

Boston University College of Fine Arts, School of Music

GRADUATE STUDENT HANDBOOK 2021-2022 (rev. Feb. 2022)

Introduction

Welcome to the School of Music at the Boston University College of Fine Arts. This handbook is designed as a guide to procedures and policies for graduate students enrolled in the Master of Music (MM), Doctor of Musical Arts (DMA), and Performance and Artist Diploma (PD and AD) programs. Most of the information presented primarily pertains to students in the Applied areas. This guide supplements the [Boston University Bulletin](#), which is the official source for regulations and program requirements in all areas. Please familiarize yourself with the information found both in this handbook and in the BU Bulletin.

Dr. Lynn Eustis
Director of Graduate Studies, School of Music

PLANNING YOUR PROGRAM

Faculty Advisors

Upon entering the School of Music, each student is assigned a faculty advisor. This is normally your department chair or a faculty member appointed by the chair. You are expected to consult with your advisor in all matters pertaining to program planning, advisement, requests for academic actions, signatures on approval forms, and planning recitals and terminal projects. Your Faculty Advisor is listed in the Academic Summary on the Academics tab of your Student Link.

Boston University Bulletin

The Boston University Bulletin may be accessed 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 programs offered by the School of Music. **It is your responsibility to obtain the complete information regarding your own program in the Bulletin.** For additional clarification of your program requirements, always consult your advisor first.

Registration Procedures

In your first semester at the School, you will register with your advisor just prior to the first day of classes. In all subsequent semesters, you are required to pre-register for courses according to the announced University schedule. Prior to pre-registering, you will meet with your advisor. You should pick up a registration form (WebReg) in the Dean's Office (Room 230) and bring it to your advisor for review and signature. Your advisor will then issue you an academic advising code (AAC) so that you may complete your registration using the Student Link.

Full-Time Study

At the School of Music, 7 to 9 credit hours are considered a full-time load for graduate students. Designation of full-time status is sufficient to fulfill residency requirements for international students.

DMA students are required to fulfill a two-year full-time residency requirement. Students in DMA 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 DMA degree (7 years total), regardless of the number of credits for which they register. DMA students who have completed 45 credits who do not register for further courses and are still working toward the degree **must register for continuing student status**, and pay a [continuing student fee](#) in every continuing semester. 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. (Please find more information under “Continuing Studies” later in this document.)

Students who do not register for classes and/or do not apply for a leave of absence or program extension will be administratively withdrawn from the program.

Part-Time Study

Students in MM degree programs may fulfill all requirements through part-time registration. Students in DMA programs may enroll for part-time study but must initially fulfill the two-year full-time residency requirement. Part-time tuition is assessed on a per-credit basis.

Withdrawal from Classes

Students may withdraw from classes at any time before the specified deadlines as indicated in the [University's official academic calendar](#). Withdrawals must have the approval of both the course instructor and the student's advisor. Please note that the deadlines vary for withdrawing without a W grade, withdrawing without incurring a financial penalty, and withdrawing with a letter grade.

Graduate Financial Aid

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. 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, and emergency assistance for hardship situations. Additional information about graduate financial aid is available on the CFA website.

PROFICIENCY EXAMINATIONS

Upon entering their program of study, all graduate music students in Master's and Doctoral programs (except Music Education) must take proficiency examinations in music theory. Students entering all Doctoral programs and the Master's programs in Musicology and Ethnomusicology must also take proficiency examinations in music history.

These proficiency examinations are scheduled prior to the beginning of classes and administered online. You are responsible for taking these examinations during the summer before entering the School, and you must confer with your advisor about the results before registering for courses. No retakes will be permitted. Further information on these examinations, including exam formats and topics covered, is available on the [School of Music web page for incoming graduate students](#).

