

# SCHOOL OF **MUSIC**

## **The Ohio State University School of Music**

### **Graduate Handbook**

rev. May 2023

Graduate Studies

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**THE OHIO STATE UNIVERSITY**

COLLEGE OF ARTS AND SCIENCES

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# 1. Introduction – How To Use This Handbook

The graduate programs of the School of Music are under the aegis of the Graduate School and are subject to the policies, rules, and procedures set forth in The Ohio State University Graduate School Handbook(GSH): <https://gradsch.osu.edu/handbook>

In cases where the Graduate School has provided departmental options, the chosen practice of the School of Music is stated in this School of Music Graduate Handbook.

Statements in *italics* represent exact language used in The Ohio State University Graduate School Handbook(GSH).

## 2. Degree Programs Offered at the School of Music

Graduate degrees offered in the School of Music are the Master of Arts (M.A.), the Master of Music (M. M.), the Doctor of Philosophy (Ph.D.), and the Doctor of Musical Arts (D.M.A.). The Master of Arts subprograms offer concentrations in music education, musicology, music theory, and string pedagogy. The Master of Music subprograms provide major study on a single instrument or in voice; studies in composition; or studies in wind, orchestral, and choral conducting. The Ph.D. program includes concentrations in music education, musicology, and music theory. The D.M.A. program provides concentration in composition, conducting, voice, piano, or orchestral or band instruments for which a sufficient solo and ensemble repertoire is available. A Graduate Specialization in Singing Health (SHS), which includes courses in Speech and Hearing and Laryngology, may be added to a graduate degree in voice. For additional information on Graduate Interdisciplinary Specializations see [Section 8.4 of the Graduate School Handbook](#).

## 3. Graduate Studies Committee [[GSH Section 1.4](#)]

The Graduate Studies Committee of the School of Music is the executive committee of the Graduate Faculty of the School. Subject to the approval of the Graduate Faculty of the school and through the committee Chair, the committee coordinates, develops, and implements the graduate programs in the School of Music.

### 3.1 Membership and Organization of the Committee

Chair of Graduate Studies, ex officio; Director of the School of Music, ex officio; eight members of the Graduate Faculty; and the president of the graduate Music Students Association.

1. The graduate faculty members shall represent the eight areas offering graduate

degrees, namely: Conducting and Ensembles; Keyboard; Music Education; Musicology; Orchestral Instruments; Theory; Composition; and Voice Performance. These members shall be elected by their respective areas from those authorized by the Graduate School to advise students at the highest degree level offered in their programs.

2. Members will serve for three years and are eligible for reappointment.

### **3.2 Duties of the Committee**

According to the responsibilities prescribed by the Graduate School and the procedures for conducting the graduate programs in the School of Music, the Graduate Studies Committee:

1. Proposes improvements in graduate study for consideration by the graduate faculty.
2. Coordinates graduate study within the school and with other departments of the university.
3. Appoints Category M Graduate Faculty members and notifies the Graduate School of its actions.
4. Submits nominations for Category P membership on the graduate faculty to the Graduate School and certifies by appropriate documentation that those nominated meet published university-wide criteria.
5. Receives all proposals for new graduate programs, new graduate courses, new or revised courses to be listed as both undergraduate and graduate, and graduate course revisions submitted to it by sponsoring areas.
6. Inspects each curricular proposal in terms of format, documentation, clarity of statement, appropriateness of content, adequacy of syllabus, and suitability of level, credit description, semesters/session of offering, and effect on the school as a whole.
7. Forwards approved proposals to the Administrative committee or the full faculty.
8. Advises the Chair concerning applicants for fellowships and associate appointments, recommends graduate scholarships and other honors and awards.
9. Reports actions of the committee to the graduate faculty.

## **4. Graduate Faculty Membership** [\[GSH Section 1.5\]](#)

Nominations for Graduate Faculty membership in the School of Music are approved by the Graduate Studies Committee. Graduate Faculty membership is held at category M or category P. Category M faculty may act as advisor for master's students and serve on doctoral examination committees. Category P faculty may act as advisor for master's and doctoral students and serve as a Graduate Faculty Representative on Candidacy and Final Oral Examination Committees.

The SOM Graduate Studies Committee appoints category M Graduate Faculty members and notifies the Graduate School of its actions. Qualifications for category M Graduate Faculty membership include:

1. appointment as a regular, tenure-track or clinical faculty member
2. a master's degree or higher, or the equivalent

The Graduate Studies Committee submits nominations for category P membership of the Graduate Faculty to the Graduate School and certifies by appropriate documentation that those nominated meet published university-wide criteria. Minimum qualifications for Graduate Faculty membership category P include:

1. an appointment as a regular, tenure-track, or clinical faculty member
2. an earned Ph.D. or D.M.A. or equivalent
3. engagement in an active program of research, scholarship or creative activity or demonstration of significant promise of establishing such a program.

## 5. Admission [[GSH Section 2](#)]

For complete and detailed information about admission to the Graduate School, see: <https://gpadmissions.osu.edu/>. To be admitted into a graduate program in the School of Music, an applicant must submit documentation that demonstrates fulfillment of the following admission criteria or equivalent qualifications:

- *an earned four-year baccalaureate degree, graduate degree or professional degree (or approved equivalent) from a regionally accredited college or university by the expected date of entry.*
- *a minimum of a 3.0 cumulative grade-point average (cGPA) (on the 4.0 scale used at this university) in the last degree relevant to the program of study earned by the applicant.*
- *prerequisite training that will enable the student to pursue the graduate program to which admission is sought*
- *a minimum score of 79 on a valid internet-based Test of English as a Foreign Language (TOEFL-IBT), or 7.0 on the International English Language Testing System (IELTS). This requirement applies only to an applicant from a country where the first language is not English, unless a bachelor's degree or higher was earned from a country exempt from the English proficiency requirements.*
- *additional criteria published by the Graduate Studies Committee of the local program (e.g., professional accreditation or certification).*

Applications for admission to the M.M. or D.M.A. in performance, the M.A. in string pedagogy, and the M.A. in music education require an audition. A statement of audition instructions is available on the School of Music web site. Applicants for the musicology or music theory programs must submit evidence of academic work, such as papers or analyses, and applicants for the composition programs must submit scores and recordings, if available, of their original compositions. Applicants for the master's program in music education must complete state licensure before being admitted to the M.A. Applicants for the doctoral program in music education are required to have had at least three years of successful teaching experience in elementary and/or secondary schools. Submission

of a writing sample, a video sample of teaching, and an interview with the music education faculty are required for admission to the Ph.D. program in music education. Documentation of successful teaching experience may take the form of teacher evaluation forms and letters, an audio/video recording of a performance by students, or other pertinent items.

