
Requirements Check List - Master of Arts in Music

Department of Music

STEP 1 APPLICATION FOR ADMISSION.

Applications are available from the Graduate College on the fourth floor of the Classroom Building. The phone number is 773/442-6000. **No one is in any official way a part of a master's degree program until he or she has been accepted by both the Graduate College and the Department of Music.**

While waiting for acceptance a student may take courses as an unclassified student-at-large; no more than nine (9) hours of courses at the graduate level taken as an unclassified student may count toward the M.A. degree. The time from initial application to letter of acceptance or rejection may take up to three months. This is dependent upon the student's securing all transcripts and ensuring the various evaluations are submitted to the Graduate College.

STEP 2 ENTRANCE PLACEMENT EXAMINATIONS.

In order to be sure that the student has the prerequisite knowledge of music history and theory necessary to function successfully at the graduate level, placement exams will be given within the first semester. If weakness is shown in one or more areas of these exams, remedial work will be assigned to the students. The placement tests may be taken a second time. In some cases it may be necessary for the student to take one or more undergraduate classes in history and/or theory in order to bring his/her knowledge up to the required level. **Placement exams are given during the Fall and Spring semesters.** The date, time, place will be posted on the Department of Music Bulletin Board.

STEP 3 COMPLETE 12 CREDIT HOURS AT THE APPROVED 300 OR 400 LEVEL.

These 12 credit hours should include Music Bibliography and Research (MUS-424). Only students who have auditioned and been accepted into the program at the Graduate level in their major instrument (400 level) will be allowed to advance.

STEP 4 APPLICATION FOR CANDIDACY.

Apply immediately after completion of 12 credit hours in the program. Application forms are available in the Graduate College (Classroom Building, Room 4029). **Do not list the 200-level ensemble courses; only 400 level courses apply.**

STEP 5 COMPLETE REMAINDER OF COURSE WORK.

Remember that the total program must include a minimum of 36 credit hours at the 400 level. The Department of Music requires three semesters of ensemble credit which will not count toward the 36 hours since they are not 400 level courses

STEP 6 THESIS SEMINAR.

Thesis Seminar (MUS 481), the last course the student takes, entails the preparation and research for a **thesis** or **recital** with the help of the Thesis Advisor. If the student is performing a recital, his major applied music instructor serves as the advisor. If the student is writing a thesis or carrying out a project, consult with the Graduate Music Advisor to choose a thesis advisor. **To register for Mus 481 - Thesis Seminar one needs to obtain a Thesis Seminar form from the Graduate Advisor or from the Music Department Office the semester before planning to enroll for it. It takes many signatures to enroll in this final step for the Master's degree. Registration does not need to be done by touch-tone.**

The student will meet many times during the following semesters in consultation with his thesis advisor to discuss the scope and research for the recital and to prepare the THESIS PROPOSAL or RECITAL PROPOSAL. If

several semesters' preparation are needed, the student will be given an automatic Incomplete grade until the thesis or recital is completed and the oral exam passed. The thesis advisor will then turn in the student's final grade.

STEP 7 THESIS/RECITAL/PROJECT PROPOSAL.

A thesis topic, project or recital program proposal must be submitted to the Graduate Advisor for approval by the Graduate Committee of the Department before the student can proceed.

The topic or program should have been chosen in consultation with the thesis advisor **while student is enrolled in Thesis Seminar MUS 481**. If writing a thesis or doing a project, the Graduate College publication Graduate *Thesis Procedure* must be consulted.

If the student is presenting a recital, the proposal should include the following:

1. A clear statement and description of recital and research.
2. A sample program of the repertoire to be performed.
3. A substantial bibliography of relevant sources and materials.

Four copies of the Proposal must be submitted to the Graduate Advisor for distribution to the Department of Music Graduate Committee. Once the proposal is approved, proceed to Step 8. For more details contact the Graduate Advisor.

STEP 8 THESIS COMMITTEE.

After the Graduate Committee has approved the thesis topic, project, or recital program, the student should choose a thesis committee in consultation with his or her thesis advisor. This thesis committee will oversee and accept (or reject) the remainder of the work in the Masters program. In addition to the thesis advisor, the thesis committee should consist of two or three other graduate faculty members knowledgeable in the area of the student's thesis project or recital program.

STEP 9 RECITAL, COMPLETED THESIS OR PROJECT.

Once the proposal has been approved, selection of the recital date is necessary. **Under no circumstances will a Master's Recital be scheduled during the**

last two weeks of a semester. The Committee must be in attendance at the recital;; the completed thesis or project must be submitted to the thesis advisor, who will distribute it to the thesis committee for approval.

STEP 10 ORAL EXAMINATION.

Arrange to take the oral examination as soon as possible, preferably no more than two weeks after the thesis is approved or the recital performed. This exam should be arranged with the thesis advisor.

No oral exams will be scheduled during the last two weeks of a semester.

IMPORTANT INFORMATION CONCERNING GRADUATION:

The applicant must apply for graduation at the beginning of the term in which he or she plans to graduate. The application form is obtained from the Graduate College. When filling it out, do not list the 200-level ensemble courses . Only 36 credit hours of 400-level courses will apply. The deadline for submitting the application can be found on the Calendar page of the Schedule of Classes publication.

All work, including the final oral exam, must be successfully completed six weeks before the date of graduation.

For further information or details concerning any of the above steps, please contact the Graduate Advisor,
Dr. Phyllis Hurt at (773)442-5915 or e-mail at P-Hurt@neiu.edu