This handbook is designed as a guide to procedures, regulations, and other aspects of academic life for graduate students enrolled in the Master of Music, Doctor of Musical Arts, and Performance and Artist Diploma degree programs in the School of Music of the Boston University College of Fine Arts. The information in this guide supplements that contained in the School of Music Graduate Bulletin (http://www.bu.edu/academics/cfa/programs/), which is the official source for regulations and general program requirements. You should familiarize yourself with this information and keep this handbook available for reference.

Please note: The information in this Handbook is subject to change at any time. The latest version of this document is maintained at the School of Music Website at http://www.bu.edu/cfa/current-students/music-resources/ (requires a BU login).
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The College of Fine Arts comprises three schools – Music, Theatre, and Visual Arts – which share the entire building at 855 Commonwealth Avenue, with additional facilities at 808 Commonwealth Avenue. The schools also share the common goal of providing exceptional training in a wide range of fine and performing arts and related specialties. The offices of the Dean of the College of Fine Arts and staff are located on the second floor of 855 Commonwealth Avenue in Room 230. Registration materials, student records, and an abundance of student and administrative information are located here. The Manager of Student Records within the Dean’s Office maintains student records for all of CFA. Each School is led by a Director and has its own support staff.

College of Fine Arts
All College of Fine Arts offices are located within the Room 230 suite (Dean’s Office) unless otherwise specified.

Lynne Allen, Dean ad interim
Patricia Mitro, Senior Assistant Dean for Enrollment Services
John Amend, Assistant Dean, Administration and Finance
Mark Krone, Graduate Admissions Manager
Shaw Hubbard, Operations Manager
Alyssa Baker, Director of Student Services
Melissa Lund, Financial Aid Officer
Mary Ducharme, Manager of Student Records

School of Music

Administration
Richard Cornell, Director ad interim – Room 244
Sheila Kibbe, Associate Director - Room 428
Lynn Eustis, Director of Graduate Studies – Room 420B
Terry Everson, Director of Undergraduate Studies – Room 420A
William McManus, Associate Director for Music Education – Room 213A
Shaun Ramsay, Assistant Director for Admissions and Student Affairs – Room 242
Casey Soward, Assistant Director for Production and Performance – Room B03

Beth Barefoot, Administrative Assistant to the Director – Room 244
Andrew Chae, Admissions Coordinator – Room 242
Meredith Gangler, School of Music Librarian – Room 243
Oshin Gregorian, Manager, Opera Institute – 808 Comm. Ave., Room 208
Diane McLean, Manager of Stage Crew – Room B07
Shane McMahon, Manager of Media Production Studio – Room 189
Jill Pearson, Business Manager, Room 245A
Barbara Raney, Student Services Manager – Room 246B
Margaret Rowley, Senior Staff Assistant – Room 244
Alix Saba, Manager of Ensembles – Room B03
Daniel Vozzolo, Scheduling Office – Room B01
School of Music Departmental Structure

Department of Applied Areas and Ensembles
Applied and Performance Studies: Michelle LaCourse, chair – Room 461
Ensembles: David Hoose, chair – Room 418
    Robert Flynn, Coordinator – Room 240

Applied Department Chairs
Choral Activities          Scott Jarrett, ad interim – Room 228
Collaborative Piano       Shiela Kibbe – Room 428
Historical Performance    Peter Sykes – Room 426
Opera Institute           William Lumpkin – 808 Comm. Ave., Room 210B
Orchestral Activities     David Hoose – Room 418
Piano                     Boaz Sharon – Room 409
Strings & Harp            Michelle LaCourse – Room 461
Voice                     Phyllis Hoffman – Room 429
Woodwinds, Brass & Percussion Don Lucas – Room 427

Department of Composition and Music Theory
Martin Amlin, chair – Room 228
    David Kopp, Graduate Music Theory – Room 412B
    Robert Flynn, Coordinator – Room 240

Department of Musicology and Ethnomusicology
Victor Coelho, chair – 808 Comm. Ave., Room 287
    Melissa Riesgo, Coordinator – Room 240

Department of Music Education
André de Quadros, Chair – Room 256
    Melissa Riesgo, Coordinator – Room 240

ADVISEMENT AND PROGRAM PLANNING

Faculty Advisors
Upon entering the School of Music, each student is assigned a faculty advisor. This is normally your
department chair, or else a faculty member appointed by the chair. You are expected to take
the initiative and keep in close touch with your faculty advisor at all times. Consult with your advisor first
in all matters pertaining to program planning, advisement, signatures for academic actions, and for
planning recitals and terminal projects. Your advisor is also the first person to contact with regard to
all formal requests, petitions, terminal project proposals, request for leaves and extensions, etc. (For
more information on these formal procedures, see below, The Graduate Studies Committee and the
Petitioning Process.)

School of Music Graduate Bulletin
The School of Music Graduate Bulletin is available on the School of Music website at
http://www.bu.edu/academics/cfa/programs/. The Bulletin is the official source for specific curriculum
content and requirements of the various degree and non-degree programs offered by the College. It
is your responsibility to obtain the complete information pertaining to your own program
Plants of Study

Beginning in academic year 2015-16, all matriculating graduate students must, in consultation with their advisors, complete a formal plan of study for their entire program by the end of their second semester. Forms and guidelines will be made available during the academic year.

REGISTRATION PROCEDURES AND REQUIREMENTS

Registration

In your first semester at the School, you will register just prior to the beginning of classes. In all succeeding semesters, you are required to pre-register for courses according to the announced schedule, normally during the twelfth week of classes of the preceding semester. This early registration results in a much smoother and easier process than waiting to register until the start of the semester. **Not registering early may incur late registration fees.** You will receive registration notification and information by email. Each semester, prior to meeting with your faculty advisor, be sure to pick up a registration (WebReg) form in the Dean’s Office (Room 230). Your advisor must review and sign the form before you will be permitted to register. Once signed, take your form to the Senior Staff Assistant in the School of Music office (Room 248), who will issue you the advising code necessary for online registration. If you are a continuing student, you must use the Student Link to complete the process. Further instructions can be found on the Student Link.