Following receipt of admission materials, the Chair requests a recommendation from the appropriate area of the School of Music. Based on the application documents and the area recommendation, admission or denial of admission is communicated to the Graduate Admissions Office at Ohio State (a central portal for all graduate students). For students who have received a master's degree in music at Ohio State, acceptance into doctoral studies is communicated to the Chair of Graduate Studies by the area head.

### **5.1 Deactivation/Reactivation** [[GSH Section 3.2.6](#)]

Enrollment eligibility for a master's degree student or a pre-candidacy doctoral student who has not registered in the Graduate School within the preceding two full calendar years will be automatically deactivated. To reenroll, the student must consult with their area faculty. If the request is approved, the area head notifies School of Music Graduate Studies who then notifies the Graduate School. The Graduate School will then notify the student of enrollment eligibility. Students in music performance, string pedagogy, and conducting who request reactivation after an absence of two or more years must re-audition before being granted permission to enroll. The re-audition will follow usual audition procedures. Doctoral students in music education must re-interview and submit additional materials as requested by the music education faculty.

## **6. Advising, Registration, And Scheduling** [[GSH Section 6.1](#)]

### **6.1 Advisor Assignment**

Students are assigned a temporary advisor before new student orientation that is held approximately one week before classes begin. The Chair of Graduate Studies assists with initial registrations in cases where no advisor is assigned, e.g., for graduate non-degree or special non-degree students. For degree-seeking students, the Area Head will confirm the advisor assignment with the Chair of Graduate Studies during the first semester of enrollment. In the performance areas, the major applied teacher is usually the student's advisor. The

student has the right to ask for a change of advisor and, similarly, the advisor has the right to refuse an advisee. If such circumstances arise, the student will ask the Chair of Graduate Studies for a change of advisor.

After assignment, the student will consult with the advisor, and together they will develop a tentative program of studies. The student, in consultation with the advisor, is charged with the responsibility of ascertaining that all degree requirements are met.

## **6.2 Role of Graduate Advisors**

For all programs, the student in consultation with the advisor will develop a program schedule, including course work, the fulfillment of any language requirement, the residency requirement, and the projected semester of the Candidacy Examination. For students in the D.M.A. program, the advisor will assist the student in determining the time and content of all recitals. If, for any reason, a change of advisor is necessary, such a change will normally take place before the Candidacy Examination is scheduled. For further advisor duties, see the sections on Master's Degree Programs (Section 7) or Doctoral Degree Programs (Section 8) of this Handbook. For doctoral students, if a committee change is necessary following the submission of the Application for Final Examination form, the petition can be accessed at: [gradforms.osu.edu](http://gradforms.osu.edu).

## **6.3 Diagnostic Tests in Musicology And Music Theory**

Diagnostic tests in musicology and music theory are required of all graduate music students at the beginning of their graduate programs. The tests are administered prior to the first day of classes before autumn semester. The tests cover undergraduate content in musicology and music theory. Students who do not pass the tests are required to remediate identified deficiencies by earning a grade of C or higher in the appropriate review courses: Music 4500.01 - *Review of Music Analysis Techniques* and Music 4500.02 - *Review of Music History*. *Review of Music Analysis Techniques* is offered as needed in spring semester; *Review of Music History* is offered in autumn semester as an online course. Review courses are not offered for graduate credit and may not be counted toward the degree. Students requiring remediation in either subject must take the appropriate course(s) during their first year of graduate study. In no case will a student be permitted to graduate with identified deficiencies.



## 6.4 Residency Requirements [[GSH Section 6.1.4](#) & [GSH Section 7.1.4](#)]

### 6.4.1 Master's Program

For students enrolled in a Master's program, the residency requirement follows the policy established by the Graduate School [6.1.4] as follows:

*A minimum of 30 graduate credit hours is required to earn a master's degree. Eighty percent of the credit hours required for the awarding of the degree must be new credits and must be completed at this university over a period of at least two semesters. A student must be registered for at least three graduate credit hours the autumn or spring semester or summer term in which graduation is expected.*

### 6.4.2 Doctoral Program

For students enrolled in a doctoral program, the residency requirements also follow the policy established by the Graduate School [7.1.4] as follows:

*A minimum of 80 graduate credit hours beyond the baccalaureate degree is required to earn a PhD or DMA degree.*

*If a master's degree has been earned by the student, then a minimum of 50 graduate credit hours beyond the master's degree is required. If a doctoral student has taken a master's degree at this university and has earned graduate credit in excess of the minimum required for that degree, the student's advisor, with the approval of the Graduate Studies Committee, notifies the Graduate School of the courses to be counted toward the 50 graduate credit hours required for the doctoral degree. It is recommended that this notification occur by the end of the first semester beyond completion of a master's degree, but no later than the student's final semester in the PhD or DMA degree program. If the master's degree was earned at another university, then its graduate credit hours must be transferred to this university. Of the 50 post-master's hours, at least 24 graduate hours must be taken at this university.*

*A student must be registered for at least three graduate credit hours during the autumn or spring semester(s) or summer term(s) of the candidacy examination, the autumn or spring semester or summer term of the final oral examination, and the autumn or spring semester or summer term of expected graduation.*

## 6.5 Individual Study

An Individual Study is a course in which the credit, content, and activities of the course are determined by a student in collaboration with an instructor and is designed to provide an in-depth study of a topic or specific body of literature normally not covered by other course offerings within the School. Permission for registering for an Individual Study within the School of Music requires permission of the instructor and approval of the student's advisor. An "individual study permission form," which contains the signature of the student, the instructor, and the student's advisor, is then submitted to the School of Music Graduate Studies Coordinator to be placed in the student's file. Individual Study numbers are Music 6193 for Masters students, and Music 8193 for doctoral students. Credit varies from 1 to 3, is determined by the instructor, and is graded S/U. Music 6193 is repeatable to a maximum of 12 credit hours or 4 completions; Music 8193 is repeatable to a maximum of 18 credit hours or 6 completions. A description of the individual study/project is stated on the individual study permission form.