Required Course Work

Any deficiencies identified by your proficiency exams must be addressed as soon as possible, regardless of whether or not you plan to take other courses in these areas. **You may not take advanced graduate courses in a particular area OR graduate until all deficiencies have been addressed.** Prerequisite and other recommended courses may include:

CFA MH401 Graduate Music History Review
CFA MT401 Graduate Music Theory Review
CFA MT601 Analytical Techniques 1
CFA MT602 Analytical Techniques 2

Please note: if you earned credits in MT601 and/or MT602 during your Masters degree at Boston University and are enrolling in the DMA program, you are welcome to re-take one or both courses. However, these courses will only count towards your elective credits, not towards the satisfaction of your required music theory component as detailed in the Bulletin.

ACADEMIC POLICIES

Grade Standards

All courses taken for graduate degree credit must be passed with a grade of B- or higher. Graduate credit 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 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 was taken.
- 2) All remaining work must be taken **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.

Academic Probation

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

- 2) Students placed on academic probation are expected to improve their scholastic records sufficiently that probation is removed by the end of the following semester of registration. Failure to accomplish this within two semesters or to make significant progress 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

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 [here](#).

THE GRADUATE STUDIES COMMITTEE

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 Thursdays, to act on all relevant matters.

This year's meeting dates are:

September 16, 2021

October 7, 2021

November 11, 2021

February 17, 2022

March 3, 2022

April 14, 2022

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. **All petitions for exceptions to the required curriculum must be submitted to the Director of Graduate Studies prior to taking the courses in question.**

You must submit a petition (see next page for instructions) 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
- To request an extension of the time allowed for completion of your degree program.
- To request a leave of absence

All petitions must bear the signature of your faculty advisor. At any step of the review, you may be contacted for further clarification. Following the Committee's actions, you will be notified of the result via email from the Manager of Student Records in the Dean's office.

Transfer of Courses and Credits

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

- Total transfer credits are limited to the following amounts:

Master of Music	8 credits maximum
Doctor of Musical Arts	16 credits maximum
- No 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)
 2. are workshops or seminars taken at the Boston University Tanglewood Institute
 3. are remedial in nature or constitute 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.
- You can find the external transfer course pre-approval form [here](#).

Procedure for Submitting a Petition

- 1) Access the relevant CFA petition form [here](#). Make sure to scroll down to the “Graduate” section of the page.
- 2) Complete the form and provide all required information, including supporting documents. The Dean’s office will email your advisor for approval upon receipt of the petition, but sending an email to your advisor informing them that you have submitted a petition is helpful in expediting the process.
- 3) Materials are due to the Director of Graduate Studies on the Monday prior to each regular Graduate Studies Committee meeting (see schedule above).

GRADUATE PROGRAM REQUIREMENTS

Specific requirements for all graduate programs in the School of Music are listed in the Graduate Bulletin [here](#). Links to the individual programs are located on this web page. **The Graduate Bulletin is the final authority on all program requirements.** The material presented in this handbook is only intended to supplement the information in the Bulletin.

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. All MM students must take at least 6 credits combined in music theory and musicology. Approved music elective courses may include ME, MH, MP and MT courses numbered 500 and higher. PDP courses, e.g., tennis, dancing, or yoga, do not count as approved music electives for graduate students. Students in all Master of Music programs must pass comprehensive examinations in their area. These examinations are normally given in the fourth or final semester of study.

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

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 additional credits must fulfill Graduate Music Electives (14 for Recital Track and 12 for Dissertation Track). Graduate music elective courses may include ME, MH, MP and MT courses numbered 500 and higher. PDP courses, e.g., tennis, dancing, or yoga, do not count as graduate music electives for graduate students.

All DMA students except music education majors must take at least 15 credits combined in music theory (at least 9) and musicology (at least 6), including CFA MT701 (Doctoral Pro-Seminar: Skills) and CFA MT702 (Doctoral Pro-Seminar: Analysis). All MH and MT courses used for the component must be 600-level or higher. DMA students in music education must take a minimum of 12 credits combined in music theory and musicology and a minimum of 20 credits in music education. Double majors are not permitted at the doctoral level.

