

**DEPARTMENT OF MUSIC**  
**UNIVERSITY AT BUFFALO - SUNY**  
**2020-2021**  
**GRADUATE STUDENT HANDBOOK**



Department Website: [www.music.buffalo.edu](http://www.music.buffalo.edu)

The Robert & Carol Morris Center for 21<sup>st</sup> Century Music: [www.music21c.org](http://www.music21c.org)

MyUB Website: [www.myub.buffalo.edu](http://www.myub.buffalo.edu)

Graduate School Website: [www.grad.buffalo.edu](http://www.grad.buffalo.edu)

Registrar Website: [www.registrar.buffalo.edu](http://www.registrar.buffalo.edu)

Financial Aid Website: [www.financialaid.buffalo.edu](http://www.financialaid.buffalo.edu)

Student Accounts: [www.buffalo.edu/studentaccounts](http://www.buffalo.edu/studentaccounts)

Facebook: <https://www.facebook.com/ubmusicdepartment/>

Welcome to the University at Buffalo Music Department! You are entering into a community of scholars, performers and composers all working to advance the goals of a department that is at the forefront of music in the 21<sup>st</sup> century. Here we explore music's place in society and its theoretical underpinnings while pursuing the highest standards of artistic expression and performance. We are a collaborative and tight knit department and welcome the input from our students and faculty in helping us advance our goals.

As a first step in helping you familiarize yourself with the policies of the department, we have assembled this handbook outlining the policies and procedures of graduate degree programs in the Department of Music. All graduate students are required to be familiar with and follow the policies and procedures of both of the department and of the wider university. This handbook contains information regarding coursework, the completion of necessary forms, the formation of committees, deadline dates and other departmental resources and information. Additional information can be found on the department website ([music.buffalo.edu](http://music.buffalo.edu)) as well as on the graduate school website ([grad.buffalo.edu](http://grad.buffalo.edu)).

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**1. GETTING STARTED AT UB**

- B. **Your UB Person Number** – Provided upon acceptance into the University.
- C. **Your UBIT Name**- Provided upon acceptance into the University.
- D. **Your UB password.** - A single-use password has been emailed to the email address which you provided on your application by the Graduate Enrollment Management Services office. This initial password is a single-use password used solely for claiming your UBIT Name. For new graduate students having difficulty accessing their UBIT Name or single use credentials contact GEMS at 716-645-3482 or via email at [gradrecr@buffalo.edu](mailto:gradrecr@buffalo.edu).
- E. **Your UB email address:** YourUBITName@buffalo.edu
- F. **Activate your UB email at:** <https://ubmail.buffalo.edu>
- G. **Your UB card** - The UB Card office is on the UB North Campus, Student Union, Room 228. If you cannot get to campus to pick up your UB card, you may do so once you arrive for classes. You must be registered for classes before you can get your UB card. For more information please go to: <http://www.myubcard.com/ubcard/>  
  
International Students should contact the International Student and Scholar Services office at 716-645-2258 for further information or go to <http://wings.buffalo.edu/intlservices/>
- H. **Your UB Parking Permit** - Register your vehicle and obtain a parking permit through the online vehicle registration process and have your permit mailed to you. This is accessible online at (You will need your UBIT Name and password.) <http://www.buffalo.edu/parking/parking-permits.html>
- I. **Graduate Welcome and Information Fair** - The Welcome and Information Fair for Incoming Graduate Students is held in late August (usually the Friday afternoon before classes begin) by the Graduate School in conjunction with the Graduate Student Association. Incoming graduate students are welcomed to the university community by the Dean of the Graduate School. A program by the Graduate School Office of Student Services is presented followed by an overview of the history of UB and Western New York.
- J. **The Graduate School** - Go to [www.grad.buffalo.edu](http://www.grad.buffalo.edu) and click on "Incoming Students" for more information regarding UB. There are on and off campus housing options available. [www.buffalo.edu/campusliving](http://www.buffalo.edu/campusliving)

## 1. DIAGNOSTIC EXAMINATIONS

### **Information on the Music Theory exam**

All incoming Music Graduate students are required to take this mandatory exam prior to the start of fall classes. (For incoming spring semester students please consult the Director of Graduate Studies.)