### 6.5.1 Student Procedures

- Meet with the faculty member directing the individual study
- Be clear on your responsibilities and instructor expectations for satisfactory completion of the individual study
- Work with the instructor of the individual study to complete the individual study permission form
- Sign the individual study permission form acknowledging your desire to take the course and your understanding of course requirements
- Speak with your academic advisor about your interest in enrolling and acquire his/her signature on the individual study permission form
- Submit the completed individual study permission form to the School of Music Graduate Studies office
- Register before the 2nd Friday of the semester
- Complete a "Course Enrollment Permission Form" and submit it to the Graduate School. Registration cannot be completed on-line.

## 6.6 Transfer of Credit [\[GSH Section 4.1.5\]](#)

Graduate credit earned at another accredited university may be transferred to Ohio State University according to the policies and procedures stated in the Graduate School Handbook [4.1.5]. Master of Arts students in music education may request transfer of up to six

graduate semester credit hours taken at other accredited institutions. There is no set limit on the number of hours that may be transferred to other graduate programs in music. However, a master's degree student must complete 80 percent of the program at Ohio State and a doctoral student must complete a minimum of 24 credits beyond the master's at Ohio State.

## **6.7 Gradforms**

The Graduate School's forms for scheduling examinations, dissertations and theses, and graduation can be accessed online at [gradforms.osu.edu](http://gradforms.osu.edu). For pertinent information about these forms, please visit: <https://gradsch.osu.edu/forms-help>.

## **7. Master's Degree Programs** [\[GSH Section 6\]](#)

Master's degree programs provide students with opportunities to gain knowledge beyond the bachelor's degree in a field of music and to acquire advanced performance skills so that they may enhance their teaching skills and engage in scholarly and creative activities. Master's degrees offered in the School of Music are the Master of Arts in Music and the Master of Music.

### **7.1 Master of Arts in Music**

The Master of Arts program provides concentrated study in the following areas: music education, musicology, music theory, and string pedagogy. The plan with thesis requires a minimum of 30 semester credit hours. Normally, 14-20 hours will be in the major area and 8-10 hours will be in supportive studies in other areas of music or in related studies outside of music. A maximum of 6 hours is allowed for the thesis.

#### **7.1.1 Master of Arts with Thesis (plan A)**

The candidate who expects to receive the degree at the end of a given semester must submit to the advisor the completed draft of the thesis no later than four weeks prior to commencement.

#### **7.1.2 Master of Arts with Thesis (Plan A) Examination and Committee**

After approval of the thesis by the advisor, a one-hour oral examination will be conducted by a three-member Master's Examination Committee of the graduate faculty comprising two members from the major area and one member from outside the major.

“Major” is defined as music performance (including conducting and string pedagogy), musicology, theory, composition, and music education. This examination will test the candidate’s knowledge of the thesis, which must be completed or in final draft form, and may include discussion of the course of study. For Music Education students graduating during summer semester, the committee may comprise three graduate faculty all of whom are from the major area.

### **7.1.3 Master of Arts without Thesis (Plan B)**

The Master of Arts in Music program (Plan B, without thesis) provides concentrated study in the following areas: Music Education, String Pedagogy. The minimum number of required credit hours varies from program to program, but each supplements coursework in the major area of concentration with a number of credit hours in supportive and related studies. Most plans include non-thesis research (Music 6998, “Master’s Project”) and will vary according to the student’s needs.

### **7.1.4 Master of Arts without Thesis (Plan B) Examination and Committee** [\[GSH Section 6.2\]](#)

*The master’s examination is a test of the student’s knowledge of the field. It is the final validation of performance for that degree. The master’s examination is taken after submitting the Application to Graduate form and during the semester in which the student plans to graduate. A student must be registered for at least three graduate credit hours during the semester or summer session this examination is taken.*

The Master’s Examination Committee must be formed by the deadline for submitting the Application to Graduate. To access the Application to Graduate visit: [gradforms.osu.edu](http://gradforms.osu.edu).

Final comprehensive written and oral examinations, covering the candidate’s knowledge of the course of study, will be conducted by a three-member Master’s Examination Committee of the graduate faculty comprising two members from the major area and one member from outside the major. “Major” is defined as music performance (including conducting and string pedagogy), musicology, theory, composition, and music education. The advisor will request examination material from the Committee no later than the sixth week of the final semester. A written examination requiring a minimum of

four hours (usually divided between the major and the supportive studies) must be completed no later than one week prior to the Master's Examination deadline mandated by the Graduate School. The one-hour oral examination will be given after the written examinations have been completed and accepted by the Committee.

The format of the written examination for students in the Master of Arts in String Pedagogy degree program will be a proctored four-hour exam, take-home exam, or combination. Determination will be made by the advisor after consultation with the members of the candidate's Examination Committee.

Due to the rotation of summer faculty, there are several modifications to the M.A. Comprehensive Examination for music education students who graduate in summer semester. The M.A. Master's Examination Committee will comprise a minimum of two members of the graduate faculty in the School of Music, with the advisor of record appointed by the Music Education Area. The M.A. Comprehensive Examination will include (a) a four-hour written portion with questions in the major and supportive studies areas, and (b) a public presentation of the master's project (Music 6998). The written examination and project presentation will be scheduled no later than one week prior to the Master's Examination deadline mandated by the Graduate School.

### **7.1.5 Papers and Projects**

In connection with the student's regular course work, master's papers or projects may be required. These are determined by the faculty in each area and must have the approval of the student's advisor.

## **7.2 Master of Music**

The Master of Music program provides professional training for students majoring in performance, composition, and conducting. Programs vary between 30 and 34 semester hours, of which 20 to 22 hours will be in the major area and the remaining 8 to 12 hours will be supportive studies in other areas of music or in related studies outside of music. Eighty (80) percent of those required credit hours must be completed at this university over a period of at least two semesters. A student must be registered for at least three graduate credit hours the semester in which graduation is expected. For the purposes of the Application to Graduate

form, the Master of Music program is construed as a Plan A, with thesis.