Full-Time Study

A full-time load for graduate students at Boston University is considered to be three courses per semester. At other schools in the University, where courses typically earn 4 credits, this amounts to 12 credits per term. However, at the School of Music, where courses typically earn 3 credits, 7 to 9 credit hours are considered to be a full-time load for graduate students. Designation of full-time status is used for academic and administrative purposes, and is sufficient to fulfill residency requirements for international students. Students in Doctor of Musical Arts degree programs who have completed a minimum of 45 credits toward the degree will be considered full-time for the remainder of the period of the statute of limitations for completing the degree (7 years total; see **Statute of Limitations** for more information), regardless of the number of credits for which they register in succeeding semesters. DMA students who have completed 45 credits who do not register for further courses, and are still working toward their degree, **must** register for continuing student status and pay a continuing student fee in every continuing semester. (See **Continuing Student Status** below for more information.) Failure to pay continuing student fees may result in automatic dismissal from the program. Continuing student fees are not assessed during a semester in which a student has been granted a formal leave of absence.

Part-Time Study

Students in Master of Music degree programs may fulfill all requirements through part-time registration. Students in Doctor of Musical Arts programs may enroll for part-time study, but must initially fulfill the two-year full-time residency requirement (as defined above under **Full-time Study**). Part-time tuition is assessed on a per-credit basis.
Withdrawal from Classes
Students may withdraw from classes at any time before the specified cut-off dates as indicated in the University’s official academic calendar: http://www.bu.edu/reg/calendars/semester/.

Withdrawals must have the approval of both the course instructor and the student’s advisor. Normally, students are allowed to withdraw from courses, without receiving a W grade, any time before Friday of the fourth week of a given term. After this point, and until Friday of the seventh week of the term, students who withdraw will receive a W grade. After this time, withdrawal is not allowed and the student will receive a regular letter grade.

PROFICIENCY EXAMINATIONS

Upon entering their program of study, all graduate music students in Master’s and Doctoral programs, and all non-matriculated academic students, must take proficiency examinations in music theory. Students entering all Doctoral programs and those entering Master’s programs in Musicology and Ethnomusicology must also take proficiency examinations in music history. Students entering Diploma programs who are considering a switch to a degree program should also take the music theory examination.

These proficiency examinations are scheduled prior to the beginning of classes each semester and are administered online. You are responsible for taking these examinations during the summer before entering the School, and must confer with your advisor about the results before registering for courses. The dates of the proficiency examinations are communicated to incoming graduate students early in the summer. Further information on these examinations, including exam formats and topics covered, is available on the School of Music web page for incoming graduate students, located at http://www.bu.edu/cfa/current-students/music-resources/new-graduate-students/.

Required Course Work
Any deficiencies identified by your proficiency exams must be addressed before graduation, regardless of whether or not you plan to take other courses in these areas. You may not take advanced graduate courses for credit in a particular area until all deficiencies have been addressed. Required prerequisite work in music theory for master’s and doctoral students may include CFA MT400DL, Graduate Music Theory Review, CFA MT601 Analytical Techniques 1, and/or CFA MT602 Analytical Techniques 2. Prerequisite work in music history is required of doctoral students only and includes CFA MH401 Graduate Music History Review 1 and CFA MH402 Graduate Music History Review 2. Doctoral students are expected to satisfy all required course work by the end of the second year of study.

Students who do not undertake required prerequisite work stipulated as a result of the proficiency examinations will not receive their degrees until all such prerequisite work has been satisfactorily completed.

Retaking Music Theory Proficiency Examinations
If you receive an unsatisfactory evaluation on a music theory proficiency examination, you may retake the examination once at the beginning of the following semester. If the result of the second attempt still shows a deficiency, you will be required to register immediately for the required remedial work.
Failure to Take Proficiency Exams
Any student who, by the start of the second semester of study, has not completed music theory and music history proficiency examinations, including any mandatory retakes, may not further attend any School of Music classes until the examinations are completed.

PERFORMANCE STUDIES/APPLIED MUSIC

Students who enroll for applied music study should familiarize themselves with the following policies and procedures of the School of Music. Faculty advisors must approve applied music study prior to registration.

Applied Music Studies
Each student enrolled in applied music studies is assigned to a faculty member for private instruction. The School does not permit applied music students to study simultaneously with another teacher in the same field of performance outside the institution. Students must prepare and present recitals while under the tutelage of a member of the School’s faculty. For students in the conducting programs, the conducting seminar represents the applied studies component.

Individual instruction is given in weekly one-hour or half-hour lessons. Students are entitled to 14 lessons per semester. The amount of credit for individual study is determined on the basis of: 1) the number of lessons taken; 2) the amount of daily practice; and 3) the attainment of prescribed levels of proficiency. If you are taking a weekly one-hour lesson, you may register for between one and four credits each semester; the norm is three credits. If you are taking a weekly half-hour lesson, you may register for one to two credits each semester. No more than four credits of applied study beyond the required amount may count as elective credit for MM and PD students. No more than five credits of applied study beyond the required amount may count as elective credit for DMA students.

To advance through the required levels of Graduate Applied Study, students must pass Recital Permissions hearings or (for specific recitals) receive attending faculty approval for each required degree recital. (Exception: Voice students in the MM program, who give only one recital, must pass a jury examination at the end of the first year of study.) If a Recital Permission examination is not passed, the student is permitted one retake of the examination.

Students are expected to adhere to all scheduled hours for lessons and examinations. The School of Music holds students responsible for such appointments except in cases of emergency or unless, for good reason, the student cancels the lesson at least 24 hours in advance. Your teacher is not obliged to make up lessons not cancelled, nor lessons cancelled for reasons other than those listed above. Lessons, juries, etc. are not to be scheduled during academic class times and do not constitute valid excuses for missing a class.