### **Information on the Music History exam**

All incoming Music Graduate students are required to take this mandatory exam prior to the start of fall classes. (For incoming spring semester students please consult the Director of Graduate Studies) Students that have had little or no study in this area may be required to take remedial music history courses prior to participating in the graduate seminars.

## 2. DEPARTMENT LANGUAGE EXAMINATIONS

These exams are offered every semester. Incoming students are **not** expected to take this right away but may do so if they choose. Depending on your graduate program, you may be required to pass a language exam(s) in German, Italian, French or Spanish. Students prepare for these exams in a number of ways including self-study, tutors or undergraduate classes. If you wish to use a language other than those listed above, speak to your faculty advisor.

### 3. DEGREE PROGRAM REQUIREMENTS & REGISTRATION

The UB Department of Music offers the following degree and certificate programs:

MA in Music Composition  
MA in Music Theory  
MA of Music History\*  
MM in Music Performance  
Advanced Certificate in Contemporary Music Performance

Ph.D. in Music Composition  
Ph.D. in Music Theory  
Ph.D. in Historical Musicology

\*The Music Librarianship program consists of a double degree, an MA in Music History in conjunction with a MLS in Library Studies through the Graduate School of Education. Applicants to this program must apply to each program separately.

All new students will be assisted in their first semester registrations faculty advisors (see area coordinators). Students and advisors should make sure that planned coursework will meet distribution and skill requirements, the total credit-hour requirement, and, in the case of doctoral students, that it will provide basic preparation for the comprehensive exams.

The Department of Music recognizes that many of its requirements and procedures may not apply to all graduate students, and in specific cases graduate student may have legitimate and reasonable cause to be exempted from a specific requirement, or to be allowed to fulfill a modified form of a requirement. Consequently, students have the opportunity to petition the Graduate Committee to grant exemptions or changes in requirements or procedures.

All petitions to the Graduate Committee should state clearly what the nature of the petition is and offer compelling justification for the request. All petitions must be approved by the student's advisor before being submitted to the Graduate Committee. The decision of the Graduate Committee is generally final in all matters of Department of Music policies, procedures, and requirements, including petitions.

#### 4. DEGREE PROGRAM REQUIREMENTS:

The following is the normal course of study for the degree programs in the UB Department of Music. In all cases a student's particular program should be determined in consultation with their academic advisor. Customized tracks, involving substitutions for required and elective courses, are encouraged but must be planned in advance with the advisor and will require the approval of the Music Department Graduate Committee.

<b><u>Course of Study for the M.A in Music Composition</u></b>		<b>Credits per course</b>	<b>Extended</b>
627/628	Composition Lessons (4 Semesters)	4	16
627/628SEM	Composition Seminar (Rec 2-4 semesters)	2	4-8*
Choose (2):			
607/608	Contemporary Music Materials (post 1950)	4	8
511/512	Electronic Music		
Choose (1):			
605/625	Notation	4	4
525-530	Music History Survey		
Choose (1):			
515	Musicology Seminar	4	4
Choose (1):			
554/613	Studies or Seminar in Music Theory	4	4
621	Schenker Studies 1		
629	Pitch Structures 1		
	Thesis	0-8	0-8**
		<b>TOTAL</b>	<b>40-44</b>

#### **Thesis**

A portfolio of at least three representative works completed while in residence, accompanied by a recording if possible.

#### **Retention Standards**

All degree coursework must be completed with grades of "A", "B" or "S".

\*Recommended

\*\*Variable credit as required by Major Professor

**Course of Study for the M.A in Music History**

		Credits per course	
		Extended	
515	Musicology Seminar (3 semesters)	4	12
618	Bibliography	4	4
605/625	Notation	4	4
	Music Theory Elective	4	4
	Foreign Language (see below)		
	Thesis (see below)	0-8	0-8
		<b>TOTAL</b>	<b>32</b>

**Foreign Language Requirement**

MA students must gain reading proficiency in German. Language exams are given the second Wednesday of both the fall and spring semesters.

**Thesis**

The student must submit a final project that demonstrates advanced competence in research and writing. This project may be a thesis, a series of special papers, or a written work of equivalent scope and depth.

