Welcome to UNT and the College of Music!

General Graduate Orientation

Tuesday, January 5, 2021

Dr. Jaymee Haefner, Director of Graduate Studies and Associate Professor of Harp
CoM Grad Studies Office:
Chilton Hall 211 (across from Main Music Building)
Orientation Schedule, Spring 2021

Tuesday, January 5, 2021 All new graduate students are required to attend. All orientation sessions will be conducted via Zoom Meetings

• 8:30-9:00am: Check-In (Zoom meeting ID 836 0283 1271)
• 9:00-10:00am: General Orientation – Dr. Jaymee Haefner (Zoom meeting ID 836 0283 1271) All incoming graduate students, including international students, must attend this orientation via Zoom.
• 10:00-11:00am: Degree Program Orientation MM/DMA (Performance and Conducting) – Dr. Daphne Gerling (Zoom meeting ID 596 166 2838 password: 7777)
• 11:00-12:00am: Degree Area Orientation
  – Brass - Prof. Steven Menard (Zoom meeting ID )
  – Composition Exam - Dr. Joseph Klein (Zoom meeting ID )
  – Conducting - Dr. Andrew Trachsel (Students will be contacted directly about a separate meeting time)
  – Jazz - Prof. Rob Parton (Zoom meeting ID )
  – Keyboard - Dr. Steven Harlos (Zoom meeting ID 218 707 5323)
  – Strings - Dr. Susan Dubois unt.zoom.us/my/susandubois (Zoom meeting ID )
  – Woodwinds - Dr. Kimberly Cole Luevano (Zoom Meeting ID ) Voice - Prof. Molly Fillmore (Zoom Meeting ID 444 833 1401)
• 2:00pm - 5:00pm Graduate Placement Exams in Music History (click here (https://mhte.music.unt.edu/graduate-placement-exams-gpe#2.) for sample questions) Click here (sites/default/les/Respondus%20Information%20Document.pdf) for more details and information about Respondus Lockdown and the Music History online entrance exam
Welcome to the Graduate Studies Homepage

Graduate students play a vital role in the intellectual and musical life of the College of Music in particular and the University of North Texas in general. In order that you pursue your degree, you must know the expectations, policies, and procedures that pertain to your particular course of study. This site provides a central source of information for graduate students as you pursue your degree. The links to the left provide information pertaining to 1) incoming students, 2) particular areas, and 3) current students in general. In addition, please consult the College of Music Graduate Studies Organization, which is accessible on Canvas. We will use this to distribute announcements to all current graduate students and you will use it to 1) submit topic proposals for MA, DMA, and PhD theses and 2) to sign up for DMA qual exams. Finally, familiarize yourself with the portions of the Graduate Catalog and the Toulouse Graduate School Website that pertain to your degree. The Graduate Studies Office is here to support your progress towards graduation. Please do not hesitate to contact us at music.grad@unt.edu with any questions or concerns.

Dr. Felix Olschofka, Interim Director of Graduate Studies, (940) 565-2791

Dr. Colleen Conlon, Senior Graduate Academic Advisor, (940) 565-2930

Dr. Brian Mckee, Graduate Academic Advisor, (940) 565-3721

Offices are in Chilton Hall 211

Graduate students must use their EagleConnect email address for all UNT-related correspondence.
Welcome to the Graduate Studies Homepage

Graduate students play a vital role in academic and creative goals, you must familiarize yourself with the portions of the College of Music in particular and the University of North Texas in general. In order that you achieve your academic and procedures that pertain to your particular course of study. This site provides a centralized source of information pertaining to 1) incoming students, 2) particular areas of study, and 3) current and past graduate students. We will use this site to distribute important announcements to all current graduate students.

Dr. Benjamin Brand, Director of Graduate Studies
Dr. Colleen Carson, Graduate Academic Dean
Ms. Deven Dougherty, Assistant to the Director, (940) 565-3721

Contact Us
940-565-3721
colleen.carson@unt.edu
Technical issues?

Visit Us
University of North Texas
College of Music
1150 Union Circle #311367
Denton, TX 76203-3117

Mail Us
University of North Texas
College of Music
415 Avenue C
Denton, TX 76203-5017

EagleConnect email address for all UNT-related correspondence.
Welcome to the Graduate Studies Program

Graduate students play a vital role in academic and creative goals. You must provide information for graduate students as students in general. In addition, please remember to call your advisor to familiarize yourself with the portions of your progress towards graduation.