Recitals, Recital Permission Examinations, and Juries
All graduate students taking lessons on their major instrument must pass Recital Permissions (or juries in the case of 1st year MM Vocal students and some 1st year DMA Vocal students) that correspond to the required levels of Applied Study. Faculty members will evaluate the Permission hearings and juries. For small departments, adjudicators are drawn from full-time faculty from other disciplines, or appropriate full-time faculty in related fields (i.e. piano faculty for harpsichord Permissions). For those areas with no full-time faculty, the department chair will appoint adjudicators from the part-time faculty. Each department specifies repertoire requirements for its required levels and recitals.
All recital programs must be approved by the major teacher, and must be drawn from sources of acknowledged suitability. **Students must be enrolled for applied lessons during the semester of a degree recital performance in order for the recital to count toward the degree,** with the exception of the self-prepared recital for the DMA recital track (see below, *Doctor of Musical Arts Programs: Recital Track and Alternate Conducting Track*). Recital dates must be booked with the Scheduling Office (Room B01) at a minimum of two weeks in advance of the recital, but it is **strongly** recommended that they be booked in September for fall recitals and in January for spring recitals.

Official permission to present a recital is granted by successfully passing a Recital Permission examination, which also signifies passing a required level. The department chair will post a schedule of recital permission examinations prior to the recital dates as booked. Each examination must be taken well in advance of the anticipated date of the recital.

While the faculty may fail a student's Recital Permission, the student cannot be demoted to a lower level. If a student's applied performance deteriorates, the student, teacher, advisor and department chair will meet to discuss the situation, at which time the student may be advised to withdraw from the program. Individual departments may institute more stringent requirements.

### THE GRADUATE STUDIES COMMITTEE AND THE PETITIONING PROCESS

The Graduate Studies Committee of the School of Music, chaired by the Director of Graduate Studies, is empowered by the faculty to consider academic actions and curricular issues pertaining to graduate students in the School. The Committee meets monthly during the academic year, always on a Thursday, to act on all relevant matters. Tentative scheduled meeting dates for 2015-16 are: 10 September; 8 October; 5 November; 11 February; 18 March; 22 April. All materials for each meeting must be submitted by the preceding Monday.

As a graduate student, you may need to contact the Committee formally for two broad purposes: 1) to submit a petition, and 2) to file a proposal for a terminal project, e.g. a master's thesis or doctoral dissertation. The following section describes the protocol for petitions. Terminal project proposals are discussed later, in the section *Terminal Projects: Proposals and Submission.*

You must submit a petition for any of the following reasons:

- To change the required curriculum of your program of study from what is stated in the School of Music Graduate Bulletin, e.g. to substitute a course, adjust a requirement, or change the amount of credits.
- To transfer courses/credits from another academic institution or degree program (see below, this section).
- To request an extension of the time allowed for completion of your degree program.
- To request a leave of absence (see also below, *Continuing Students and Leaves of Absence*).
- For any other reason deemed necessary by your faculty advisor.

*All petitions for exceptions to the required curriculum must be presented to the Graduate Studies Committee prior to taking the courses in question.*
All petitions submitted to the Graduate Studies Committee must carry the acknowledgement of your faculty advisor whether or not s/he approves of the action requested. Please be aware that, although the Committee aims to act in as timely a manner as possible, final disposition of the action may in certain cases take in excess of one month, depending upon the date of submission, the schedule of meetings, and the potential need for additional information. At any step of the review, you may be contacted for further clarification. Following the Committee’s actions, you will be notified by e-mail of the result.

Procedure for Submitting a Petition

1) Access the CFA petition form online at http://www.bu.edu/cfa/current-students/forms-and-procedures/.
2) Follow the instructions carefully, completing the form and providing all of the information required. See below, and on the form, for guidance regarding additional documents and other information required of petitions.
3) Submit the completed form and all supporting documents to your faculty advisor as specified. Forms must be submitted and received by your advisor at least one week before the next scheduled Graduate Studies Committee meeting in order to give her/him adequate time to manage it, since petitions are due to the Committee the following Monday. Your advisor may recommend a course of action to the Committee for consideration during its review of the petition.

Transfer of Courses and Acceptance of Credit

Credits earned in graduate-level courses in other accredited graduate schools or in other schools or colleges of Boston University not used toward the awarding of any other degree may be transferred into your current program on recommendation of your departmental advisor and with the approval of the Graduate Studies Committee.

- Total transfer credits are limited to the following amounts:
  - Master of Music - 8 credits
  - Doctor of Musical Arts - 16 credits
- Not more than three graduate credits in applied lessons and one credit each in Musical Organizations and/or Music Ensembles may be transferred. These credits can apply only as elective credit and cannot be used to fulfill program requirements.
- Graduate credit cannot be granted for any courses that:
  1. carry an undergraduate course number (100-400), including those taken at Boston University;
  2. are workshops or seminars taken at the Boston University Tanglewood Institute;
  3. are remedial in nature or constitute certain required prerequisite work deemed necessary as a result of placement exams.
- Only courses with a grade of B or higher will be accepted for transfer credit.

Questions regarding transfer credit and selection of courses should be clarified by your academic advisor or the Student Services Coordinator.

To petition for a transfer of credit, please follow these guidelines and submit to your faculty advisor:

1) A completed CFA petition form, including an explanation of the need to transfer courses, along with a list of the individual courses to potentially be transferred, the number of credits requested for each, and an indication if these credits are to be used to satisfy program requirements or as electives.
2) An official transcript (not a photocopy) from the school(s) at which the course(s) was/were taken. If credit is being requested in advance and is approved, the transcript should be submitted on completion of the course.

3) A photocopy or printout of each course number, title, and description from the academic bulletin of the school where the course was taken. An official course syllabus is also required.

4) You must demonstrate to the satisfaction of the Committee that the courses you wish to transfer did not count toward any previous degree or diploma and were not used toward the satisfaction of any program or remedial requirement. This will usually involve submitting an official list of program requirements and a detailed explanation of courses used to satisfy them, or documentation that a degree or diploma was not awarded for a particular program. Any credit issued for courses that are subsequently found to be invalid under these rules will be revoked.

5) At the discretion of the Committee, you may be asked for additional course materials and assignments. Please contact the Director of Graduate Studies for questions and guidance regarding this petition process.

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**GRADING POLICIES AND ACADEMIC PROBATION**

**Grade Standards**

All courses taken for graduate degree credit must be passed with a grade of B- or higher. Graduate credits will not be awarded for any course in which a grade below B- has been earned. A minimum grade point average of 3.0 is required for graduation.

**Incomplete Grades**

Incomplete grades are assigned according to the following procedure:

1) An incomplete grade is not automatic and is given only at the instructor's discretion. Students who expect an incomplete grade should confirm this with the instructor before the end of the semester in which the course is taken.