**Retention Standards**

All degree coursework must be completed with grades of "A", "B" or "S".

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**Course of Study for the M.A in Music Theory**

		Credits per course	Extended
554/555	Studies or Seminar in Music Theory	4	4
621	Schenker Studies 1	4	4
629	Pitch Structures 1	4	4
605 or 606	History of Music Theory	4	4
515-530	Music History	4	4
618	Bibliography	4	4
	Foreign Language (see below)		
	Thesis (see below)	0-8	0-8
		<b>TOTAL</b>	<b>32</b>

**Foreign Language Requirement**

MA students must gain reading proficiency in German or French, although a different language can be substituted upon petition. Language exams are given the second Wednesday of both the fall and spring semesters.

**Thesis**

The student must submit a final project that demonstrates advanced competence in research and writing. This project may be a thesis, a series of special papers, or a written work of equivalent scope and depth.

**Retention Standards**

All degree coursework must be completed with grades of "A", "B" or "S".



## **Course Requirements for the MM in Music Performance**

	<b>Credits per course</b>	<b>Extended</b>
559-598 Instrument/Voice Applied Lessons (4 sem)	4	16
Choose (2) of the following:		
515 Studies in Music History	4	8
Choose (1) of the following:		
554/555/621/629 Studies in Music Theory	4	4
Ensembles (as appropriate to emphasis) Choose (2-4) of the following:	2	4-8
538 UB Symphony Orchestra		
540 Chamber Music		
543 Percussion Ensemble		
547 Contemporary Ensemble		
550 Opera Workshop (major role/voice majors only)		
551 Choir		
556-557 Jazz Ensemble		
Performance Specialties 513, 514, 600, 635 or as specified for individual emphasis or additional Performance electives.	2-4	0-4
Language Requirement (see below) 2 or 3 public recitals (as required by area)		
	<b>TOTAL</b>	<b>36</b>

### **Language Requirement**

Voice majors must gain reading proficiency in one foreign language, usually in German, French, or Italian. Language exams are given the second Wednesday of both the fall and spring semesters.

### **Guidelines for M.M. Recitals**

M.M. students should plan to meet with the Concert Manager early in the fall semester to plan their recital(s) for that academic year. Contact Phil Rehard, Concert Manager at [rehard@buffalo.edu](mailto:rehard@buffalo.edu) to set up an appointment.

1. As soon as an M.M. Candidate is ready to plan their first recital, an evaluation committee of at least three members shall be formed, its members to be chosen by the student and the major professor in consultation.
2. This committee shall include:
  - a. The student's major professor
  - b. At least one other member of the performance faculty, and
  - c. At least two full-time faculty; If the major professor is a full time faculty member then he/she may be included here.
3. The membership of the committee shall be filed with the Student Programs Office prior to the student's first recital. The committee shall serve, as far as possible, throughout the student's career, individual members being replaced only as may be necessary.
4. In selecting recital dates, the major professor and/or the candidate shall consult the members of the evaluation committee as well as the Concert Office and inform the evaluating committee of the final date immediately.
5. It is the major professor's responsibility, as chair, to ensure that all members of the committee are informed of the agreed date, and if necessary to remind them of it. The entire committee should attend and evaluate all recitals, the resulting evaluation to be reported in writing to the student, with copy to the Student Programs Office.

6. All recitals must be recorded. (The choice of recording format – audio only or video – is left to the major professor in consultation with the committee.) If a committee member is unable to attend a recital, the member should so advise the committee chair, and should evaluate the recorded recital as soon as possible.
7. Following the first recital, committee members are encouraged to make recommendations for the next program of the next recital.
8. Any other faculty member present at the recital may attend the evaluating committee's meeting, and may take part in the discussion, but may not vote.

**Retention Standards**

All degree coursework must be completed with grades of "A", "B" or "S".