Dr. Benjamin Brand, Director of Graduate Studies
Dr. Colleen Conlon, Graduate Academic Coordinator
Ms. Dawn Dougherty, Assistant to the Director, (940) 565-3721

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Handbooks and Degree Plans
Composition
Jazz Studies
Music Education
Music History, Theory,
Ethnomusicology
Music Performance
Graduate Artist Certificate
Course Rotations
Policies, Procedures and Forms
Graduation Deadlines
FAQs

Site last updated on August 19, 2016

Disclaimer | ADA/Section 508 | Privacy | Electronic Accessibility | State of Texas Online | Emergency Preparedness | Texas Higher Education Coordinating Board Online Reporting System | Texas Higher Education Coordinating Board
Student Consumer Information | UNT Compliance Online | Governor's Committee on People with Disabilities | Texas Veterans Portal | UNT Home
Degree Plan and Committee Form

A signed contract filed in consultation with your major professor and related-field professor by the end of your first year of study (i.e., second semester).

Identifies all the courses that you will take to satisfy the relevant degree requirements.

You are bound to the catalog in effect when you *file* the degree plan, *not* when you *began* your degree.

Degree plan is filed with your Advisory Committee Form.

Degree plans and committee forms available at:

- [https://graduate.music.unt.edu/](https://graduate.music.unt.edu/)
Master of Music - Piano
Degree Plan

Consult the Graduate Catalog at catalog.untp.edu for degree requirements. Students must submit the degree plan by the end of the second semester of study. Applications for graduation are through the student center at regcenter. Degree Plans are not accepted after the semester a student plans to graduate.

Name: ____________  UNID: ____________

Address: ____________  Email: ____________

Street and Number, City, State, Zip

Degrees Held
Bachelor's
Name of Institution
Degree/Year received
Major/Minor

Other (if applicable)

Degree Completion, Exam Date
First graduate course
GPA course date
Date by which degree must be completed (5 years from earliest graduate course)

Leveling and Review Courses
Leveling Courses (based on transcript review)

Review Courses (based on GPA): indicate the course(s) you need to take and the semester(s) the requirement was satisfied (These courses must be completed toward the degree)

| Course | GPA | Requirement | Analyses/Aural Skills
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<tbody>
<tr>
<td>MIM1500</td>
<td>(pass 1750)</td>
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<tr>
<td>MIM1510</td>
<td>(pass 1750)</td>
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<td>MIM1510</td>
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Student Agreement
I, the student, agree to the terms and conditions of this degree plan. I acknowledge that any changes to this degree plan must be approved by my major professor, related-field professor, director of graduate studies, and vice president of the Toulouse Graduate School.

Date

Program Approval

Major Professor

Date

Related-Field Professor

Date

Director of Graduate Studies

Date

Dean, Toulouse Graduate School

Date
Degree Plan (back)

List UNT Courses by Prefix, Number and Title. List only courses needed to fulfill degree requirements. Do not list extra courses beyond the 32 hour degree requirement. Only 5000 level courses or higher may be applied toward the Master's degree.

<table>
<thead>
<tr>
<th>Major Lessons and Recitals (total 12 credits)</th>
<th>Semester</th>
<th>Semester</th>
<th>Grade</th>
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<tr>
<td>MUAM</td>
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<td>MUAM</td>
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<td>MUAG S707 Recital</td>
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2 credits in chamber/ensemble (may be repeated):
- MUCM 5500 level
- MURN 6600 level
- MURN 5530
- MURN 5540

2 credits in secondary applied music:
- MUAS

3 credits selected from:
- MUMH 5210 - Introduction to Research in Music
- MUMH 5310 - History of Opera
- MUMH 5331 - Western Music History, 700-1400
- MUMH 5332 - Western Music History, 1400-1600
- MUMH 5333 - Western Music History, 1600-1700
- MUMH 5341 - Western Music History, 1700-1800
- MUMH 5342 - Western Music History, 1800-1900
- MUMH 5343 - Western Music History, 1900 to the Present
- MUMH 5430 - Music in Latin America
- MUMH 5440 - Music in the United States

Students who anticipate pursuing a doctoral in music should take MUMH 5010

Related Field or Electives (9 credits)
- Electives cannot include MUAM, MUCM, MUMH, MUAS

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Electives (total 4 credits)

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<th>Grade</th>
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TOTAL: 37

Rev 11/2019
Office of Graduate Studies
Request for Designation or Re-Designation of Advisory Committee

Instructions:
By the completion of 12 hours of graduate course work, the student must consult with the major professor concerning the appointment of an advisory committee. After the consultation, the student should fill out the form below and take it to each of the requested members for signatures. When the signatures have been obtained, the form should be returned to the Office of Graduate Studies in Music with a completed degree plan.

