



Lionel Hampton School of Music
Graduate Handbook
2020

LHSOM Graduate Handbook

INTRODUCTION

As Director of the Lionel Hampton School of Music I want to welcome you to Moscow, The University of Idaho, and our school. Graduate students are a critical component of the LHSOM and your presence is essential to creating a vibrant and stimulating environment here in our school. The LHSOM typically includes about 15 graduate students who serve a variety of roles as teachers, accompanists, performers and scholars. Our students have distinguished themselves in competitions and as teachers in colleges throughout the Northwest and beyond. For example, Calvin Kong (M. Mus. 2019) recently won the Manhattan International Music Competition in New York City and J.P. Shields (M.Mus. 2016) currently teaches guitar and world music at Spokane Falls Community College. Students are also active in other professional situations, for example, Tyler Gonelli (M. Mus class of 2020) recently received an internship with Remote Control Productions in Santa Monica, a filmscoring and videogaming media company.

Vanessa Sielert, D.M.A.
Director and Professor, LHSOM

Our Director of Graduate Studies is Dr. Javier Rodriguez, who teaches bassoon, aural skills, double reed techniques, and online introduction to music courses in the LHSOM. He is your primary resource for any questions you might have about your graduate program. Our office staff may also be able to help you with any other issues you may have including offices, keys, copying, etc. Our office staff includes Diane McGarry, Administrative Coordinator and Kelly O'Neill, Administrative Assistant and Financial Technician.

If you are receiving a teaching assistantship, you must complete the required training that the university provides prior to your first semester in residence.

PROGRAM OVERVIEW

The Lionel Hampton School of Music offers both thesis and non-thesis graduate degree programs. Performers generally complete a non-thesis program whereas music educators, composers, and specialists in music history complete a thesis. Our goal is to produce graduates who will be prepared for the next step in their careers as composers, scholars, educators or performers.

PROGRAM COMPONENTS/DEGREE PLAN OPTIONS/DEGREE REQUIREMENTS

The LHSOM offers both the Master of Arts degree and the Master of Music degree.

Master of Arts (M.A.) degree

The Master of Arts degree is designed to prepare the student to pursue the Ph.D. The School of Music offers a concentration in music history.

Prerequisite: A baccalaureate degree in music (or equivalent) from an accredited institution is required. Students who lack this prerequisite may correct deficiencies by passing appropriate courses that will not be applicable toward the advanced degree.

Master of Music (M.M.) degree

The Master of Music degree is designed to meet the needs of professional performers, composers, and studio or school music

teachers who wish to pursue the curriculum as a terminal professional program or to use it as a foundation for doctoral study. Areas of concentration are available in Winds/Brass/Strings/Percussion/Voice Performance, Composition, Collaborative Piano, and Piano Pedagogy and Performance Studies.

Prerequisite: A baccalaureate degree in music (or equivalent) from an accredited institution is required. Students who lack this prerequisite may correct deficiencies by passing appropriate courses that will not be applicable toward the advanced degree.

Graduate Diagnostic Placement Examination

This examination is intended to aid the supervisory committee in determining the student's background in music history so that the results may be used in making a study plan.

Entering graduate students take one examination in music history and literature to show baccalaureate-level competence. The exam is typically scheduled on the Saturday preceding the beginning of the Fall semester. It is the responsibility of the student to arrive on campus in time to take the placement exam.

Students must demonstrate such competency in the subject area, either by passing the exam or taking specified remedial courses, before enrollment in any 500-level course of that particular subject area. Students who do not take the exam (for any reason) may not enroll in any 500-level subject areas covered by the placement examination until the exams have been completed.

Study guides for the placement exam are available here:

[Graduate Diagnostic Placement Examination Study Guides \(Download PDF\)](#)

If a student is directed to take classes to correct deficiencies identified by the diagnostic exam, those classes MUST be taken for a grade and the student must receive a grade of C or better to remove the deficiency. Any deficiencies identified MUST be completed before a student can graduate. Students may not present lecture recitals or theses until all deficiencies are satisfied.