2) All remaining work must be submitted within a year's time in order to receive credit. At the end of one year, if work is not complete, the grade will revert to an F.

3) To change an incomplete grade to a letter grade, the instructor will submit a change of grade form to the Manager of Student Records.

**J Grades**

A grade of J may be given at the end of the first semester in courses that continue for a full year. J grades are also given in the case of students working on terminal projects that encompass more than one semester. A letter grade is not given until the end of the semester in which the project has been completed, and then serves as the grade for the entire year.

**Low Grades/Academic Actions**

At the end of each semester the faculty and Dean's Office staff review records of those graduate students whose academic performance is below standard during a special Academic Actions Meeting. Any of the following actions may be taken:

1) Students earning a grade below B- in one graduate course are sent a policy letter expressing the faculty's concern about the quality of their work.
2) Students earning grades below B- in two graduate courses must receive permission of their department chair to continue in the program.

3) Students earning grades below B- in three graduate courses may be recommended for termination.

Other situations of academic concern, such as failure to register or to meet requirements, are also discussed at this meeting. The faculty may recommend counseling and/or modifications in programs until a student’s grades improve.

**Academic Probation**

1) A grade below B- may place a graduate student on academic probation, as will a grade point average below 3.0 (B) on a cumulative basis. Grades of B- in two courses will, at the discretion of the faculty, place a student on academic probation.

2) A student given the privilege of continuing work while on probation is expected to improve his or her scholastic record sufficiently so that probation is removed by the end of the succeeding semester of registration. Failure to accomplish this within two semesters or to make significant progress toward such an accomplishment may constitute cause for dismissal.

3) All actions concerning academic standing, grading, probation and dismissal may be appealed to the Director of the School. A final appeal may be made to the Dean of the College of Fine Arts.

**ACADEMIC CONDUCT CODE FOR THE COLLEGE OF FINE ARTS**

All graduate students are expected to be familiar with and conduct themselves according to Boston University’s Academic Conduct Code. The text of the Code is available online at [http://www.bu.edu/academics/policies/academic-conduct-code/](http://www.bu.edu/academics/policies/academic-conduct-code/).

If the student has admitted to academic misconduct and has never been found guilty of an academic conduct violation at Boston University, the faculty member may sanction the student by means of a grading penalty. Appeals and particularly egregious cases will be referred to the CFA Academic Conduct Committee, which consists of faculty and students from all three schools.

The School of Music strives to provide the kind of academic and professional community in which students are confident that the work they produce is judged fairly, and that they do not suffer any academic disadvantage because of another student’s dishonesty.

**CONTINUING STUDENT STATUS AND LEAVES OF ABSENCE**

**Continuing Student Status**

*Every matriculated student must register during each fall and spring semester until completion of all degree requirements.* Any matriculated student who does not register for course work or thesis/ dissertation credit in any regular semester (not counting summer terms), and who has not been granted an official leave of absence, will be considered as a continuing student and will be required to register for [CFA MU888 Continuing Study](http://www.bu.edu/academics/policies/academic-conduct-code/), [CFA MU996 DMA Dissertation Continuing Study](http://www.bu.edu/academics/policies/academic-conduct-code/), or [CFA MU998 DMA Recital Track Continuing Study](http://www.bu.edu/academics/policies/academic-conduct-code/) as appropriate.
As a continuing student, you must register with this status in each subsequent regular semester until you either resume regular course registration or complete all of your degree requirements. This is the rule throughout Boston University. Payment of the continuing student fee, at a rate equal to one credit hour per semester, entitles you to use the University’s libraries and to have access to academic staff and other academic facilities of the University. You may not resume registration for regular course work until payment has been made for any delinquent continuing fees.

Failure to register for two consecutive regular semesters without having been granted an authorized leave of absence may result in termination of degree status.

Guide to Continuing Study Courses

CFA MU 795 Master’s Thesis
Ongoing work toward completion of master’s thesis.

CFA MU 888 Continuing Study CFT (Certified Full Time)
This is a continuing study course designed for graduate students who have not yet had their thesis or dissertation proposals approved. Students are considered full-time as they prepare for doctoral qualifying examinations.

CFA MU 995 DMA Dissertation
This course is for DMA students who have had their dissertation proposals approved and are in their first semester of dissertation research. In subsequent semesters, students must register for CFA MU996.

CFA MU 996 DMA Dissertation Continuing Study.
Ongoing work toward completion of the DMA dissertation, for students who have completed their first semester of dissertation work (CFA MU995) and are continuing to work toward completion of the degree. Students must register for CFA MU996 every fall/spring semester through graduation.

CFA MU 998 DMA Recital Track Continuing Study.
Ongoing work by degree candidates toward completion of the DMA recital track requirements. This registration satisfies the eligibility requirement for the Recital Prepared without Guidance.

CFA MU 999 DMA Continuing Study for Recital Track.
Ongoing work by degree candidates toward completion of the DMA recital track requirements. Offers certification of full-time status to those students registered for lessons only (in preparation for a degree recital).

Leaves of Absence

You are allowed up to two semesters of official leave of absence taken at your own discretion in either separate or consecutive semesters. You must inform your advisor and the Manager of Student Records of your intent to take a leave of absence well in advance of the effective date of the leave. Leaves of absence beyond the permitted two semesters must be discussed with your advisor and petitioned to the Graduate Studies Committee for approval. Extended leaves are normally granted only in exceptional cases such as substantiated illness, parental leave, or military service.
Requests for leaves of absence must be submitted prior to the semester in which the leave is intended to begin. If the leave is granted, you must submit an official leave of absence form to the Manager of Student Records in the Dean’s Office. If you wish to extend a prior one-semester leave already granted by an additional semester, you must submit a new request form.