The performance and conducting curricula culminate in a recital demonstration of artistic achievement (the thesis). The composition curriculum requires, as a thesis, the completion of score(s) and parts for performance.

### **7.2.1 Performance and Conducting**

For performance and conducting majors the performance of one major recital is required. This recital is considered the thesis and must be presented prior to the M.M. Comprehensive Examination. The repertoire and date of each recital must have prior written approval of the advisor and Master's Examination Committee. This may be obtained by having committee members sign a form on which the program content is listed, or the repertoire might be approved e-mail. It is the responsibility of the student and the advisor to assure that the recital content is approved by all members of the Master's Examination Committee before the recital is given. Students should not expect the committee to approve content after the recital has been given. Exceptions to this rule may be obtained only by petitioning the Graduate Studies Committee. The Master's Examination Committee is expected to attend this recital. The recital must be presented no later than one week prior to the Master's Examination deadline mandated by the Graduate School and be passed (in its entirety) by a simple majority vote.

If the recital takes place on campus, a recording will be made by Recording Services and the recording will be edited, formatted, and provided to the Music/Dance Library along with an electronic copy of your program to be archived. No further action is required on the student's part. For off-campus recitals, a high-quality uncompressed audio recording along with a PDF file of your program must be submitted to Recording Services at [mus-recording@osu.edu](mailto:mus-recording@osu.edu). The preferred format is .WAV, at a resolution of at least 44.1/16 bit. *MP3 files are not acceptable.* These recordings will be edited, formatted, and provided to the Music/Dance Library along with an electronic copy of your program to be archived.

Should the student wish to perform an M.M. recital off campus, the Master's Examination Committee must support the proposal and the student must provide assurance that the quality of the off-campus venue and recording facilities are adequate.

## 7.2.2 Composition

The composition requirement for the M.M. degree will consist of a work in which the student demonstrates significant musical invention and craft. One copy of the score or media necessary to perform the composition will be submitted to the Graduate Studies office no later than one week prior to the Master's Examination deadline mandated by the Graduate School.

## 7.2.3 Master of Music Examination and Committee

*The master's examination is a test of the student's knowledge of the field. It is the final validation of performance for that degree. The master's examination is taken after submitting the Application to Graduate form and during the semester in which the student plans to graduate. A student must be registered for at least three graduate credit hours during the semester or summer session this examination is taken.*

A one-hour oral examination will be conducted by the three-member Master's Examination Committee comprising two members from the major area and one member from outside the major. "Major" is defined as music performance (including conducting and string pedagogy), musicology, theory, composition, and music education. In addition to the M.M. recital or submission of scores, there may also be a written component at the discretion of the Committee. Because the administration of a written examination is at the discretion of the Committee, and it is in addition to a major recital or composition, the scope of written questions is expected to be less extensive than that given to non-thesis (Plan B) students in the academic areas or string pedagogy. All M.M. students must pass a one-hour oral examination. The student may request a summary of general guidelines or study questions from each committee member prior to the oral examination.

To access the Application to Graduate visit: [gradforms.osu.edu](http://gradforms.osu.edu).

## 7.3 Dual Master's Degrees [\[GSH Section 8.2\]](#)

A graduate student in the School of Music may pursue both the M.A. and the M.M. degree concurrently. Admission standards and exit requirements for both curricula must be met and the student will have an advisor for each curriculum. Students must fulfill all

requirements of the Graduate School for obtaining dual degrees. A minimum of 50 percent of the credit hour requirements for each degree must be unique to that degree and cannot be used for dual credit.

To apply for dual degree program approval, visit: [gradforms.osu.edu](http://gradforms.osu.edu).

## 8. Doctoral Degree Programs [\[GSH Section 7\]](#)

### 8.1 Doctor Of Philosophy

The Ph.D. in Music degree program provides graduate studies with concentration leading to advanced scholarship in the areas of music education, musicology, and music theory. The course work in the program is chosen to provide the student with knowledge appropriate to the major field of interest and the opportunity for additional studies in related areas.

#### 8.1.1 Language Requirement

Language courses designed to provide reading proficiency do not count towards the required graduate hours needed to graduate, nor the graduate GPA, nor the doctoral residence requirements. They can however, count towards GTA/Fellowship hours needed in order to be considered a full-time student. **The courses are normally offered only during summer semester.**

##### 8.1.1.1 Music Education

There is no foreign language requirement.

##### 8.1.1.2 Musicology

Doctoral students in musicology must demonstrate a reading knowledge of two languages beyond English, as approved by the advisor. Students are expected to have reading ability in at least one language pertinent to their own research and to scholarly writing in their field. To that end, a student may request to have a language accepted that is not taught at OSU. An international student's first language may also count as one of the two languages if it is relevant to their research. The language requirements may be satisfied by earning a B or better in a graduate reading course (e.g. French 6751, German 6101); by earning a B or



better in a course at the 6000 level or higher that is taught in a foreign language; by passing the reading proficiency examination given by the relevant language department; or, at the advisor's recommendation, through documentation/certification endorsed by a relevant internal or external specialist.

### **8.1.1.3 Music Theory**

Majors in the area of music theory are required to demonstrate competence in two research skills. These skills will be determined by the advisor in consultation with the student and with the approval of the music theory area. Acceptable research skills may include languages, statistics, or research-related programming. Other skills may also be considered with the approval of the music theory area. All students are strongly urged to develop competency in at least one foreign language. The language requirement may be satisfied 1) by passing the proficiency examination (for German, Level III), 2) by passing (with a minimum grade of B) the reading course designed for research purposes offered for graduate students in the respective language departments at this university, or 3) through additional documentation/certification recommended by the advisor and endorsed by a relevant internal or external specialist. If a research skill other than a language is chosen, the requirement may be met by satisfactorily completing a sequence of appropriate courses chosen in consultation with the advisor and approved by the music theory area.