General Requirements for All Graduate Degrees in Music

- Most master's degrees require a minimum of 30 hours beyond the bachelor's degree. The Music Education and Piano Pedagogy degrees require 32.
- For all degree plans, at least 18 credits must be earned in courses numbered 500 or higher.
- At least one-third of the minimum total credit hours must be in an area of concentration, e.g., piano performance, music education, composition, etc.
- Students are required to maintain a GPA of 3.0 or higher to satisfy the requirements for the graduate degree in music.
- An additional course in either music history (MusH) or music theory (MusC) must be part of the student's study plan.
- A maximum of 6 semester hours in directed study and 3 semester hours in workshop or practicum are applicable toward the total credit hour requirement for the degree.
- No 400-level course may apply to a degree unless specifically included in the Study Plan.
- MusX 511 Bibliography and Research is a prerequisite to 500-level history courses.
- MusC 521 Musical Analysis is a prerequisite to 500-level theory courses.
- A full-time enrollment includes at least 9 credit hours. The maximum is 16 credits excluding audited courses.

- All graduate students must meet the annual enrollment standard of a minimum of 1 credit every 12 months.
- Active graduate students must enroll for at least one hour of graduate-level credit in any semester when university faculty or facility resources are being utilized. This is also true for any semester(s) in which the student is preparing a recital, conducting thesis research or taking the oral exam.
- All coursework applicable to a master's degree must be completed within eight years immediately preceding the granting of the degree.

Recital Information

See the LHSOM [recital website](#)

Dates and Deadlines

The following dates and deadlines are particularly important:

- **Before end of first semester:** Complete "Appointment of Major Professor and Committee Form."
- **Before end of first semester:** Complete the Study Plan (Log into VandalWeb and open the Degree Audit program. Select the Planner tab. You will be entering information into the right-hand side, "Student Educational Planner".)
- **Before end of first semester:** Meet with major professor to develop an appropriate schedule for the completion of all recitals, documents and/or thesis, whichever is appropriate for the specific degree plan.
- **Before end of penultimate semester:** apply for graduation
- **Beginning of recital semester:** Schedule your recital. Refer to current policy, complete the recital audition form by the appropriate date, and put your recital on the calendar as soon as you are eligible to do so.

- **At least two weeks before recital:** Complete your recital audition with all of your supervisory committee members in attendance.
- **Four weeks in advance of thesis or document defense:** copies of paper in final form due to all committee members
- **Ten days in advance of thesis defense:** Submit “Request of Proceed with Final Defense of Thesis/Dissertation” form (not applicable for document defenses)
- **Last day of dead week:** Thesis is complete and final form due in the Dean’s office of the College of Letters, Arts, and Social Sciences. Document in complete and final form due in the School of Music office.
- **Last day of exam week:** Thesis in complete and final form due in the College of Graduate Studies
- **Important:** Please review COGS deadlines, found at www.uidaho.edu/cogs/deadlines to ensure you are meeting proper deadlines for graduation in the term you have selected.

Helpful Resources

- [LHSOM](#)
- [College of Letters, Arts & Social Sciences](#)
- [College of Graduate Studies](#)
- [UI Catalog](#)
- [Course Schedule](#)
- [National Association of Schools of Music](#) (NASM)
- www.uidaho.edu/cogs

Note: all graduate students are encouraged to consult the Undergraduate Handbook for general LHSOM policies and procedures that pertain to all students.