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<b><u>Course Requirements for the Advanced Certificate in Contemporary Music Performance</u></b>			
		<b>Credits per course</b>	
<b>Extended</b>			
559-598	Instrument/Voice Applied Lessons (2 sem)	4	<b>8</b>
547	Contemporary Ensemble (2 sem)	2	4
540	Advanced Rhythmic Training (2 sem)	2	4
513	On the Edge Performance	2	4
600	Independent Study/Tutorial	2	4
	2 public recitals		
		<b>TOTAL</b>	<b>24</b>

Students are expected to work on a variety of creative projects within the Department of Music. They will perform alongside UB faculty and guest artists in the Slee Sinfonietta, and other faculty generated projects such as concerts and recordings. Advanced Certificate students will also work in close collaboration with students in the UB Composition Program and will present both formal and informal performances.

**Retention Standards**

All degree coursework must be completed with grades of "A", "B" or "S".

### Course of Study for the Ph.D. in Music Composition

		<b>Credits per course</b>	<b>Extended</b>
627/628	Composition Lessons (6 Semesters)	4	24
627/628SEM	Composition Seminar	4-6*	8-12
Choose (3 of the following):			
605/625	Notation	4	12
525-528	Survey of Music History		
529	Music Survey 1900-1945		
530	Music Since 1945		
515	Musicology Seminar		
Choose (2 of the following):			
554/555	Studies in Music Theory	4	8
613/614	Doctoral Seminar in Music History		
621	Schenker Studies 1 / 2		
629	Pitch Structures 1 / 2		
Choose (5 of the following):			
511/512	Electronic Music	4	20
607/608	Contemporary Music Materials		
611/612	Computer Music		
619/620	Advanced Orchestration		
600	Independent Study		
700	Dissertation		1-12**
<b>TOTAL</b>			<b>72</b>

\*Recommended

\*\* Variable credit as required by Major Professor

The Ph.D. program requires completion of a minimum of 48 credit hours beyond a Master's degree conferred by another institution.

#### **Comprehensive Examinations**

Comprehensive exams are taken after completion of all course work and language requirement.

1. A four-hour written examination on the history of Western Music from the Middle Ages to 1950.
2. A four-hour written examination on contemporary (post-1950) music.
3. A four-hour examination on music theory.
4. A portfolio of at least three representative works composed while in residence accompanied by a recording of each of the three pieces.
5. An oral examination, the content of which will parallel that of the three written examinations, will be given 10-14 days after the completion of the written exam. Areas of weakness will be addressed by the committee.

#### **Dissertation**

The dissertation will be a composition of substantial scope and complexity which demonstrates the candidate's ability to handle large musical forms.

#### **Language Requirement**

One foreign language: French, German, or Italian. Another natural language may be substituted with approval of student's academic advisor and the Graduate Committee.

#### **Retention Standards**

All degree coursework must be completed with grades of "A", "B" or "S".

## Course Requirements for the Ph.D. in Historical Musicology and Music Theory

### Core courses required of all Ph.D. students in either track:

		<b>Credits per course</b>	<b>Extended</b>
605	History of Music Theory I	4	4
606	History of Music Theory II	4	4
618	Bibliography	4	4

### Additional requirements:

Foreign Language			
Cognate or Elective Courses			6-8
Comprehensive Examinations			
M.A Thesis or the equivalent		0-8	0-8
Dissertation		1-14	1-14

**Total Core Requirements 40**

## TRACK REQUIREMENTS

### Course requirements for the Historical Musicology track:

Choose (6 of the following):

515	Musicology Seminar (6 semesters)	4	24
525-530	Music History Survey (1 or 2 semesters)		
600	Independent Study		
625	Notation	4	4

Choose (1 of the following):

613/614	Studies or Seminar in Music Theory	4	4
621	Schenker Studies 1		
629	Pitch Structures 1		
605 or 606	History of Music Theory		

**Total Historical Musicology Track Requirements 32**

**TOTAL 72**

### Course requirements for the Music Theory track:

613/614	Studies or Seminar in Music Theory (2 sem)	4	8
621	Schenker Studies 1	4	4
622	Schenker Studies 2	4	4
629	Pitch Structures 1	4	4
630	Pitch Structures 2	4	4
515-530	Seminars in Musicology (2 sem)	4	8

**Total Music Theory Track Requirements 32**

**TOTAL 72**

**Foreign Language Requirement:** Language requirements should be completed as soon as possible since many graduate courses require research in languages other than English.