*The period of authorized leave of absence is counted as part of the time allowed for completion of your degree.*

*Under all circumstances, you must be registered in the semester in which degree requirements are completed.*

### STATUTE OF LIMITATIONS AND READMISSION TO GRADUATE DEGREE PROGRAMS

#### STATUTE OF LIMITATIONS

**Master of Music**  
*All programs for the degree Master of Music must be completed within five years from the date of matriculation.*

**Doctor of Musical Arts**  
*All programs for the degree Doctor of Musical Arts must be completed within seven years of the date of matriculation.*

Requests for extensions of time beyond the five- or seven-year limit must be made by petition, in consultation with your advisor, to the Graduate Studies Committee. When granted, extensions may be given for only one year at a time. Extensions of time will be granted only in cases where there is clear evidence of progress towards successful completion of the degree, and where the student can show extraordinary reason for being granted an extension, such as illness, personal emergency, or the particular nature of the research project already undertaken.

#### READMISSION TO GRADUATE DEGREE PROGRAMS

Readmission of graduate students who have withdrawn from degree programs, whose enrollment has been terminated due to absence without official leave, or whose statute of limitations or extension has expired, will be considered on an individual basis by the department of the respective major area. Students who wish to return must reapply to their program as if they were new admissions. Acceptance will be based upon such criteria as space in the program, a new audition, and the previous level of work. Following departmental approval, readmission must then formally be requested by petition to the Graduate Studies Committee, in consultation with the departmental advisor.

Readmission does not imply that previous credits or requirements completed will be applicable except as approved by the Graduate Studies Committee. Upon readmission, students must petition the Committee for reinstatement of any previously earned credits.
GRADUATE PROGRAM REQUIREMENTS

GENERAL REQUIREMENTS

Master of Music Programs
Master’s students in all majors must satisfactorily complete a minimum of 32 graduate credits. For performance majors, 12 of these credits must be in the field of the applied major instrument; the further distribution of credits varies among the different majors. All MM students must take at least 6 credits in music theory and musicology, including courses that may be required as a result of proficiency examinations, with the exception of CFA MT 400OL Graduate Theory Review, which does not count toward the 6-credit requirement, but does earn elective credit.

Students in all Master of Music programs must pass comprehensive examinations in their area. (See below, Master’s Comprehensive Examinations.) These examinations are normally given in the fourth or final semester of study.

Doctor of Musical Arts Programs
Doctoral students in all majors must satisfactorily complete a minimum of 48 graduate credits. For performance majors, 18 of these credits must be in the field of the applied major instrument, and another 18 in approved electives. All DMA students must take at least 12 credits combined in music theory and musicology, including CFA MT701 Doctoral Pro-Seminar in Theory, and CFA MH711 Research and Bibliography. (Choral Conducting requires 6 credits in each area.) CFA MH711 must be completed within the first three semesters of study. It is expected that all doctoral students, through their course work, will develop realistic assessments of their abilities in these areas.

Students in all Doctor of Musical Arts programs must take written and oral qualifying examinations in the areas of music theory and music history. (See below, Doctoral Qualifying Examinations.) These exams may be taken after the completion of a minimum of thirty (30) credits, with passing grades earned in all courses and no incomplete grades outstanding. In consultation with their faculty advisors, students are expected to plan their programs of study to include courses in the areas of music theory and music history sufficient to prepare them for qualifying examinations in these areas. (Note: Postponement of such course work is not consistent with the realities of preparing for qualifying examinations.) Students are expected to take a sufficient variety and number of courses during the first two years of study to permit an adequate evaluation of their probability for success. Faculty members of the respective departments are available to assist students preparing for these examinations only in cases when the students have taken their required classes or have completed independent study.

Performance Diploma Programs
Every Performance Diploma candidate is required to fulfill 28 credits as specified in the major. For specific recital and residency requirements, please refer to the Graduate Bulletin.

Artist Diploma Programs
Every Artist Diploma candidate is required to fulfill 28 credits as specified in the major, and to give three recitals. Candidates are required to spend two years in residence at Boston University and to take private instruction in their performance field during every semester of enrollment.
SPECIFIC REQUIREMENTS

Specific course requirements for all graduate programs in the School of Music are listed in the Graduate Bulletin at http://www.bu.edu/academics/cfa/programs/. Links to the individual programs are located on this Web page.

DOUBLE MAJORS

Students in Master of Music programs who are interested in pursuing a double major should speak with the chair of both intended areas of study and then consult with the Director of Graduate Studies to work on details of the combined programs. A petition to the Graduate Studies Committee is required for approval.

Double majors are not permitted in doctoral programs.

RECITALS

Master of Music Programs

Performance and Historical Performance majors in the MM programs are required to give two recitals, each containing a minimum of fifty to sixty minutes of music, according to departmental requirements. Students must pass a Recital Permission examination prior to each recital and must be enrolled for private lessons in the relevant area of performance during the semester in which the recital is given. Further details on programming and scheduling recitals are found above under Performance Studies/Applied Music.

Exceptions:
• Percussion and string bass majors may elect with advisement to give one recital and take three mock auditions in lieu of the second recital.
• Voice majors are required to give one recital of approximately fifty minutes in length. Substitution for this requirement is not permitted.

Composition majors are required to present one program of at least a half hour’s duration, consisting of their original compositions written while enrolled in the School, and approved by the Composition faculty.

Doctor of Musical Arts Programs: Dissertation Track

Performance and Historical Performance majors in the DMA dissertation track programs are required to give three public recitals and one public lecture-recital. Students must pass a recital permission examination prior to each of the three public recitals and must be enrolled for private lessons in the relevant area of performance during the semester in which each of these recitals is given.

• Two public recitals must be solo recitals, each at least sixty minutes long. The first recital will be considered as part of the performance requirement for the doctoral qualifying examinations.
For the third recital, students must perform within one or more chamber music groups. Some departments have specific requirements regarding repertory; consult your departmental advisor.

The lecture-recital must be based upon the candidate’s dissertation and is normally about 60 minutes in length. It must be approved and supervised by the assigned faculty readers of the dissertation.

Composition majors are required to present one program of their original compositions, at least 60 minutes duration, written while enrolled in the School, and approved by the composition faculty. Post-Baccalaureate composition majors are required to present two programs of their original compositions, each at least 60 minutes long. Once the composition portfolio is approved, the recital may be presented at any time prior to graduation. As substitution for all or part of the formal recital, Composition faculty may approve a portfolio of scores, recordings and programs, documenting prior performance of all the presented works in the portfolio. These performances must have occurred during the period of study for the doctoral degree at Boston University. The student will present the recital portfolio for faculty approval before beginning work on the dissertation and at least four weeks before the intended recital date.

