School of Music is designed to develop your knowledge and skills required as a professional in the field of music. As part of this process, you are required to demonstrate your understanding of musical time periods, styles, composers, forms, and genres at the appropriate level for a graduate student at the end of his/her studies for the Master's degree. You are expected to speak with confidence and competence about music history using the professional discourse of our discipline. In doing so, you will need to use musical terminology fluently and make meaningful references to concrete musical examples. You may not use notes during either part of the music history oral exam.

The oral examination consists of two parts. Part 1 is an examination on the content of that seminar in music history which the candidate has taken as part of the Master's curriculum. Questions cover major stylistic developments of the time period, main composers, styles and genres (as per the review sheet supplied during the seminar). Furthermore, the candidate will be asked to discuss style, date, and possible composer of a number of audio examples typical for the time period. This part of the exam lasts about 15 minutes.

Part 2 is based on two essays (minimum 2500 words + bibliography each). The candidate submits the essay to the musicology faculty at the latest one week before the date of the oral exam. The essay topics are of the candidate's choosing, but must be approved by the musicology faculty in advance (form filled out and signed) and are then binding. The two elected topics must belong to different time periods and may not fall in the the time period covered in part 1. For example, if the candidate has completed the Seminar on the Classical period, she/he could choose "Bach's Sacred Cantatas" and "Schoenberg's Atonal Period" as essay topics. At the oral exam, the committee will choose one of the two topics on which the candidate will then give a 10-minute presentation. The presentation is followed by 5 minutes of Q&A.

Each essay must be based on at least five recent works of scholarship (monographs or articles) pertaining to the chosen topic in addition to standard textbooks on music history. Manuscripts are to be typed in 12pt serif font (e.g., Times, Palatino, or Garamond), double spaced. References follow the Chicago footnote and bibliography style (current edition of the *Chicago Manual of Style* and/or D. Kern Holoman, *Writing about Music: A Style Sheet*, 3rd ed. [Oakland, CA: University of California Press, 2014]). Graduate level of writing (including grammar and spelling) is required. The title page follows this format:

[Title]

Essay in Partial Fulfillment of the  
Graduate Comprehensive Exam  
in Music History

by

[full name]

[month, year]

Grading:  
Part 1 40% (content 20%, listening 20%)  
Part 2 60% (essays 40% Presentation 20%)





## Graduate Comprehensive Exam in Music History

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Anticipated Semester/Year of Comprehensive Exams: Fall \_\_\_\_\_(year)

Spring \_\_\_\_\_(year)

### **Part 1**

Questions pertaining to the Seminar in \_\_\_\_\_ taken in the Spring of 20\_\_\_\_\_.

### **Part 2**

Essay Topic 1:

\_\_\_\_\_

\_\_\_\_\_

Essay Topic 2:

\_\_\_\_\_

\_\_\_\_\_

Topics submitted: \_\_\_\_\_ Date: \_\_\_\_\_  
(student signature)

Topics approved: \_\_\_\_\_ Date: \_\_\_\_\_  
(professor signature)

Papers received: \_\_\_\_\_ Date \_\_\_\_\_  
(professor signature)



## MM Comprehensive Exam Committee

This form must be approved a minimum of one month before the Comprehensive Exam date.

Student Name \_\_\_\_\_

Sam ID \_\_\_\_\_ Email \_\_\_\_\_

Committee Chair (Typically the Applied Professor)

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Committee Member—Music History

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Committee Member—Music Theory

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Advisor Signature

\_\_\_\_\_  
Date