- **For the Historical Musicology track:** Two foreign languages, one of which must be German. The second is usually French or Italian, although a language specifically appropriate to the student's proposed dissertation topic can be substituted upon petition.
- **For the Music Theory track:** Two foreign languages, one of which must be German. The second is often French, although a different language can be substituted upon petition.

### **Cognate or Elective Courses**

- **For the Historical Musicology track:** Students need not declare a formal cognate area, although they may elect to take both of their required non-Musicology electives in a single discipline. Examples of disciplines in which elective courses might be taken include Music Theory, Composition, Comparative Literature, Computer Science, History, Media Study, and Arts administration. Consult your faculty advisor about other courses that may be acceptable.
- **For the Music Theory track:** Two or more graduate courses in the same area (either within or outside of Music), related to Music Theory. Normally a student's cognate courses will contribute to or support the research to be done for the dissertation. Examples of possible cognate areas are Music Performance, Music Composition, Philosophy, Mathematics, Art History, Literary Criticism, and Acoustics. Consult your faculty advisor about other courses that may be acceptable.

### **Comprehensive Exams**

**For the Historical Musicology track:** Four separate examinations are taken after completion of all course work and language requirements.

Each of the three written examinations described below include one substantial essay on an analytical/theoretical topic (usually a score analysis).

1. Two 5-hour examinations in Musicology, each in an area outside the area of the proposed Ph.D. dissertation. "Area" is usually defined chronologically (e.g., a hundred-year historical period), but might, with the approval of the Musicology faculty, be defined topically or methodologically.
2. One 8-hour examination in Musicology in the area of the proposed Ph.D. dissertation.
3. A 4-hour examination in Music Theory, including exercises in harmony or counterpoint, short analysis questions, problems in mathematical theory, and essay questions on recent theoretical literature.
4. An oral examination in Music Theory and Musicology, including follow-up questions on the other portions of the examination.

**For the Music Theory track:** Four different written examinations, normally taken within a 2-week period. These exams will be given no more often than once a semester; if several students wish to take them during any one semester, they must come to an agreement about when the exams are to be taken.

#### **I. 4-hour Examination in Music Theory, including the History of Music Theory**

Question 1 (1 hour): A compositional and/or analytical problem.

Question 2 (1 hour): Essay on the history of music theory [choose between at least two]

Question 3 (1 hour): Essay on tonal theory [choose between at least two]

Question 4 (1 hour): Essay on contemporary theory [choose between at least two]

Answers to these three essay questions will be evaluated on two bases: grasp of the underlying large concepts, and supporting evidentiary details. N.B. that, although there are no longer questions containing lists of terms and names to be identified and discussed, students are expected to supply ample details—citing specific theorists, treatises, dates, pieces of music, analytical results, etc., as appropriate.

## **II. 24-hour Analysis Project: Tonal**

- Typically an entire short piece or movement, in any tonal style
- Designed to incorporate traditional analytical approaches, especially Schenker's
- Questions that also invite students to critique and extend these traditional models

## **III. 24-hour Analysis Project: Post-Tonal**

- Typically an entire short piece or movement, in some contemporary style
- Designed to incorporate established models of analysis, such as set and serial theory
- Questions that also invite students to critique and extend these approaches

## **IV. 4-hour Examination in Music History**

Part 1: Excerpts from scores & treatises (most reproduced on paper, some musical excerpts given as sound-files), from the main stream of Western music & music theory—which should be identified as accurately and precisely as possible.

Part 2: Two essays on excerpts selected by the student, addressing the historical context and significance of those excerpts. (It is the candidate's responsibility to select appropriate excerpts and to formulate essay topics around them that address *important and salient historical issues*; the evaluation of the exam will include evaluating the topics developed for these essays.)

## **V. Oral Examination**

Normally scheduled 2–3 weeks after the written exams. Follow-up questions will be directed by committee members, relating to all four other examinations, as well as more general questions, as appropriate. At the oral examination, a student is expected to be able to provide *comprehensive and accurate answers to all questions on the exams*, not just those which were actually answered during the written exams.

The student must bring copies of the written answers to the oral exam, as well as any supplementary materials deemed necessary, and are advised to organize the materials so to be able to access answers quickly and efficiently.