Students in all Doctor of Musical Arts programs except music education must take written and oral examinations in music theory, musicology, and the major area (either the major performance area or music education for those students). Music education majors take written examinations in music history, music theory, and music education. These exams may be taken after the completion of a minimum of 30 credits, with passing grades earned in all courses and no incomplete grades outstanding. There is one exception to this policy: students may take the corresponding written qualifying exams in music theory during the semesters in which they are registered for MT701 or MT702. Students are expected to take a sufficient variety and number of courses during the first two years of study, including courses in music theory and musicology, to prepare them adequately for success in the qualifying examinations. More information about the exams follows below.

Performance Diploma Programs

Every Performance Diploma candidate must satisfactorily complete a minimum of 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 must satisfactorily complete a minimum of 28 credits as specified in the major, and to present 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.

RECITALS

**Please be sure to consult with your teacher about recital procedures during the ongoing pandemic.*

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 in private lessons in the major area during the semester in which the recital is given.

Exceptions:

- Percussion and string bass majors may elect 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 dissertation presentation 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 major area during the semesters in which these recitals are given.

- Two public recitals must be solo recitals, each at least sixty minutes of music.
- One of the three recitals must include works for chamber music groups. Consult individual departments for repertoire requirements.
- The Dissertation Presentation Recital must be based upon the candidate's dissertation and is approximately sixty minutes in length. It should be understood by all that all major editing is completed prior to the presentation and that only minor edits will be necessary following the presentation. Please see your advisor and the Director of Graduate Studies for further details.

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

The Doctor of Musical Arts recital track option 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, Percussion, Collaborative Piano, Historical Performance, Piano, Strings, and Voice. Each department specifies its own set of program requirements, which can be found [here](#) under the heading **Recital Track**. Students must be enrolled for private lessons in the major area during the semester in which each recital is given (with the exception of the self-prepared recital. Students must also enroll in CFA MP705 in order to prepare for the lecture-recital.

Performance Diploma Programs

Recital guidelines for Performance Diploma programs are the same as for the 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 for details.

LANGUAGE REQUIREMENT

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. A number of majors within the graduate programs contain foreign language proficiency requirements; specific details for each program can be found in the [School of Music Bulletin](#).

Students may satisfy their language requirements in two ways:

1. Pass a foreign language reading proficiency examination administered by the Department of Musicology and Ethnomusicology, or
2. Obtain a satisfactory grade (pass) in a College of Arts and Sciences language course for graduate students;

The graduate language courses currently available through CAS are: GRS LG621 (German), GRS LF621 (French), and GRS LI621 (Italian). There is no charge for these courses and students earn no course credit. These courses are offered on campus as well as online. Students opting to satisfy their language requirement in this manner must complete the course with a satisfactory grade in the semester prior to graduation.

Foreign language reading proficiency examinations for all degree programs may be taken at any point during the program of study prior to March 1 of the expected year of graduation. These examinations consist of written translations of two excerpts chosen by the Musicology faculty from foreign language books or periodicals that deal with musical subjects. The use of a standard foreign language dictionary is allowed during the examination. No electronic or online resources are permitted.

The 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 published in the CFA semester calendar). Registration forms are available online or from the Departmental Coordinator in Room 240.

TERMINAL PROJECTS

Terminal project requirements vary by major within the Master of Music with Thesis programs and the Doctor of Musical Arts Dissertation Track program. You will find the basic requirements below, followed by information regarding proposals and submission. Please consult your departmental advisor for further details.

Master of Music Programs with Thesis

All MM Thesis students (except music education majors) must register for **CFA MU795** (Master's Thesis) during the final semester of full-time study.

Composition

Students 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.

Music Education

Students must undertake a curriculum project that will demonstrate the student's competence in curriculum development, instructional methodologies, and research methods. Students must enroll in **CFA MU859** (Curriculum Project) for 4 credits during the final semester of full-time study.