SAMPLE STUDY PLAN

Graduate students are typically on campus for four semesters. Here is a sample study plan for the Master of Music in Performance:

Fall Year 1:

MusX 511 Bibliography and Research	3 credits
MusC 521 Analysis	3 credits
MusA 534 Individual Instruction	3 credits
MusA 517 University Choir	1 credit

Spring Year 1:

MusA 534 Individual Instruction	3 credits
MusH 504 Special Topics	3 credits
MusA 517 University Choir	1 credit
MusA 591 Recital	0 credits
MusH 551 Repertoire and Materials	2 credits

Fall Year 2:

MusA 534 Individual Instruction	3 credits
MusH 510 Jazz History	3 credits
MusA 565 Chamber Ensemble	1 credit
MusA 517 University Choir	1 credit
MusA 515 Collaborative Piano	1 credit

Spring Year 2:

MusA 534 Individual Instruction	3 credits
MusA 591 Recital	0 credits

MusA 565 Chamber Ensemble	1 credit
MusH 519 Studies in 20 th Century Music	3 credits
MusA 523 Jazz Ensemble	1 credit
MusA 517 University Choir	1 credit



Recitals and chamber performances take place in the Haddock Performance Hall.

DEGREE PROGRAMS:

Master of Arts: Music History
(Thesis required)

ADMISSION REQUIREMENTS

In addition to the Graduate School requirements, the School of Music requires submission of examples of research and writing to

demonstrate adequacy of background. Admission to this program is by permission of the Music History faculty.

COURSE REQUIREMENTS (30 credits)

Required Core – 9 credits

- MusC 521 Musical Analysis (3 credits)
- Choose **one** of the following:
 - MusH 504 Special Topics
 - MusH 510 History of Jazz
 - MusH 518 Classic and Romantic Music
 - MusH 519 Twentieth Century Music
 - MusH 520 World Music
- MusX 511 Bibliography and Research (3 credits)

Required Major Courses – 12-15 credits

- Courses are selected from the MusH 400-500 series in consultation with the major professor and supervisory committee (6-9 credits).
- Six credit hours of MusH courses are required if the optional supporting field is chosen, nine credit hours if not.

MusH 500 Master's Research and Thesis (6 credits):

- A reading competency in one foreign language is required and must be demonstrated before enrolling in MusH 500 Master's Research and Thesis.

Optional Supporting Field (0 or 6 credits)

The supporting field is to be in a field outside music. If this option is chosen, the subject matter must be appropriate and integral to the nature of the music history curriculum. Courses in this area will be selected in consultation with the major professor and the supervisory

committee.

Electives – 3-6 credits

Electives are selected by the student in consultation with the supervisory committee. Selection must include, with the required core courses, an additional course in music theory (MusC).

Master of Music: Collaborative Piano (Non-thesis degree)

ADMISSION REQUIREMENTS

In addition to the College of Graduate Studies (COGS) requirements, the School of Music requires an acceptable audition either in person or by taped performance, and submission of repertoire lists (solo, accompaniments, chamber music) as evidence of previous study. Students are expected to have either completed diction courses in English, Italian, French, and German at the undergraduate level, or to demonstrate proficiency in these languages and a functional knowledge of IPA. Otherwise, students are considered deficient and are expected to complete the undergraduate equivalent. These credits are not applicable to the graduate degree.

COURSE REQUIREMENTS (30 credits)

Required Core – 9 credits

- MusC 521 Musical Analysis (3 credits)
- Choose **one** of the following:
 - MusH 504 Special Topics
 - MusH 510 History of Jazz

- MusH 518 Classic and Romantic Music
- MusH 519 Twentieth Century Music
- MusH 520 World Music
- MusX 511 Bibliography and Research (3 credits)

Required Major Courses – 15 credits

- MusA 524 Individual Instruction: Accompanying (8 credits)
- MusA 555 Performance Practices (1 credit)
- MusA 515 Accompanying (1 credit each, taken 4 times)
- MusA 565 Chamber Ensemble (1 credit each, taken twice)
- MusA 591 Recital (0 credits, taken 4 times)

(Note: Each enrollment in MusA 591 shall consist of a public recital as approved by the supervisory committee. Two of these recitals will involve vocal accompaniment and two will involve instrumental accompaniment. Among the four recitals, two should include chamber music. A document will be written and defended in conjunction with one enrollment of MusA 591.)