Name: _______________________________ UNT ID# ____________________________
Degree Sought: ______________________ Major: ____________________________
Related Field: _________________________ Instrument: _______________________

Requested Committee:

Major Professor: ___________________________ (print) (signature) (date)
Related Field Professor: _________________________ (print) (signature) (date)
Third Member: _______________________________ (print) (signature) (date)
Optional Fourth Member: ________________________ (print) (signature) (date)
Approved, Director of Graduate Studies: _______________ (print) (signature) (date)
Approved by Toulouse Graduate School: _______________ (print) (signature) (date)

Revised 11/2014
Other Websites You Need to Know

Graduate Catalog
- University of North Texas - Acalog ACMS™ (unt.edu)
- Degree programs
- Course Descriptions

Canvas
- Https://canvas.unt.edu
- GPE Graduate Center (within Canvas)

Graduate Studies

Toulouse Graduate School Website
- Toulouse Graduate School | Toulouse Graduate School® (unt.edu)

Schedule of Classes
- Office of the Registrar | Office of the Registrar (unt.edu)

Academic Calendar
- 2020-2021 Academic calendar - University of North Texas - Acalog ACMS™ (unt.edu)
Leveling Courses

Determined by the coordinator of your major area based on transcript review.

They may or may not be applied to your degree plan depending on your area and program.
The exams you must take are listed at the top of your packet.

There are no retakes.

Scores posted Thursday at noon on GPE Graduate Center (Canvas). Please do not ask before then! In addition, students are responsible for checking their own results.

Your orientation packet provides a guide to interpreting your GPE scores.

Required review courses are based on the GPE results.

You must take review courses the first semester they are available.

You must complete them before taking any other graduate courses in music history or theory.

A grade of B or higher is required to satisfy all courses (except jazz).

Review courses cannot be applied to your degree plan.
Taking the GRE/GWE

Performance areas require an in-house Graduate Writing Exam (GWE).

An acceptable GRE Verbal Exam score can be substituted for the writing exam. Failure to fulfill the writing exam requirement (or GRE substitute) will affect registration, financial aid, scholarships and TA/TF positions.
Start thinking about a related field now. You must select one by the end of your first year.

Know whether your related field of choice has admissions criteria, e.g., an audition, application, etc.

Seek out a potential related-field professor early.
Degree Time Limits

Master’s – 5 years

Doctoral – 8 years
Masters and doctoral students take the same version of the GPE in music history.

No Retakes for the GPE in Music History and Theory.

GPE in Music Theory no longer includes sight singing and keyboard skills.

Students who fail the GPE in music theory must take a single, 2-credit course: MUTH 5010 (Graduate Theory Review).
Address faculty members by title (Dr. or Prof.) unless they invited you to do otherwise.

Address

Always include your 8-digit student ID number in any correspondence with the Graduate Studies Office.

Include

You must use your EagleConnect email address when communicating with UNT faculty and staff.

Use

Use your full legal name (not a nickname) on all official University paperwork.

Use
Tips for Success

Ignore rumors.

What applies to your friend’s situation may not apply to you. Policies may have changed.

Know published deadlines, e.g. for payments, dropping classes, filing for graduation, etc...

Use university resources - you paid for them!

Read the catalogs and handbooks we provide.

Stay up-to-date by checking the Graduate Studies organization and your EagleConnect email for important announcements.

If you don’t know, research and then ask.
Academic Dis/Honesty

An act or instance of using/copying or closely imitating the language and thoughts of another author without proper citation/credit.

Zero tolerance policy.

Use footnotes to cite sources.

Check your term and final papers for unmarked citations.

Submit papers to Canvas -> Turnitin.com

Submit MA/DMA proposals and final documents to Canvas -> Turnitin.com
Who would like to ask the first question?