Music Theory

Students must undertake a thesis that demonstrates the student's competence in analytic techniques and the ability to do significant research on theoretical matters. The thesis proposal, prepared in consultation with the departmental advisor, must be approved by Theory faculty.

Musicology/Ethnomusicology

Following the successful completion of the departmental comprehensive examination, students 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.

Doctor of Musical Arts Dissertation Track Programs

DMA Dissertation Track students must enroll in **CFA MU995** (DMA Dissertation) during the final semester of full-time study and in **CFA MU996** (Dissertation Continuing Study) each subsequent semester.

Performance, Conducting, and Historical Performance

The degree candidate must write a dissertation demonstrating the ability to accomplish independent research, generally focused on a topic related to the candidate's performing area. Upon completion of the dissertation, the candidate must give their Dissertation Presentation Recital based upon the results of the study. The candidate is responsible for notifying all readers of the Dissertation Presentation Recital date, for consulting the School of Music scheduling office to secure the date, and for providing proper information for the program. Please refer to the Recitals section of this document under "Doctor of Musical Arts Programs: Dissertation Track" for more information regarding the Dissertation Presentation Recital requirements. Following the Dissertation Presentation Recital, the student should follow the submission procedure detailed below. There is no Dissertation Presentation 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.

Music Education

The degree candidate must write a dissertation demonstrating the ability to accomplish independent research, generally focused on a topic related to the candidate's interest in the field of music education. The candidate should follow the submission procedure outlined below.

The Proposal Process (except for music education)

1. Write a proposal for your terminal project, including a carefully worded title, a 2-5 page written summary of what you intend to accomplish, and selected bibliography where appropriate. You will find [Guidelines for writing and submitting a DMA dissertation proposal](#) under the heading **Dissertation Track**.
2. Obtain a [Topic Approval form](#).
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 Director of Graduate Studies. **Please include a cover letter** indicating faculty readers (2 for MM theses, 3 for DMA dissertations) who have agreed to serve on your degree committee. It is your responsibility to arrange for potential readers before you submit the proposal; please consult your advisor.
4. Proposals are due the Monday before each scheduled Graduate Studies Committee meeting.

The Proposal Process for music education majors

DMA students in music education develop a research prospectus as their qualifying examination. Once the Music Education Qualifying Examination is passed, the student will be assigned to a dissertation supervisor, who will either be a full-time member of the Music Education department or from an institution outside Boston University. In every case, the supervisor is chosen because of his or her topical and methodological expertise. The student should not assume that the dissertation will proceed exactly as the Qualifying Examination was written. The supervisor is assigned to help shape and refine the examination in order to turn it into a bona fide proposal.

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 one 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 you 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](#).
- 3) **Theses and dissertations are due for submission on the following dates: January 5 for January 25 graduation; May 1 for May graduation, and September 1 for September 25 graduation.**

The Submission Process for music education majors

When the dissertation supervisor feels that the dissertation is ready to be reviewed, a second reader is assigned. The second reader reviews the draft copy and submits recommended revisions directly to the dissertation supervisory. When the supervisor and second reader agree that the recommended revisions have been incorporated into the dissertation, the document is considered ready for a defense if no third reader is necessary. A third reader is required if either the supervisor or the second reader is from outside of Boston University. If a third reader is required, the document is submitted to the third reader, who will submit recommended revisions directly to the dissertation supervisor. When all readers agree that the recommended revisions have been incorporated into the dissertation, the document is considered ready for a defense. The candidate and the entire dissertation committee participate in the defense.

Once a dissertation passes a defense, it must be submitted to the BU library. Please follow steps 2 and 3 in the submission process outlined above.

MASTER OF MUSIC COMPREHENSIVE EXAMINATIONS

Each Master of Music student must be satisfactorily reviewed by the faculty of the department of the major area. 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.