Electives – 6 credits

Electives are selected by the student in consultation with the supervisory committee. Selection must include, in addition to the required core courses, one course in either music history and literature (MusH) or music theory (MusC). Piano Repertoire and Piano Pedagogy/Materials and Vocal Literature are recommended.

Master of Music: Composition

(Thesis required)

ADMISSION REQUIREMENTS

In addition to the Graduate School requirements, the School of Music

requires submission of three (3) recent original compositions. It is suggested that recordings to accompany the scores be submitted.

COURSE REQUIREMENTS (30 credits)

Required Core – 9 credits

- MusC 521 Musical Analysis (3 credits)
- Choose **one** of the following:
 - MusH 504 Special Topics
 - MusH 510 History of Jazz
 - MusH 518 Classic and Romantic Music
 - MusH 519 Twentieth Century Music
 - MusH 520 World Music
- MusX 511 Bibliography and Research (3 credits)

Required Major Courses – 12 credits

- MusC 525 Composition (6 credits)
- MusC 500 Master's Research and Thesis (6 credit)
- MusC 590 Recital (0 credit)

(Note: The thesis shall consist of an original, large scale composition. The recital shall consist of a public recital of original works as approved by the supervisory committee.)

Electives – 9 credits

Electives are selected by the student in consultation with the supervisory committee. Selection must include, in addition to the required core courses, one course in either music history and literature (MusH) or music theory (MusC).

Master of Music: Orchestral Instrument Performance (Includes Guitar) (Non-thesis degree)

ADMISSION REQUIREMENTS

In addition to the Graduate School requirements, the School of Music requires an acceptable audition either in person or by taped performance, and submission of repertoire lists as evidence of previous study.

COURSE REQUIREMENTS (30 credits)

Required Core – 9 credits

- MusC 521 Musical Analysis (3 credits)
- Choose **one** of the following:
 - MusH 504 Special Topics
 - MusH 510 History of Jazz
 - MusH 518 Classic and Romantic Music
 - MusH 519 Twentieth Century Music
 - MusH 520 World Music
- MusX 511 Bibliography and Research (3 credits)

Required Major Courses – 14 credits

- MusA 534 Individual Instruction in major instrument (12 credits)
- MusA 5?? Ensemble (2 credits)
- MusA 591 Recital (0 credits, taken twice)

(Note: Each enrollment in MusA 591 shall consist of a public recital as approved by the supervisory committee. One of these enrollments should be a recital composed primarily of significant chamber music. A document will be written and defended in conjunction with one enrollment of MusA 591.)

Electives – 7 credits

Electives are selected by the student in consultation with the supervisory committee. Selection must include, in addition to the required core courses, one course in either music history and literature (MusH) or music theory (MusC).

Master of Music: Piano Pedagogy and Performance Studies (Non-thesis degree)

ADMISSION REQUIREMENTS

In addition to the Graduate School requirements, the School of Music requires an acceptable audition either in person or by taped performance, and submission of repertoire lists as evidence of previous study.

COURSE REQUIREMENTS (32 credits)

Required Core – 9 credits

- MusC 521 Musical Analysis (3 credits)
- Choose **one** of the following:
 - MusH 504 Special Topics
 - MusH 510 History of Jazz
 - MusH 518 Classic and Romantic Music
 - MusH 519 Twentieth Century Music
 - MusH 520 World Music
- MusX 511 Bibliography and Research (3 credits)

Required Major Courses (17 credits)

- MusA 524 Individual Instruction: Piano (8 credits)
- MusA 591 Recital (0 credits)
- MusA 555 Performance Practices (1 credit)
- MusT 536 Pedagogy & Materials: Keyboard I (2 credits)
- MusT 537 Pedagogy & Materials: Keyboard II (2 credits)
- MusT 538 Practicum: Class Piano Teaching (2 credits)
- MusT 538 Practicum: Studio Teaching (2 credits)

(Notes: The recital shall, as approved by the supervisory committee, consist of at least three pieces, of contrasting style periods. Additionally, a 40-minute lecture-demonstration, which includes a comprehensive oral exam, on a topic related to piano pedagogy is required during the second year of study.)