### **8.1.2 Candidacy Examination [\[GSH Section 7.3.1\]](#)**

The written portion of the examination, without limitation to courses taken, will demonstrate the student's fundamental knowledge of the field of music and preparation in the area of concentration. These examinations will normally require three to five days, with four to five hours of writing each day, or they may be administered sequentially over a more extended period of time (normally four one-week writing projects). In the latter case, no project shall require nor will the student be permitted more than two weeks for completion. The advisor will prepare the examination in consultation with other members of the student's 4-member Candidacy Examination Committee (**see Note below**), of which at least two graduate faculty represent the major and at least one represents supportive studies outside the major. "Major" is defined as music performance (including conducting and string pedagogy), musicology, theory,

composition, and music education. After the written examination has been completed, a two-hour oral examination will be conducted by the Candidacy Examination Committee. The Graduate School must be notified at least two weeks in advance of the oral's proposed time and place by the submission of an Application for Candidacy Exam form. To access the Application for Candidacy Exam form visit [gradforms.osu.edu](http://gradforms.osu.edu). The student may pass the Candidacy Examination only with a unanimous affirmative vote.

**NOTE:** PhD students must request committee members with the current (CURR) designation in GradForms. Faculty with the authorized (AUTH) designation may not serve on PhD committees.

Ph.D. students in musicology are required to take a Preliminary Examination which is given prior to the Candidacy Examination. The Preliminary Examination is normally taken in spring semester of the first year of study by students entering the program with a master's degree, and in spring semester of the second year of study by students entering the post-baccalaureate program. Further information about the Preliminary Examination may be obtained from the musicology area.

### **8.1.3 Dissertation**

The dissertation is a scholarly contribution to knowledge in the field of music and demonstrates the candidate's ability to function as an independent scholar by conducting research and reporting the results in a clear manner.

*If a doctoral candidate fails to submit the final copy of the dissertation or DMA document to the Graduate School within five years of being admitted to candidacy, the candidacy is cancelled. In such a case, with the approval of the advisor and the Graduate School, the doctoral candidate may petition for one extra semester after the conclusion of candidacy to complete all outstanding degree requirements. The doctoral candidate may also petition their advisor and their Graduate Studies Committee to take a supplemental candidacy examination. If the student passes this supplemental candidacy examination, the student is readmitted to candidacy and must then complete a dissertation or DMA document within two years.*

### **8.1.4 Final Oral Examination**

The final oral examination shall be open to faculty and graduate students. Faculty and graduate students planning to attend the Final Oral Examination shall notify the

Chair of the Final Oral Examination Committee (the advisor) of their intent to attend, shall not ask questions nor participate in the examination in any manner, and are requested to remain until the examination is completed. Only the Final Oral Examination Committee members are to be present for discussion of the student's performance and the decision of the outcome. The candidate shall pass the examination only with a unanimous vote. To access the Application for Final Examination visit: [gradforms.osu.edu](http://gradforms.osu.edu).

## **8.2 Doctor of Musical Arts** [[GSH Section 7.15](#)]

The Doctor of Musical Arts (D.M.A.) degree program is designed to offer advanced preparation for the performer, the composer, the conductor, and the artist-teacher. Students may concentrate in composition, conducting, or performance on piano, voice, or on orchestral or band instruments for which there is a sufficient repertoire. Performance majors are required to present four major public performances. Conducting majors will accrue public performances in accordance with the Ensemble Area's performance calendar.

### **8.2.1 Language Requirement**

Language courses designed to provide reading proficiency do not count towards the required graduate hours needed to graduate, nor the graduate GPA, nor the doctoral residence requirements. They can however, count towards GTA/Fellowship hours needed in order to be considered a full-time student. The courses are normally offered only during summer semester.

#### **8.2.1.1 Brass, Woodwinds, Percussion, Strings, Piano, and Conducting**

Students in the Doctor of Musical Arts programs in Brass, Woodwinds, Percussion, Strings, Piano, and Conducting have NO foreign language requirement.

#### **8.2.1.2 Voice**

Students in the Doctor of Musical Arts program with a concentration in Voice Performance are required to have completed one year in each of two foreign languages prior to unconditional admission to the doctoral program.

Deficiencies in meeting this requirement must be completed during the doctoral program and prior to the Candidacy Examination. The advisor will recommend remedial language courses.

Determination of proficiency will be attained through 1) language placement tests given by the Center for Languages, Literature, and Culture (<https://cllc.osu.edu/undergraduate/testing>) in which students must place into a level 3 course to be considered proficient or 2) through additional documentation/certification recommended by the advisor and endorsed by a relevant internal or external specialist. If a student does not present either a passing proficiency exam or subsequent expertise input then remedial work will be required by the department to fulfill the requirement. Said courses must be passed with a grade of B or above and approved by the area.

### **8.2.1.3 Composition**

The Doctor of Musical Arts program in composition requires either proficiency in one foreign language, or in an area of music performance. The foreign language option requires passing a proficiency examination at the dictionary reading level (for German, Level III), administered by the appropriate language department. The music performance option requires the student to present a full-length recital of works conducted by the student and/or works performed by the student on his or her major instrument. The performance should demonstrate a level of proficiency at least comparable to the master's degree level in performance. Repertoire for the recital will be selected in consultation with the advisor, an appropriate representative from the performance area, and the student's Candidacy Examination Committee. Evaluation of the recital will be by the student's committee in consultation with the representative of the performance area. Note that the music performance option may not substitute for the public composition recital.

### **8.2.2 Preliminary Recital for Performance Majors**

The preliminary recital (MUSIC 7905) is required of students in the Doctor of Musical Arts programs in performance. The preliminary recital is a qualifying examination that falls under the jurisdiction of the School of Music Graduate Studies Committee. The doctoral Candidacy Examination Committee is expected to attend this recital. It is the responsibility of the student, after consultation with the advisor, to assure

that the date of the recital and the recital content is approved by all members of the Candidacy Examination Committee before the recital is given. D.M.A. students must successfully complete the preliminary recital prior to taking the Candidacy Examination, although the preliminary recital is not part of the Candidacy Examination. All doctoral recitals including the preliminary recital must be passed (in its entirety) by a simple majority vote. The preliminary recital may be attempted a maximum of two times. If the committee members reach a negative decision following the second attempt, the student will be notified in writing by the Graduate Studies Chairperson that she or he may neither take the Candidacy Examination nor continue in the D.M.A. program in performance.