MM Comprehensive Review Formats by Major Area

Collaborative Piano	30-minute oral exam
Composition	60-minute oral exam
Conducting	60-minute written exam
Historical Performance	30-minute oral exam
Music Education	Summary comprehensive evaluation, seminar format
Music Theory	60-minute oral exam
Musicology & Ethnomusicology	60-minute oral exam

Piano	60-minute written exam
Strings and Harp	60-minute written exam
Voice	60-minute written exam
Woodwinds, Brass & Percussion	60-minute written exam

DOCTOR OF MUSICAL ARTS (DMA) QUALIFYING EXAMINATIONS

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 Departmental Coordinator (Room 240). **There is one exception to this policy:** the music theory examinations may be taken prior to the completion of 30 credits. Please complete the application, obtain the indicated permission signatures, and **return the form to the Departmental Coordinator no later than the Monday before the scheduled written examination date.** There are three components to the written examinations: music theory, musicology, and the major area. The subject matter of the written examinations will include:

Music Theory: The exam contains four sections: Chorale, Skills, Tonal Analysis, and Post-Tonal Analysis. The exams are designed to be taken alongside the format of the two required Pro-Seminar courses, MT701 Proseminar: Skills and MT702 Proseminar: Analysis. These courses each include a midterm exam and final exam, followed by one section of the official qualifying exam.

You should plan to take one of the Proseminar courses during your first three semesters in order to remain on track, since you will only be able to take one of the four sections of the theory exam at a time. MT701 and MT702 may be taken in any order. You will not need to wait until you have taken 30 hours of coursework to take a portion of the music theory qualifying exam.

DMA students who enrolled prior to Fall 2018 should consult their advisors or the Director of Graduate Studies for further guidance.

Musicology: The exam consists of two parts:

- 1) A 100-question multiple choice exam, covering the six main periods of music history (Medieval, Renaissance, Baroque, Classical, Romantic, and Contemporary), as well as a section of questions relating to basic concepts in Ethnomusicology
- 2) An essay of around 500 words in response to a question to be given to you at the test. There is no specific advance preparation necessary for this essay other than to ensure that your writing is clear, accurate, and organized, that you are able to draw on your musical education (history, theory, performance) and your influences, contemporary and historical. The goal of this exercise is to assess your written work in English at a level appropriate for the DMA degree.

For further information regarding the music theory and musicology written exams, please contact the Departmental Coordinator (Room 240).

Major Field: The Major Field exam contains two questions in performance practice/pedagogy/literature in the major area. Topics and study questions vary by department; contact your advisor for more details. The exam lasts three hours.

Major Field: Music Education majors only

Each DMA student writes a 5000-8000 word research prospectus as his or her Music Education Qualifying Examination. All students prepare for this examination by attending a 5-day residency on campus after they complete their coursework. The major purpose of the residency is to review and reinforce key aspects of reading and writing research. Students leave the residency with the rubrics used to evaluate the examination. When a student submits the Qualifying Exam, two faculty members will grade it using the rubrics. If the exam is passed, the student is assigned to a dissertation supervisor. Students must register for **CFA MU888** each fall and spring while they are working on the Music Education Qualifying Examination. When the student passes the examination, he or she should register for **CFA MU995** in the following fall or spring semester.

You may choose to take the music theory, musicology and major field exams in the same semester, or you may take them in separate semesters. If you do not completely pass any examination, you are required to retake only the failed elements in subsequent attempts.

Oral Examinations (does not apply to music education majors)

Upon your successful completion of all portions of the written examinations, an oral examination committee will be assigned, comprised of one faculty member from the major area, one from the areas of music theory or music history, and one faculty member-at-large. **You must take your initial oral examinations in the same semester in which the written examinations are passed.**

DMA qualifying oral examinations are given during a three-week period in mid-semester, beginning approximately two weeks after examination committees are announced. Students must be prepared to take the oral examination on any date within the oral examination period. Once the student receives the examination date and time, he/she will have 48 hours to submit a copy of their resumé and repertoire list to the committee members. 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.