Two credits in any combination from: (2 credits)

- MusA 515 Accompanying
- MusA 565 Chamber Ensemble
-

Electives (3-4 credits)

Electives are selected by the student in consultation with the supervisory committee. Selection must include, in addition to the required core courses, one course in either music history and literature (MusH) or music theory (MusC). Piano Repertoire is recommended and should be taken for one semester if it is not included in the undergraduate transcript.

Master of Music: Choral Conducting (Non-thesis degree)

ADMISSION REQUIREMENTS

In addition to the Graduate School requirements, the School of Music requires an acceptable audition either in person or by taped performance, and submission of repertoire lists (solo, accompaniments, chamber music) as evidence of previous study. Students are expected to have either completed diction courses in English, Italian, French, and German at the undergraduate level, or to demonstrate proficiency in these languages and a functional knowledge of IPA. Otherwise, students are considered deficient and are expected to complete the undergraduate equivalent. These credits are not applicable to the graduate degree.

COURSE REQUIREMENTS (31 credits)

Required Core – 9 credits

- MusC 521 Musical Analysis (3 credits)
- Choose **one** of the following:
 - MusH 504 Special Topics
 - MusH 510 History of Jazz
 - MusH 518 Classic and Romantic Music
 - MusH 519 Twentieth Century Music
 - MusH 520 World Music
- MusX 511 Bibliography and Research (3 credits)

Required Major Courses – 22 credits

- MusA 587 Advanced Conducting (4 semesters x 2 credits = 8 credits)

- MusH 556/557 Choral Literature I and II (2 semesters x 2 credits = 4 credits)
- MusA 516 Large Choral Ensemble (4 semesters x 1 credit = 4 credits)
- MusA 514 Voice (2 semesters X 1 credit = 2 credits)
- MusT 536 Voice Pedagogy and Materials (2 credits)
- MusA 514 Piano (2 credits)
- MusA 591 Conducting Recital/ Project (0 credits)

Master of Music: Piano Performance

(Non-thesis degree)

ADMISSION REQUIREMENTS

In addition to the Graduate School requirements, the School of Music requires an acceptable audition either in person or by taped performance, and submission of repertoire lists as evidence of previous study.

COURSE REQUIREMENTS (30 credits)

Required Core – 9 credits

- MusC 521 Musical Analysis (3 credits)
- Choose **one** of the following:
 - MusH 504 Special Topics
 - MusH 510 History of Jazz
 - MusH 518 Classic and Romantic Music
 - MusH 519 Twentieth Century Music

- MusH 520 World Music
- MusX 511 Bibliography and Research (3 credits)

Required Major Courses – 15 credits

- MusA 534 Individual Instruction: Piano (12 credits)
- MusA 555 Performance Practices (1 credit)
- Two credits in any combination from:
 - MusA 515 Accompanying
 - MusA 565 Chamber Ensemble
 - MusA 591 Recital (0 credits, taken twice)

(Note: Each enrollment in MusA 591 shall consist of a public recital as approved by the supervisory committee. One of these enrollments should be a recital composed primarily of significant chamber music. A document will be written and defended in conjunction with one enrollment of MusA 591.)

Electives – 6 credits

Electives are selected by the student in consultation with the supervisory committee. Selection must include, in addition to the required core courses, one course in either music history and literature (MusH) or music theory (MusC). Piano Repertoire and Piano Pedagogy/Materials are recommended. If Piano Repertoire is not part of the undergraduate transcript, it should be taken for two semesters. If Piano Pedagogy/Materials is not part of the undergraduate transcript, it should be taken for at least one semester.