## **Dissertation**

Students who do not already have a Master's degree must submit a project that demonstrates advanced competence in research and writing. This project may be an M.A thesis, a series of special papers, or a written work of equivalent scope and depth. The Ph.D. dissertation must be a substantial original contribution to the field of Historical Musicology or Music Theory.

## **Retention Standards**

All degree coursework must be completed with grades of "A", "B" or "S".

## **5. FACULTY ADVISORS**

Area Coordinators of Music Composition, Music Theory, Music History/Historical Musicology will confirm assignments of faculty advisors to students. Masters and Doctoral students will begin studies and as they become acquainted with faculty members and discover which one is most suitable considering their particular purposes and interests, they may also approach this faculty and request them as an advisor. Change of advisors should be approved by the Area Coordinators. Master's in Music Performance and Advanced Certificate in Contemporary Music Performance students will naturally have as their faculty advisor, the appropriate instructor in their applied music lessons.

Each student will eventually have a three-person faculty advisory committee which is confirmed at the time the student submits an Application to Candidacy. The advisor must be a member of the Department of Music and a member of the Graduate Faculty, although a co-advisor from outside the department is sometimes appropriate. All three members of the committee must be approved on the Graduate Faculty Roster held in the Graduate School.

## 6. THE MASTER'S PROGRAM

The department's requirements for the MA / MM are outlined in the degree programs. The Master's degree normally takes three to four semesters of full-time graduate study.

Students admitted to the degree program must complete a Master's project/thesis. When writing an MA Project or Thesis, students typically register for MUS 600 (major professor's section) for variable credit. MM students must complete two public recitals: 1 solo and 1 chamber.

The Master's Project / Thesis is written under the direction of, and must be approved by, the advisor and two faculty members. As appropriate, faculty members outside the Department may participate in the guidance of M.A research project papers.

A copy of MA Project / Thesis is not required for the department library.

### M.A APPLICATION TO CANDIDACY (ATC)

To obtain the degree, students must submit an Apply for Degree through their HUB Student Services Center and complete a Full time status form. They are NOT required to file and Application to Candidacy. If, and this is important, the student does not confer on that date for whatever reason, an Amendment to Candidacy and new full time status form must be filed with the Graduate School and the student again applies for the new graduation date through their HUB Student Services Center.

\*Since faculty members do not have departmental obligations during the summer or between semesters, students seeking September or February conferral should make sure that committee members are willing to evaluate their MA project/Ph.D. dissertation by the deadlines.

### M- FORMS

M-FORMS or Multi-purpose forms are due to the Graduate School after the committee has approved the completed thesis or project. Exact dates can be found on the Graduate School website at [www.grad.buffalo.edu](http://www.grad.buffalo.edu).

## 7. M.A to Ph.D.

Students who have been admitted to the M.A program in Music may subsequently wish to enter the doctoral program and must apply. If accepted, they will be eligible to be considered for funding and should discuss this further with a faculty advisor or DGS.

## 8. The Doctoral Program

To attain the Ph.D. degree a student must be admitted to the doctoral program and complete all the academic requirements. The Ph.D. requires 72 credit hours of coursework, **36 of which must be unique to UB and to the Ph.D. program**. Doctoral candidates must complete at least two continuous semesters of full-time coursework (of the total of 72 credit hours required) in residence at U.B.

### Time Limits and Continuous Registration

The Graduate School places a limit of seven years for completion of the Ph.D., counting from the time of initial registration. Students who cannot meet this should apply for a leave of absence or an extension of time limit to complete degree. (Forms may be obtained on the Graduate School website: [www.grad.buffalo.edu](http://www.grad.buffalo.edu)).

The Ph.D. must be completed in seven years, excluding leaves of absence. Normally, a student who has already earned an M.A degree in the Department or elsewhere will have five years to complete Ph.D. work. Students unable to meet these time limits may petition for an extension.

Note: a Leave of Absence does not stop the clock on deadlines for Incompletes (see section on Incompletes below). See Part-time requirements.

Moreover, the Graduate School is likely to grant only a single extension of the seven year time-limit, so Music graduate students and advisors are encouraged to request extensions that will allow sufficient time for completion of the Ph.D., including research, writing, revision, and final submission of the dissertation.