Doctor of Musical Arts Programs: Recital Track and Alternate Conducting Track

The Doctor of Musical Arts recital track option available within the performance programs does not involve writing a dissertation. Five recitals are required (as opposed to three in the dissertation track), along with a smaller-scale written document keyed to one of the recitals. This option is available within the following departments: Brass, Woodwinds, and Percussion; Collaborative Piano (with instrumental and vocal concentrations); Historical Performance (concentrations in keyboards and strings); Piano; Strings; and Voice. Each department offering a recital track option specifies its own set of program requirements. These requirements can be found on the CFA website at http://www.bu.edu/cfa/current-students/music-resources/policies-handbooks-exams/dma-policies/ under the heading Recital Track. As with the dissertation track, students must be enrolled for private lessons in the relevant area of performance during the semester in which each recital is given, with the exception of the self-prepared recital. Students must also enroll in CFA MH 715.

Similar to the recital track option for the DMA performance programs, an alternate track is available within the choral and instrumental conducting doctoral programs. This option involves an expanded performance requirement in lieu of a dissertation. Requirements for this option can be found at http://www.bu.edu/cfa/current-students/music-resources/policies-handbooks-exams/dma-policies/ under the heading Alternate Conducting Track.

Performance Diploma Programs

Recital guidelines for Performance Diploma programs are the same as for Master of Music programs. Please refer to the relevant text above.

Artist Diploma Programs

Artist Diploma recitals are usually solo recitals, although requirements vary among the individual departments. Consult your departmental advisor or the Academic Counselor for details.
FOREIGN LANGUAGE PROFICIENCY EXAMINATIONS AND REQUIREMENTS

The faculty and administration of the School of Music regard knowledge of foreign languages to be an important element in the training and performance of music professionals. Graduate students are encouraged to pursue the study of languages beyond the minimal stated requirements.

FOREIGN LANGUAGE PROFICIENCY REQUIREMENTS

Master of Music Programs

Music Theory and Composition: Reading proficiency in one language, chosen from French, German, and Italian.

Musicology: Reading proficiency in two languages, of which one must be German, and the other as approved by the Musicology Department.

Collaborative Piano: Departmental examination in diction and phonetics in English, French, German, and Italian.

Major areas not mentioned in the above list do not require a language proficiency examination.

Doctor of Musical Arts Programs

Collaborative Piano, Historical Performance, and Voice: One course or reading proficiency examination in a language chosen from French, German, and Italian; and a departmental examination in diction and phonetics in English, German, and Italian, requiring knowledge of the International Phonetic Alphabet.

Music Education: No language proficiency examination required.

All other DMA programs: One course or reading proficiency examination in a language chosen from French, German, or Italian. No substitutions are allowed.

Performance and Artist Diploma Programs

There are no language proficiency requirements for the Performance and Artist Diploma.

SATISFYING FOREIGN LANGUAGE PROFICIENCY REQUIREMENTS

Students may satisfy their language requirements in two ways: 1) by obtaining a satisfactory grade in a College of Arts and Sciences language course for graduate students; 2) by passing a foreign language reading proficiency examination administered by the Department of Musicology and Ethnomusicology.

The graduate language courses currently available through the College of Arts and Sciences are: GRS LG621 German; GRS LF621 French; and GRS LI621 Italian. There is no charge for these courses, and students earn no course credit. Further information on these courses is available on the College of Arts and Sciences website.
Foreign language reading proficiency examinations for all degree programs may be taken at any point during the program of study prior to March 1st of the expected year of graduation. A second (and last) opportunity for those who fail their first exam in their final semester will be provided no later than the first week of April. No language exams will be given after that time. Students opting to satisfy their language requirements through a College of Arts and Sciences graduate language course must complete the course with a satisfactory grade in the semester prior to graduation.

These examinations consist of written translations of two excerpts chosen by the Musicology and Ethnomusicology faculty from foreign language books or periodicals that deal with musical subjects. The use of a standard foreign language dictionary is allowed during the examinations. No electronic or online resources are permitted. Departmental and area-specific requirements are detailed in the sections below.

These examinations are given once in each semester. You must register your intent to take your language exam(s) in the School of Music office at least two weeks prior to the examination date. These dates are listed in the CFA semester calendar. Registration forms are available online or from the Departmental Coordinator in Room 240.

TERMINAL PROJECTS: PROPOSALS AND SUBMISSION

MASTER OF MUSIC W/THESIS AND DOCTOR OF MUSICAL ARTS DISSERTATION TRACK PROGRAMS

Terminal project proposals for all degrees and majors are planned with the help of your departmental chair and/or advisor in advance of the semester in which you plan to register for CFA MU/ME799 Master's Thesis or CFA MU995 DMA Dissertation. In consultation with your advisor(s), you will formulate a suitable topic along with a plan for a written project. While specific procedures vary depending on degree and major, the following guidelines apply in most programs. In Composition, however, students submit proposals to the department chair. Further program- and degree-specific requirements, regulations, and exceptions are outlined in the sections below.

The proposal process

1) Write a proposal for your terminal project, including a carefully worded title, a two to five page written summary of what you intend to accomplish, and selected bibliography where appropriate. You may obtain a more detailed guide for writing proposals at http://www.bu.edu/cfa/current-students/music-resources/policies-handbooks-exams/dma-policies/ under the heading Dissertation Track.


3) Complete the upper portion only of the form, obtain your faculty advisor's signature, and submit this form along with your proposal to the Graduate Studies Committee for approval. Proposals are due on the Mondays before each scheduled committee meeting. Proposals will be placed on the Committee's agenda only if accompanied by a Topic Approval Form and signed by the appropriate faculty advisor. Electronic submission is strongly preferred, directly to the chair of the Committee. Along with the proposal and form, please include a cover letter indicating faculty readers (two for master's theses, three for doctoral dissertations) who have agreed to serve on your degree committee. Please do not write the readers' names directly on the form. It is your responsibility to arrange for potential readers before you submit the proposal, so plan ahead. Your advisor can help you with this process.
4) Within a few days of reviewing your proposal, the Committee will send you a notice by email advising you of its decision. If your proposal is approved, this message will state the exact title of the approved topic and will confirm the committee's appointment of your readers.