Master of Music: Voice Performance (Non-thesis degree)

ADMISSION REQUIREMENTS

In addition to the Graduate School requirements, the School of Music requires an acceptable audition either in person or by taped performance, and submission of repertoire lists as evidence of previous study. The audition must demonstrate competence in the English, French, German, and Italian song literature. Selections should be of contrasting vocal line, dynamics, and language. The candidate should provide evidence of having performed an undergraduate public recital. The candidate should have satisfied the undergraduate requirement in voice repertoire, diction, vocal pedagogy, and foreign language, and is expected to be proficient in English, German, French, and Italian diction. Otherwise, students are considered deficient and are expected to complete the undergraduate equivalent. These credits are not applicable to the graduate degree.

COURSE REQUIREMENTS (30 credits)

Required Core – 9 credits

- MusC 521 Musical Analysis (3 credits)
- Choose **one** of the following:
 - MusH 504 Special Topics
 - MusH 510 History of Jazz
 - MusH 518 Classic and Romantic Music
 - MusH 519 Twentieth Century Music
 - MusH 520 World Music
- MusX 511 Bibliography and Research (3 credits)

Required Major Courses – 14 credits

- MusA 534 Individual Instruction: Voice (12 credits)
- MusA 580 Opera Workshop (2 credits)
- MusA 591 Recital (0 credits, taken twice)

(Note: Each enrollment in MusA 591 shall consist of a public recital as approved by the supervisory committee. One of these enrollments should be a recital composed primarily of chamber music or a major role in a major work. A document will be written and defended in conjunction with one enrollment of MusA 591.)

Electives – 7 credits

Electives are selected by the student in consultation with the supervisory committee. Selection must include, in addition to the required core courses, one course in either music history and literature.



Distinguished Professor Dan Bukvich conducts a Holiday Concert performance.

SELECTION OF THE MAJOR PROFESSOR

The major professor is appointed by the LHSOM Director of Graduate Studies during a student's first semester in residence. In the case of performance candidates, the major professor is usually a student's studio teacher. In the case of music history candidates, the major professor will be a member of the music history faculty. In the case of music education candidates, the major professor will be a member of the music education faculty. In the case of composition candidates, the major professor will be a member of the composition faculty. Any major professor must be a member of the university's graduate faculty. If the major professor needs to be changed for any reason, a student may select a new major professor in conjunction with the Director of Graduate Studies. In this case, a student must complete the COGS change of major professor form.

It is the responsibility of the major professor to develop a study plan for each of their advisees. For non-thesis degree candidates the major professor will also advise the student on selection of repertoire for their recitals as well as the topic for either a graduate document or lecture recital.

THE SUPERVISORY COMMITTEE

The Supervisory Committee is responsible for the guidance and direction of the student's graduate program. Each graduate student will have a major professor assigned by the Graduate Coordinator. Together, the major professor and the graduate student will nominate a supervisory committee to be chaired by the major professor. The supervisory committee, of which at least half are members of the graduate faculty, is constructed as outlined below.

Performance majors – major professor (chair), additional faculty member from education or similar performance interests, and a member of the academic music faculty (music education, music history and music theory)

Piano Pedagogy and Performance Studies – major professor (chair), additional faculty member from education or similar performance interests, and a member of the academic music faculty (music education, music history and music theory)

Accompanying majors – major professor (chair), additional faculty member from the keyboard area, and a member of the academic music faculty (music education, music history and music theory)

Composition – major professor (chair), additional faculty member from theory/composition, and an additional faculty member from outside the School of Music faculty

History majors – major professor (chair), additional faculty member from history, and an additional faculty member from outside the School of Music faculty

THESES/DOCUMENTS/ORAL EXAMINATIONS

Both theses and documents, in final draft form, must be delivered in individual copies to all committee members at least four weeks prior to the oral exam. Once the orals are passed, theses are submitted to the College of Letters, Arts, and Social Science for approval one week before the published deadline for submission to the COGS. Documents, once approved by the committee, are submitted to the Music Office.

All students are strongly urged to consult with their major professors about the timeline recommended to ensure timely completion of the document or thesis.