Continuous registration for at least one hour of credit in MUS 700 (Dissertation Guidance) is required during regular academic years until the dissertation is finished and defended. Students cannot register for MUS 700 until they have passed their comprehensive exams and their Application to Candidacy has been approved by the Graduate School.

### **Coursework**

Coursework. Second year Ph.D. students will select courses in consultation with the advisor. Students may take independent study courses with the approval of their advisor.

### **RCR Training Requirement**

Beginning fall semester 2009, all Ph.D. students are required to document successful completion of "Responsible Conduct of Research" (RCR) training when they submit their Application to Candidacy for their Ph.D. degree. This training requirement may be fulfilled in either (1) enrolling in and passing PHI 640 – Graduate Research Ethics or RPN 541 – Ethics and Conduct of Research or (2) completing the Collaborative Institutional Training Initiative (CITI) online Responsible Conduct of Research (<http://www.citiprogram.org>) course with a score of 80% or higher. **Students opting to complete the CITI online course must supply documentation of its successful completion with their Application to Candidacy.**

### **Ph.D. APPLICATION TO CANDIDACY**

To obtain the degree, students must submit the Application to Candidacy. This should be completed under the advisement of the faculty advisor and the DGS. Students are responsible for obtaining all necessary department signatures on the Application to Candidacy form. Students must have at least a B (3.0 overall grade point average) to receive the Ph.D. in addition to fulfilling all other requirements in order to receive the degree.

\*Since faculty members do not have departmental obligations during the summer, or between semesters, students seeking September or February conferral should make sure that committee members are willing to evaluate their Ph.D. dissertation by the deadlines.

+Graduate School deadline dates are subject to change so check The Graduate School website for deadline dates once you have selected a degree conferral date.

### **DOCTORAL DISSERTATION**

#### **Dissertation Committee**

At the time the student completes the Application to Candidacy, the student should select a dissertation committee to supervise the research and writing of the dissertation and to conduct the oral exam on the completed work. It is strongly recommended that the Ph.D. committee be constituted prior to the writing of the dissertation proposal. Though the Chair of the dissertation committee will usually work most closely with the student, other members should be kept fully informed as the dissertation progresses, and should have an opportunity to make their views known well before a final draft is done. Both the Chair and the student are responsible for involving other committee members. The dissertation committee must have at least three members; all must be members of the Graduate Faculty.

#### **Dissertation**

The doctoral dissertation is a substantial and original work of professional quality required of all Ph.D. students. The dissertation is expected to be an original contribution to knowledge, and to



meet other criteria of professionalism and competence. A description of the general expectation of Ph.D. dissertation may be found on the Graduate School website. Students should consult the Graduate School website for information on the dissertation format, and submission requirements of the university

After satisfactory defense and approval of the dissertation by committee members, all Ph.D. students need to submit electronic copies of their dissertations. It is the student's responsibility to ensure that the dissertation conforms to all format requirements of the Graduate School. Go to: [www.grad.buffalo.edu](http://www.grad.buffalo.edu) to obtain the following Graduate School forms: 1) Survey of Earned Degrees and 2) Cataloging and Billing Form. You must submit these forms to The Graduate School by the time you electronically submit your dissertation. Students should check with the Graduate School for the appropriate deadlines for these documents. The Department of Music requires one bound copy of the final version of the dissertation, when it is completed and approved in its final form.

### **Dissertation Defense**

Once the dissertation is completed, it must be defended in a public, oral defense. The oral defense of the dissertation may only be scheduled when Committee members agree the student is ready on the basis of the draft. The Graduate School and the Department of Music require that two weeks' notice be given for the dissertation defense, and the defense must be scheduled in a place and time that is accessible to the public. If, following the oral defense, the dissertation requires changes, the Committee must specify these clearly, and give its approval only after these alterations have been satisfactorily made.

## **9. GENERAL GRADUATE DEGREE REQUIREMENTS**

To be considered full-time, students must register for 12 credit hours (normally three courses) each semester. Graduate Assistant/Teaching Assistants are considered full-time at 9 credit hours. Part-Time status is addressed below.

In order to maintain full-time status once a student completes their graduate coursework, he/she must submit an Application to Candidacy in conjunction with a Certification of Full Time Status form to the Graduate School.