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.

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 coursework 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 a continuing student and will be required to register for the appropriate Continuing Study course (see below).

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 degree requirements. Payment of the continuing student fee entitles you to use the University's libraries and to have access to academic staff and resources. You may not resume registration for regular course work until payment has been made for any delinquent continuing fees.

You will be administratively withdrawn from the program if you fail to register for two consecutive regular semesters without having been granted an authorized leave of absence or extension of your program.

All DMA Continuing Studies courses, regardless of major or track, will be charged the flat [CFA Continuing Study fee](#). All students who have completed their coursework must continue to register for continuing studies every semester through graduation.

Guide to Continuing Study Courses

CFA MU888 Continuing Study

For DMA Dissertation track students whose coursework is completed but the dissertation proposal is not yet approved.

CFA MU996 DMA Dissertation Track Continuing Study

Ongoing work toward completion of the DMA dissertation, for students who have completed their first semester of dissertation work (CFA MU 995) and are continuing to work toward completion of the degree. Students must register for CFA MU 996 every fall/spring semester through graduation.

CFA MU999 DMA Recital Track Continuing Study

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).

Leave 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 Director of Graduate Studies 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. If you wish to extend a prior one-semester leave already granted, you must submit a new request form. **Please note:**

- 1) The period of authorized leave of absence is counted as part of the time allowed for completion of your degree.
- 2) Under all circumstances, you must be registered in the semester in which degree requirements are completed.

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.

Performance Diploma

All programs for the degree Performance Diploma 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** from 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 Director of Graduate Studies. 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 demonstrate extraordinary reason for requesting an extension, such as illness, personal emergency, or the particular nature of the research project. **No more than two one-year extensions will be granted to DMA students.**

Applying for a Program Change

If a current graduate student wishes to apply to another degree program, he/she must do so within twelve months of matriculating in the current program and must complete a [program change application](#). International students must also meet certain TOEFL criteria in addition to approval by department chair and advisor.

Note: Performance Diploma and Artist Diploma students do not take the theory proficiency examination prior to matriculation. Additionally, Performance Diploma students may not take academic courses intended for MM students. These courses include MH401, MT401, MT601, and MT602.

Academic Status

Students need to have an official status on their academic record. They are either enrolled, on leave of absence, suspended, withdrawn or dismissed. Students who do not plan to take courses in any given semester should work with their school and/or the Dean's Office to officially document their status. Students who have not done so will be contacted by the Dean's Office to establish the appropriate status for their record.

GRADUATION PROCEDURES

Boston University School of Music policy requires that students who have completed all degree requirements and successfully passed all qualifying exams must graduate at the next earliest commencement date. Once a degree is completed, students may no longer register for additional semesters of Continuing Student Status, nor may they register for courses or lessons within that degree program. Boston University officially confers degrees three times a year: in January, May, and September. Upcoming graduation dates are listed on the [Registrar's website](#). Master's and Doctoral candidates must have completed all requirements prior to Graduations, with receipt of the dissertation submission (doctoral students only), in order to walk in the May ceremony.

International students, please take note: F-1 immigration regulations require that a student should be making normal progress towards degree completion in order to maintain his or her immigration status. Therefore, if the student has completed all degree requirements, the student must graduate at the next opportunity.

Applying for Graduation

In order to graduate, you must submit a graduation application online **during the semester prior to your anticipated graduation**. The deadline for filing is **September 25** for January and May graduation. The application form can be found [here](#). Prior to applying for graduation, you should review your transcript with your faculty advisor. It is your responsibility to ensure that all program requirements and prerequisites have been met.

Letters of Certification

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 above in the submission process must have been completed, and all outstanding bills paid.
- **Grades:** All grade changes for Thesis/Dissertation courses, and 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 also verify successful completion and grades for any course(s) in progress.