For theses and documents, the School of Music uses the most recent edition of "A Manual for Writers of Research Papers, Theses, and Dissertations" by Kate L. Turabian (University of Chicago Press) as the standard reference work for issues of form and procedure for theses and documents in most areas of music.

Music History

The Music History degree plan requires a thesis. A thesis is an extended project (80-100 pages in length) in which the writer explores a unique subject resulting in new contributions to knowledge in a specific area. Theses must conform in all details of format with the guidelines in the "Graduate Handbook for Theses and Dissertations" published by the College of Graduate Studies.

Composition

The Composition degree plan requires a thesis. In this case, a large-scale original work satisfies the thesis requirement.

Performance/Accompanying/Piano Pedagogy and Performance Studies

Note: These are considered “non-thesis” degrees for all students, regardless of the two options below.

Students have two options:

A. Document Option:

A document is a written project, in the range of 25-30 pages long, which directly supports the final degree project, whether recital or composition. The document should be of a depth that would be appropriate for publication in a professional journal.

B. Lecture-Recital Option

1) The lecture is to be presented by April 1 for spring graduation or by November 1 for fall graduation. It is the major professor's responsibility to insure that the student is ready to make a professional presentation.

2) Students will schedule a date for their lecture by October 1 in the fall semester and by February 15 in the spring semester.

3) The date for the lecture must be selected so that all members of the student's graduate committee can attend.

4) At least two weeks prior to the lecture, the student must provide a proposal abstract (100-200 words) with a title and bibliography (Humanities format, per Turabian or Chicago) to each member of their graduate committee.

5) Visitors may attend the lecture if space permits.

6) The format of the lecture will consist of a presentation of approximately 30 minutes after which the student's graduate committee will excuse any visitors and proceed to conduct an oral comprehensive exam, the content of which is to cover the scope of the student's graduate courses.

7) If there are significant deficiencies in the lecture presentation, the student's graduate committee will identify them and give the

student specific directions for correcting the deficiencies. Any deficiencies must be corrected by May 1 for spring graduation and December 1 for fall graduation.

8) Once the lecture has been successfully completed, the major professor will fill out a Completion of Non-thesis Requirement form and return it to the College of Graduate Studies by the end of the graduation semester.

Oral examinations are required for all master's candidates. They must be completed no later than May 1 during the spring semester or December 1 in the fall semester. This exam focuses on the document or thesis that the candidate has prepared, but it may also cover other areas that the committee members deem appropriate. Following the exam, each committee member will vote to pass or fail the candidate. Majority rule will prevail.

The oral examinations, if failed, may be repeated once. The interval before the second attempt may not be less than three months or longer than one year. A student must be registered for at least one semester hour credit when the oral examinations are taken.

ACADEMIC PERFORMANCE AND ANNUAL REVIEW

Each student will be evaluated annually for their performance and progress toward degree completion. Student's will be prompted by COGS during the spring semester to meet with their major professor's in order to complete the COGS Annual Evaluation report. The form will be signed by the student, the major professor, and the Director of the School of Music. If there is a recommendation for dismissal or a warning, a copy of the form will also be sent to COGS.

Graduate students are required to maintain a GPA of 3.0 or better. Students earning less than a 3.0 GPA will be placed on probation. If a

student on probation does not achieve a 3.0 GPA in the next term they will be disqualified. If the student gains a 3.0 in the subsequent term but their cumulative GPA is still under 3.0 they will remain on probation.

A grade of "Incomplete" is assigned only when the student has been in attendance and has done passing work up to a time within three weeks of the close of the semester, or within one week of the close of the summer session. It may be assigned only upon agreement of the student and course instructor when extenuating circumstances make it impossible for the student to complete course requirements on time (Extenuating circumstances include serious illness, car accidents, death of a family member, etc. It does not include lateness due to procrastination, the student's desire to do extra work to raise his/her grade, allowing a student to retake the course, etc.). Graduate students on probation, see College of Graduate Studies section on Probation, Disqualification, and Reinstatement. If a grade of "Incomplete" is submitted, the instructor will assign a reversion grade in the event the missing work is not completed. The instructor must also specify to the student the conditions and requirements for completing the deficient work.