### **8.2.3 Recital and Committee Guidelines**

#### **8.2.3.1 Performance**

The D.M.A. Candidacy Examination Committee consists of four members that evaluate both the Preliminary Recital (Music 7905) and the Candidacy Examination. This committee continues to serve for subsequent recitals (in most cases, three out of the four recitals should be completed prior to candidacy) and serves as the Final Oral Examination and D.M.A. document Committee.

Before admission to candidacy, D.M.A. students with the assistance of the advisor will describe the nature and content of the recital programs and the document to be presented in fulfillment of the degree requirements. The repertoire of each recital must have prior written approval of the advisor and the Candidacy Examination Committee. This may be obtained by having committee members sign a form on which the program content is listed, or it might be approved via e-mail. It is the responsibility of the student, after consultation with the advisor, to assure that the date of the recital and the recital content is approved by all members of the Candidacy Examination Committee before the recital is given. Students should not expect the Committee to approve content after the recital has been given. Exceptions to this rule may be obtained by petitioning the Graduate Studies Committee. The final recital must be passed prior to the final oral examination deadline set by the Graduate School.

The pattern of required recitals for performance majors includes two full-length solo recitals, one of which is the preliminary recital, plus additional recitals drawn from any combination of the following categories. Categories may be used more than once.

1. A complete concerto. Memorization and accompaniment (piano reduction or ensemble) are at the discretion of the advisor and the Candidacy Examination Committee.
2. A lecture-recital.
3. A major role in an opera or oratorio.
4. A chamber music program.

Memorization requirements may vary among performance areas. The student should consult with the applied teacher regarding such expectations. Other demonstrations of performance competence that require equivalent professional achievement may be substituted by petition of the advisor to the Candidacy Examination Committee.

The four major performances are to be recorded. Following each recital, a Recital Approval Form must be signed by the Candidacy Examination Committee and deposited in the student's file housed in the Graduate Studies Office. If the recital takes place on campus, a recording will be made by Recording Services and the recording will be edited, formatted, and provided to the Music/Dance Library along with an electronic copy of your program to be archived. No further action is required on the student's part. For off-campus recitals, a high-quality uncompressed audio recording along with a PDF file of your program must be submitted to Recording Services at [mus-recording@osu.edu](mailto:mus-recording@osu.edu). The preferred format is .WAV, at a resolution of at least 44.1/16 bit. *MP3 files are not acceptable.* These recordings will be edited, formatted, and provided to the Music/Dance Library along with an electronic copy of your program to be archived.

Should the student wish to perform an off-campus D.M.A. recital, the Candidacy Examination Committee must support the proposal and the student must provide assurance that the quality of the off-campus venue and recording facilities are adequate.

### **8.2.3.2 Conducting**

Given the comprehensive nature of the doctoral conducting degree, involving course work and public performance in two areas (choral, wind/band, orchestral), students will satisfy the recital requirement by compiling a conducting portfolio. This will be amassed through several public performances, hence the term “portfolio.” The student’s advisor, in consultation with the conductor of the assigned ensemble(s), will oversee the distribution of repertoire and ensemble conducting assignments. The ratio of repertoire performed should be approximately 80% in the major area and 20% in the secondary area. A lecture-recital (if applicable), preferably related to the final document topic, may be counted as a part of the conducting portfolio. An audio recording and a video recording must be made of each performance used to fulfill the recital requirement. The portfolio will comprise pdfs of programs and mp3 files (compiled by the student with final approval by her/his advisor).

### **8.2.3.3 Composition**

The composition requirement for the D.M.A. degree will consist of a work of major proportions in which the candidate can demonstrate substance of musical invention, craft, and musical discourse. While the medium is normally that of large ensemble (symphony orchestra, wind symphony, opera, chorus, etc.) other instrumentations and media may be employed, providing the candidate has demonstrated proficiency in writing for more traditional larger ensembles. The exact nature of the work will be determined by the candidate in consultation with the advisor.

### **8.2.4 Candidacy Examination [\[GSH Section 7.3.1\]](#)**

The written portion of the examination, without limitation to courses taken, will demonstrate the student’s general knowledge and understanding of performance and performance practice, the history of music, and the student’s ability to discern particularities of musical style and to analyze musical scores. These examinations normally require a minimum of three days, with four to five hours of writing each day, or they may be administered sequentially over a more extended period with assigned projects. In the latter case, no project shall require, nor will the student be permitted,

more than two weeks for completion. The advisor will prepare the examination in consultation with other members of the student's 4-member Candidacy Examination Committee, of which at least two graduate faculty represent the major and at least one represents supportive studies outside the major. "Major" is defined as music performance (including conducting and string pedagogy), musicology, theory, composition, and music education. After the written examination has been completed, a two-hour oral examination will be conducted by the Candidacy Examination Committee. The student may pass the Candidacy Examination only with a unanimous affirmative vote.

The D.M.A. conducting major's Candidacy Examination Committee will include the student's advisor (choral, wind/band, or orchestra) and one member each from the remaining two conducting areas. For example, if the student's major area is wind/band conducting, then there will also be someone representing the choral area and someone from the orchestral area. The student may wish to have a second representative from the major area and should this be feasible and acceptable to the advisor, it will be permitted. In addition, there will be one committee member selected from outside the conducting or performance faculty and representing another area of the School of Music (i.e., musicology, music theory, music education or music composition).

After the written examination has been completed, a two-hour oral examination will be conducted by the Candidacy Examination Committee. The student may pass the Candidacy Examination only with a unanimous affirmative vote. The oral portion of the candidacy examination lasts approximately two hours and is held after completion of the written portion. The oral portion normally must be completed within one month of the written portion. The Graduate School must be notified at least two weeks in advance of the oral's proposed time and place by the submission of an Application for Candidacy Exam form. The candidacy examination must take place during announced university business hours, Monday through Friday. To access the Application for Candidacy Exam form visit: [gradforms.osu.edu](http://gradforms.osu.edu).