5) In your final semester of full-time status, MM students must register for CFA MU/ME799 *Master’s Thesis* and DMA students for CFA MU995 DMA *Dissertation*. Credits for CFA MU/ME799 vary from 3 to 4 among programs; consult the Graduate Bulletin or your advisor. CFA MU995 is a 3-credit course. In succeeding semesters MM students will register (if necessary) for CFA MU888 *Continuing Study* and DMA students for CFA MU996 DMA *Dissertation Continuing Study*, both for 0 credits, charged by the University as 1 credit to enable certified full-time status.

The submission process

1) It is your obligation to present each faculty reader on your committee with a clear and complete draft copy *well in advance* (at least a month) of the due dates issued by the College of Fine Arts. This schedule is essential to allow your readers sufficient time to read and comment on your work, and to give yourself sufficient time to incorporate any required revisions in the work.

2) All MM theses and DMA dissertations are submitted electronically. Further information regarding submission is available on the Mugar Library website at http://www.bu.edu/library/guide/theses/. Theses and dissertations are due for submission no later than the 1st of the month of graduation.

TERMINAL PROJECTS: REQUIREMENTS FOR SPECIFIC MAJORS

**MASTER OF MUSIC PROGRAMS WITH THESIS**

**Historical Performance**

An individual research project is required, which may be presented as a written document or as a public lecture-demonstration.

**Composition**

Students majoring in composition for the Master of Music degree must compose a work for orchestra or other large instrumental or vocal group of approximately 15-20 minute duration. Permission to undertake a thesis composition is dependent upon the caliber of the student's work and recital as reviewed by the department. Students must enroll in CFA MU799 *Master’s Thesis* for 3 credits during the last semester of full-time study.

**Music Theory**

Students majoring in music theory for the Master of Music degree must undertake a thesis that will demonstrate the student's competence in analytic techniques and the ability to do significant research on theoretical matters. A thesis proposal prepared in consultation with the departmental advisor, must be approved by the Music Theory faculty. Students must enroll in CFA MU799 *Master’s Thesis* for 3 credits during the final semester of full-time study.
Musicology/Ethnomusicology
Following the successful completion of the departmental comprehensive examination, students majoring in musicology or ethnomusicology for the Master of Music degree must undertake a thesis that represents a contribution to some aspect of musical knowledge. A thesis proposal, prepared in consultation with the faculty advisor, must be approved by the Musicology/Ethnomusicology faculty. Students must enroll in CFA MU799 Master’s Thesis for 4 credits, which are required in addition to the 32 credits stipulated for the degree, during the final semester of full-time study.

DOCTOR OF MUSICAL ARTS DISSERTATION TRACK PROGRAMS

Performance, Conducting, and Historical Performance
The degree candidate must write a dissertation demonstrating the ability to accomplish independent research. Generally, the dissertation will focus on a topic related to the candidate's performing area. For further details and guidelines please see above, Terminal Project Proposals and Submission. Candidates must enroll in CFA MU995 DMA Dissertation during the final semester of full-time study, and in CFA MU996 DMA Dissertation Continuing Study in succeeding semesters. When the work is completed, it is the candidate's obligation to present each reader with a draft copy of the study at least a month in advance of the due dates issued by the College of Fine Arts to allow for sufficient time for reading and to incorporate any required revisions in the work. Upon completion of the dissertation, the candidate must give a lecture-recital based upon the results of the study. All suggestions from readers for changes must be incorporated into the document before the lecture recital can be given. The candidate is responsible for notifying all readers of the lecture date, and of consulting with the School of Music scheduling office to secure the date and to provide proper information for the program. After the lecture-recital, the student should follow the filing procedure detailed above. There is no lecture-recital required of conducting students.

Composition
The terminal project will be a large-scale composition, scored for full or chamber orchestra, with or without soloists and/or voices, approximately 30 minutes in length. Candidates must enroll in CFA MU995 DMA Dissertation during the final semester of full-time study, and in CFA MU996 DMA Dissertation Continuing Study in succeeding semesters.

MASTER OF MUSIC COMPREHENSIVE EXAMINATIONS

Each Master of Music student, in order to graduate, must be satisfactorily reviewed by the faculty of the department of the major area. The faculty in each major area determines standards for this review and its format, and conducts the evaluation. These evaluations occur during the final semester of the program. In each case, the comprehensive review concentrates on the major area and other related fields. Unsatisfactory performance on this review may require remedial work and/or a repetition of the review after counseling with the student’s advisor.

Summary of MM Comprehensive Review Formats by Major Area

<table>
<thead>
<tr>
<th>Major Area</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collaborative Piano</td>
<td>Thirty-minute oral exam</td>
</tr>
<tr>
<td>Historical Performance</td>
<td>Thirty-minute oral exam</td>
</tr>
<tr>
<td>Piano</td>
<td>One-hour written exam</td>
</tr>
<tr>
<td>Strings and Harp</td>
<td>One-hour written exam</td>
</tr>
</tbody>
</table>
Please refer to the detailed descriptions of the departmental comprehensive reviews and examinations, which are available on the CFA website at http://www.bu.edu/cfa/current-students/music-resources/academics/masters-comprehensive-exams/.

DOCTORAL QUALIFYING EXAMINATIONS

The Examination Process: Written Examinations
Once you have earned a minimum of 30 credits, have taken all required courses, have no incomplete grades outstanding, and are ready to take your qualifying exams, you must obtain an application from the appropriate Departmental Coordinator (Room 240), complete it, obtain permission signatures from your major advisor and the chairs of each area in which you will take an examination, and return the form to the Departmental Coordinator no later than the Monday before the scheduled written examination date. Written qualifying examinations are given on two separate days: music theory on one day, and musicology plus the major area on the other. The subject matter of the written examinations will include:

Music theory: The exam contains two sections, each in two parts: 1) analysis of tonal music, and analysis of post-tonal music (both parts may involve piano, chamber, or orchestral scores); 2) short questions/tasks relating to concepts from tonal and post-tonal theory, and chorale harmonization. Score reading ability is expected. You will have three hours (corresponding to 90 minutes per part) to complete each section, for a total of six hours. Sections 1) and 2) are graded individually.