SAFETY AND INTEGRITY IN RESEARCH AND CREATIVE ACTIVITIES

Students must take care to follow all relevant guidelines and regulations in the conduct of their research. Before beginning research for a thesis or non-thesis project please review the following link:

<https://www.uidaho.edu/cogs/student-resources/research/before-starting>

Regarding the responsible conduct of research policy, plan, and training requirements:

<https://www.uidaho.edu/apm/45/21>

Please also see:

<https://www.uidaho.edu/research/faculty/research-assurances>

Regarding policies on conflicts of interest please see:

<http://www.webpages.uidaho.edu/fsh/5600.html>

<http://www.webpages.uidaho.edu/fsh/5650.htm>

STUDENT CONDUCT AND CONFLICT RESOLUTION

If a conflict occurs between a student and their major professor or one of their committee members then the Director of Graduate Studies will serve as arbitrator to seek a resolution with the parties involved. If the Director of Graduate Studies is in conflict with a student because they are serving as a committee member for the student or as the student's major professor then the Director of the School of Music shall serve as arbitrator. Students may also use the Office of the Ombudsman to resolve conflicts (<https://www.uidaho.edu/faculty-staff/ombuds>).

Graduate students are expected to maintain the same standards of behavior as faculty and are subject to the rules of conduct specified by the office of the Dean of Students (<https://www.uidaho.edu/student-affairs/dean-of-students/student-conduct/academic-integrity/students>).

Graduate students are expected to carry out the duties specified in their contracts in a timely manner and to refrain from having sexual relationships with students over which they have supervisory obligations. Failure to act in a professional manner may result in the termination of a student's teaching assistantship.

GRADUATE ASSISTANT EMPLOYMENT POLICIES

Graduate Teaching Assistants will be assigned approximately twenty hours per week of duties specified by the Lionel Hampton School of Music. All Teaching Assistants are REQUIRED to attend the TA training provided by the University of Idaho prior to their first semester in residence. In addition, Teaching Assistants must attend the orientation session conducted by the LHSOM on the Saturday preceding the fall semester.

Typically, assistantships are awarded on an annual basis and can be renewed for a second year. Decisions for renewal or termination of assistantships will be made based on the annual review conducted during the spring semester each year. The use of university resources (offices, phones, copiers, mailboxes, etc.) is for official use only.

UNIVERSITY/DEPARTMENT RESOURCES AND OPPORTUNITIES

The University, the College of Graduate Studies, and the Lionel Hampton School of Music provide a multitude of resources for our students. Award and Scholarship opportunities may be accessed through any of the links listed below.

- [LHSOM](#)
- [College of Letters, Arts & Social Sciences](#)
- [College of Graduate Studies](#)
- <https://www.uidaho.edu/cogs/awards-grants>
- <https://www.uidaho.edu/cogs/student-resources>
- [UI Catalog](#)
- [Course Schedule](#)
- [National Association of Schools of Music](#) (NASM)

FREQUENTLY ASKED QUESTIONS

1. Who is my major professor?

Your major professor is typically your studio teacher. Your major professor is appointed by the Director of Graduate Studies.

2. How do I form my supervisory committee?

Your committee is formed in consultation with your major professor and its exact constitution depends upon your specific degree program.

3. What do I do if I am experiencing a problem with my assigned duties?

You should discuss this issue with the Director of Graduate Studies or the Director of the LHSOM.

4. What if I need to make a change in my supervisory committee?

You can get the necessary form from the COGS website:

<https://www.uidaho.edu/cogs/forms>

5. How do I schedule a recital?

Visit the LHSOM website under students resources:

<https://www.uidaho.edu/class/music/student-resources>