### **8.2.5 D.M.A. Document [[GSH Section 7.7](#)]**

After admission to Candidacy and before the Final Oral Examination is scheduled, each candidate is required to submit a written document. The document will



give evidence of the candidate's ability to make a scholarly investigation and present the results in a clear, concise style. For performance and conducting majors this essay may be a detailed analytical, historical, and/or technical study of a coherent segment of performance literature.

*If a doctoral candidate fails to submit the final copy of the dissertation or DMA document to the Graduate School within five years of being admitted to candidacy, the candidacy is cancelled. In such a case, with the approval of the advisor and the Graduate School, the doctoral candidate may petition for one extra semester after the conclusion of candidacy to complete all outstanding degree requirements. The doctoral candidate may also petition their advisor and their Graduate Studies Committee to take a supplemental candidacy examination. If the student passes this supplemental candidacy examination, the student is readmitted to candidacy and must then complete a dissertation or DMA document within two years.*

## **8.2.6 Application to Graduate**

At the beginning of the semester in which you intend to graduate, submit an Application to Graduate that can be accessed at: [gradforms.osu.edu](http://gradforms.osu.edu).

## **8.2.7 Final Oral Examination**

The final oral examination tests originality, independence of thought, the ability to synthesize and interpret, and the quality of research presented. The final oral examination concerns principles and historic perspective as well as data. The final oral examination includes but is not limited to discussion of the dissertation or D.M.A. document. The examiners often pursue lines of thought and argument from the data and concepts that have contributed to the research and to its critical evaluation by the student.

The Final Oral Examination shall be open to faculty and graduate students. Faculty and graduate students planning to attend the Final Oral Examination shall notify the advisor of their intent to attend, shall not ask questions nor participate in the examination in any manner, and are requested to remain until the examination is completed. Only the Final Oral Examination Committee members are to be present for discussion of the student's performance and the decision of the outcome. The candidate

shall pass the examination only with a unanimous vote.

## **9. Graduate Associates** [\[GSH Section 9\]](#)

Graduate students in the School of Music may be appointed as graduate teaching (GTA), research (GRA), or administrative associates (GAA). Graduate students appointed as half-time (.5) graduate associates receive full waiver of their instructional fees and tuition, and provide service that will not exceed an average of 20 hours per week. International students who hold an F-1 visa are prohibited from working more than 20 hours per week, therefore, such students who are appointed as a (.5) GA may not engage in work outside of the boundaries of the GA workload. Graduate students appointed as quarter-time (.25) graduate associates receive a waiver of one-half of their instructional tuition and fees, and provide service that will not exceed an average of 10 hours per week. Quarter-time graduate associates are responsible for paying the remaining one-half of their resident or nonresident instructional fees and tuition and do not receive health benefits.

### **9.1 Duties and Responsibilities**

Most Graduate Associate (GA) positions in the School of Music include components of teaching, research/performance, and administrative responsibilities. However, it is possible to hold an appointment that is exclusive to one domain. Typical duties and responsibilities are as follows:

#### **9.1.1 Graduate Teaching Associate**

Most Graduate Associates in the School of Music serve as Graduate Teaching Associates. Responsibilities might include assisting with a course by observing classes, preparing materials, giving examinations, grading papers, meeting with individual students, or holding recitation-section meetings. Some GTA's are assigned their own class sections, typically one course per semester, depending on course credit and class meeting schedule. GTA's in music performance may be assigned to lower division or beginning level studio teaching. In some cases, GTA's may be assigned ensemble performance responsibilities following guidelines for the ensemble requirement as explained in the section on Graduate Research Associates (below). GTA teaching assignments may vary across the two semesters given the experience of the graduate student and instructional needs of the area, however, the amount of time spent in meeting these responsibilities should be within that allocated to the GTA position,

namely, an average of 20 hours/week for 50% GTA's, and an average of 10 hours/week for 25% GTA's. Should instructional assignments fall short of the time commitment, additional duties may be assigned, for example, piano accompanying, assisting with an area office, or serving as a music librarian. Whatever the distribution of responsibilities, the main function of a GTA is to teach or assist with instruction.

### **9.1.2 Graduate Research Associate**

There are a few GA positions in the School of Music that are devoted to research and/or creative activity, including music performance. Students in academic areas holding these positions are normally assigned to a faculty member or area to assist with a specific research agenda. Responsibilities might include library work, developing research protocols, writing proposals or reports, programming, translating, and so on. GA's in music performance may be assigned to ensembles or roles as determined jointly by the advisor, the area, and the conductors. Hours spent in rehearsal or performance are counted toward the time commitment required of the position—an average of 20 hours/week for a 50% GA, an average of 10 hours/week for a 25% GA.

In cases where degree requirements intersect with a student's workload assignment, the GA must seek written permission from the advisor, faculty supervisor, ensemble director, and the Graduate Studies Chair in order to satisfy both course credit and workload assignments with the same course.

### **9.1.3 Graduate Administrative Associate**

Occasionally, there may be a need for a GAA position in the School of Music to assist with office and administrative responsibilities. If so, the work is calculated by the hour: an average of 20 hours/week for 50% GAA's, and an average of 10 hours/week for 25% GAA's.

## **9.2 Registration (Credit Hour) Requirements** [\[GSH Section E\]](#)

*A pre-candidacy student must be enrolled for a minimum of 8 credits each semester (4 for summer term) in order to hold a graduate associate appointment. A post-candidacy student must be enrolled for 3 credits each semester, including summer term (see Note below), in order to hold a graduate associate appointment. A GA must also maintain reasonable progress*

*toward their degree and maintain good academic standing with the Graduate School and his/her academic program each semester or session or term.*

**Note:** Post-candidacy students are not required to enroll in courses during the summer term. However, GTA's seeking the fee authorization in the summer term must be registered for the minimum number of credits referenced above. (Also, see GSH Section on [Enrollment Requirements](#).)