On your first attempt, and on subsequent attempts, if neither section has been passed, both sections must be taken on the same day. Once you have passed either section, you do not need to retake that section in subsequent attempts. For further details and a study guide, contact the Departmental Coordinator for music theory.

Musicology/Major area: The exam consists of two parts. Part A comprises three questions in musicology/ethnomusicology, covering all periods (similar in scope to ten sample questions provided for study). Part B contains two questions in performance practice/pedagogy/literature in the major area (topics and study questions vary by department). The entire examination lasts six hours.

Once you have passed an individual question in Part A, you do not need to retake a question in that category. On subsequent attempts you will only answer those questions in categories not yet passed. The two questions in Part B are graded as a single unit. If you have passed either all of Part A or Part B, you do not need to retake that part on subsequent attempts. All failed questions/parts must be retaken on the same day. Additional testing may be required in any aspect of the exams at the discretion of the relevant department. For further details and a study guide, contact the Departmental Coordinator for musicology.
You have up to three opportunities to pass each written exam (unit, question, or section). You may choose to take both the music theory and musicology/major area examinations in the same semester, or else you may take them in separate semesters. As detailed above, if you do not completely pass either examination, you are required to retake only the failed elements in subsequent attempts. Application to retake a failed portion of an examination is made in the same manner as that described above for the initial attempt. Failing any element of a written doctoral qualifying examination three times will subject you to dismissal from your program.

Further information, including upcoming examination dates, may be found online at http://www.bu.edu/cfa/current-students/music-resources/policies-handbooks-exams/dma-exams/

The Examination Process: Oral Examinations
Upon your successful completion of all portions of the written examinations, an oral examination committee will be established, comprised of one faculty member from the major area, one faculty member from the areas of music theory or music history, and one faculty member-at-large. Selection of committee members is based upon such factors as individual schedules, equalization of faculty participation, recommendations from departmental chairmen, and the general suitability of the faculty who serve. You must take your initial oral examinations in the same semester in which the written examinations are passed.

Doctoral oral examinations are given during a three-week period in mid-semester, beginning approximately two weeks after examination committees are announced. You must be prepared to take the oral examination on any date within the oral examination period.

Students who do not pass an oral examination must wait until the next regular oral examination period for the next attempt. Under no circumstances may the oral examination be repeated in the same semester in which the examination was taken and failed. In some instances, an oral examination committee may require that a student wait a full twelve-month period before retaking the oral examination.

Students who have been dismissed from their programs due to exam failures and have reason to believe that there are extenuating circumstances warranting a review of their case may appeal the decision to the Director of the School of Music.

GRADUATION PROCEDURES

Applying for Graduation
All degrees are officially conferred three times a year: in January, May, and September. Upcoming graduation dates are listed on the Registrar’s website at: http://www.bu.edu/reg/dates/graduation-dates/.

In order to graduate, you must submit a graduation application online during the semester prior to your anticipated graduation. Thus, if you plan to graduate in May, you must file your graduation application in the fall semester. The deadline for filing is November 1st. The application form is accessible at http://www.bu.edu/cfa/current-students/forms-and-procedures/.
Prior to making application to graduate, you should review your transcript with your faculty advisor. Ultimately, it is your responsibility to ensure that the course work completed is consistent with your plan of study, and that all program requirements and prerequisites have been entered and met.

**Letters of Certification**

The Director of Student Services and Manager of Student Records conduct a review of all graduating students’ records in the semester of graduation. In unusual cases where graduation deadlines have passed and you require proof of completion of degree requirements, the Manager of Student Records will furnish you with a letter of certification, provided that you have satisfied all program requirements and have completed the following procedures:

- **Terminal project**: In the case of a thesis or dissertation requiring signatures of members of the faculty, all of the procedures outlined in *Terminal Project Proposals and Submission* must have been completed, and all outstanding bills paid.

- **Grades**: All grade changes for Thesis/Dissertation courses, and/or any other course(s) in which you have received a grade of I (incomplete), must be submitted by the appropriate faculty member. The Manager of Student Records must verify successful completion and grades for any course(s) in progress.

**Walking Early in Commencement**

Students who expect to complete all degree requirements by the September 25th graduation deadline may, subject to petition and approval, be allowed to walk in Commencement ceremonies the previous May. To be considered, students must have only a terminal project to complete or a single recital requirement to fulfill, and must be judged very likely to finish on time in order to receive permission. Students who have not passed all of their doctoral qualifying exams will under no circumstances be allowed to walk.

**GRADUATE FINANCIAL AID**

The Office of Financial Assistance, in the Dean’s Office, provides the following services:

- Financial aid counseling
- Scholarship and assistantship processing
- Outside scholarship referral
- Federal Work Study
- Emergency assistance for hardship situations

The School of Music makes every effort to award financial aid to outstanding students. Students should also seek out government and private sources of scholarship aid; information is available at local libraries and online. The University participates in the Stafford/Ford Direct Lending program; applications are available and processed through the Office of Financial Assistance. Additional information about graduate financial aid is available on the College of Fine Arts website.

The Financial Aid Officer can be reached at 617.353.3350.
Relevant Telephone Numbers
School of Music Production and Scheduling Office: 617.353.8790
BU Facilities Office (only for building emergencies): 617.353.2105
BU Police: 617.353.2121

IMPORTANT LINKS

College of Fine Arts: http://www.bu.edu/cfa/
School of Music: http://www.bu.edu/cfa/music/
Student Link: http://www.bu.edu/studentlink
BU Bookstore: http://bu.bncollege.com
Important Dates: http://www.bu.edu/reg/calendars/
Mugar Library: http://www.bu.edu/library/mugar/index.shtml
Registrar: http://www.bu.edu/reg/
Student Accounting: http://www.bu.edu/studentaccountingservices/
Career Services: http://www.bu.edu/careers/
Visitor Center: http://www.bu.edu/admissions/visit-us/
Summer Term Office: http://www.bu.edu/summer/
Registration PDF: http://www.bu.edu/online/pdf/AddCourseStudentLink.pdf
Map of BU Campus: http://www.bu.edu/maps/