*For GA appointments below 50 percent: A student on a GA appointment below 50 percent must enroll for a minimum of 4 credit hours each semester (2 credit hours in summer term), make reasonable progress toward their degree, and maintain good academic standing with the Graduate School and his/her academic program each semester or session or term. GAs who have multiple appointments that cumulatively equal or exceed 50 percent have greater registration requirements, as described above.*

*Audited courses do not count toward these requirements.*

### **9.3 Language Proficiency** [\[GSH Section 2.8\]](#)

*International or permanent resident graduate students for whom English is not the first language must certify their proficiency in spoken English before assuming any Graduate Teaching Associate (GTA) instructional duties. They may become certified by scoring 28 or higher on the spoken portion of the TOEFL IBT, 8.5 on the IELTS, or by scoring at the appropriate level on the Oral Proficiency Assessment (OPA) administered by the Intercultural English Language Programs (IELP).*

Should an initial appointment be made before the student is certified in spoken English, the GTA will be permitted only to assist faculty or serve as piano accompanists.

### **9.4 Assignment of Duties and Responsibilities**

Supervisors are appointed by the Chair of Graduate Studies after consultation with area faculty. Specific GTA and GRA assignments are made by the Area Head or a faculty supervisor. Assignments to GA's who perform in ensembles or productions are made following consultation among the applied teacher, ensemble conductors, and Area Head. Graduate Administrative Associate assignments are made by an appointed supervisor in the office to which the GAA is assigned. When GA's are assigned to more than one office or function,

communication among supervisors is expected.

Graduate Associates are assigned duties not to exceed an average of 20 hours per week, and quarter-time associates receive assignments not exceeding an average of 10 hours per week. Should a Graduate Associate feel that assigned responsibilities require more than the hours allowed for the appointment, on average, the GA should discuss the matter with the supervisor and then with the Chair of Graduate Studies.

## **9.5 Appointments**

Appointment to a Graduate Associateship position is made by the Director of the School in consultation with the Chair of Graduate Studies upon recommendation of the Area Head and studio faculty. Graduate Associate appointments may be made at any time but are typically made in March and April for the following academic year. New students indicate their interest in a GA position by choosing a box on the Ohio State online Application. Continuing students may inform Area Heads or the Graduate Studies Office about their interest in GA funding. There may be specific requirements for certain positions, for example, a mock teaching episode, or a letter and résumé showing appropriate experience and background.

## **9.6 Period of Appointment** [\[GSH Section 9.2.3\]](#)

*A typical GA appointment is for autumn and spring semesters; however, work patterns are determined locally and may vary due to summer term staffing needs. GAs should be hired for no less than a full semester, unless prior approval has been established with the Graduate School. The following appointment dates should be used to direct the efforts for GAs each semester:*

- *Autumn Semester: August 16-December 31.*
- *Spring Semester: January 1-May 7.*
- *Summer Term: May 8-August 15.*

## **9.7 Length of Appointments**

Length of appointment will be a maximum of two years for a student while pursuing a master's degree and three years for a student while pursuing a doctoral degree. Graduate Fellowships shall count toward the maximums, except that the second year of a Special

Dean's Fellowship shall not count. Cumulative tenure beyond five years for a graduate associate in the School of Music should not be expected.

## **9.8 Renewal**

To be considered for renewal of appointment, the graduate associate must (a) be in good standing, (b) have an acceptable record of performance as an associate, and (c) have a record of systematic progress toward fulfillment of degree requirements. A formal evaluation of the quality of each graduate associate's work (preparation, presentation, capability, effectiveness) will be made by the assigned supervisor(s) for inclusion in the student's graduate file. All renewals of appointment are dependent upon the availability of funds.

## **9.9 Termination** [\[GSH Section 9.2.9\]](#)

GA appointments may be terminated prior to the end of the appointment period only with the written approval of the Graduate School. If a GA appointment is terminated prior to the end of the appointment period for any of the following reasons the GA will no longer be enrolled in the Graduate School and this has significant consequences for the student including a transfer of the cost of the tuition and fees for the semester to the student.

- the GA is registered for fewer than the number of credit hours required for a GA appointment or fewer than three credit hours for a doctoral student who has achieved candidacy status.
- performance as a GA is determined to be unsatisfactory by the employing unit.
- unsatisfactory academic performance.
- breach of the Code of Student Conduct.
- the appointing unit has insufficient funds.

If a decision is made to terminate a Graduate Associate, the Chair of Graduate Studies will notify the supervisor and advisor prior to this action. The specific reason for termination must be consistent with Graduate School criteria for termination.

## **9.10 GA's Teaching Graduate Students** [\[GSH Section 9.2.11\]](#)

Graduate associates may not be the instructor of record for courses in which graduate students are enrolled for graduate credit.

## **9.11 Outside Employment**

Graduate Associates in the School of Music are not prohibited from seeking outside employment if such work does not prevent them from (1) making progress toward the degree

while receiving support as a GA, and (2) fulfilling assigned teaching, research, performance, or administrative responsibilities. If the GA accepts outside employment, he or she must remain available at the times necessary to fulfill GA responsibilities. A Graduate Associate who is considering outside employment is encouraged to consult with his or her graduate advisor and area head. If the GA reports to a faculty member other than the advisor, that faculty member should also be consulted.

## **10. Ethics in Graduate Music Study**

The School of Music adheres to the University Code of Student Conduct that can be accessed at: <https://trustees.osu.edu/assets/files/RuleBook/CodeStudentConduct.pdf>. We expect behavior that is consistent with the highest ethical standards, and encourage graduate students and faculty to demonstrate responsibility and integrity in pursuing their creative and scholarly interests. The academic enterprise is dependent upon such behavior. An essential aspect of graduate study is learning the professional codes of ethics, written or unwritten, that are commonly accepted in the field of music. The academic advisor and other faculty members educate graduate students through example and discussion, addressing such issues as academic honesty, research, publication, and recruitment and hiring practices. Unwritten codes of ethics, for example, those governing the use of unedited recordings for auditions, should be discussed among graduate students and faculty where appropriate. The School of Music endorses such communication as a means of setting high standards of behavior in graduate study and beyond.

## **11. Research Policies and Resources**

The Office of Responsible Research Practices (ORRP) provides information on policies and procedures for research involving humans, animals, or potentially hazardous biological agents. The ORRP website also includes the conflict-of-interest policy, information about Institutional Review Board (IRB) processes, and access to training and workshop opportunities: [orrrp.osu.edu](http://orrrp.osu.edu).