### **Grades and Evaluations of Student Performance**

The grade of "B minus" is considered the minimal satisfactory grade in graduate courses. All graduate students must maintain at least a 3.0 GPA throughout their coursework and must have at least a 3.0 GPA both in Music and in their overall program to receive the M.A & Ph.D. degrees.

### **Incompletes**

Students are expected to complete coursework within the semester the course is taken. A grade of 'I' (i.e. Incomplete) may be given only in those instances in which the student has not been able to complete all of the assigned projects and/or examinations in a course due to illness or other unforeseeable and/or compelling circumstances. This should be discussed with the Instructor, not assumed. Incompletes are not available to students who have not satisfactorily completed the other academic requirements of the course.

Incompletes cannot be used for dissertation guidance, theses or projects (e.g. for MUS 700 and MUS 600) in which continuing registration is required by the University. Faculty should award the grade of "L" prior to completion of this work.

Whether Incompletes are given at all, and what the deadline is for finishing all coursework, is partly the prerogative of the instructor, but is also governed by university and department policy. Faculty members should indicate at the beginning of each course, preferably in the syllabus, what their policy will be with respect to assigning a grade of Incomplete.

University policy allows students two semesters (beyond the semester during which the seminar is taken) to remove the Incomplete. A Leave of Absence does not stop the clock on deadlines for Incompletes. If course requirements are not completed during that time period, the Incomplete will

automatically be changed to an Unsatisfactory (U) grade. Once an Incomplete is changed to a "U" grade, the course, if offered again, may be repeated for credit.

### **Part-time Students**

Most students in our program are full-time students. In certain cases, students may be admitted on a part-time basis. Students admitted on a part-time basis must fulfill requirements as follows:

- Completion of "first year" requirements within first two years
- Completion of "second year" research project within four years
- The MA must be completed within four years
- The Graduate School requires two consecutive semesters of full-time status for Ph.D. students
- The Ph.D. must be completed within seven years

The timing of completion of additional requirements will be handled by advisement by the student's committee with the approval of the Music Graduate Committee.

Note: Students should be aware of the implications of part-time status:

- Part-time students are NOT eligible for student loans or TAP because they can't be certified as full-time (12 credit hours a semester)
- Part-time students are NOT eligible for department funding

## **10. GENERAL POLICIES FOR COURSEWORK**

### **Undergraduate Courses**

Graduate students may NOT take undergraduate courses for graduate credit (this includes undergraduate language courses) except certain 400 level courses by special Graduate School Petition (form available in Student Programs office, 226 Baird Hall). Graduate students may find it desirable to audit selected undergraduate courses should they so choose.

### **Non-Department Courses**

Students may take courses in other departments as a part of the regular program. Such enrollments should be discussed with the Faculty Advisor. Enrollment in graduate seminars in other departments may require the advance permission of the instructor.

### **Independent Study/Readings Courses**

The department uses MUS 600 for independent or directed study courses. An independent study course should be arranged with instructor before registering. Independent Study forms are available in the Student Programs Office, must be completed, signed by the instructor, and approved by the DGS, and placed in the student's file. The Graduate School requires this statement to be submitted together with the M.A or Ph.D. Application to Candidacy forms.

### **Transfer Credits**

Students may transfer credits for graduate coursework completed elsewhere, with the agreement of their advisor and the Director of Graduate Studies, pursuant to the Policies and Procedures of the Graduate School. Transfer credits may be used in some cases for UB courses substitution. In these cases the students must produce the syllabus and papers from the prior course.

A maximum of 24 hours of transfer credit can be granted toward the Ph.D.; and a maximum of 6 hours of transfer credits can be granted toward the M.A. Only those graduate courses completed with grades of "B" or better are eligible for consideration as transferable credit. Courses with grades of "S" or "P" are not transferable unless the transcript specifically states they are equivalent to a "B" or better. Credits earned in correspondence courses may not be transferred.

Transfer / Course Substitution credit paperwork should be completed under the advisement of the student's faculty advisor.

### **Coursework More Than 10 Years Old**

By the policies of the Graduate School, courses more than 10 years old, whether transfer courses or UB courses are normally not counted toward the requirement of 72 credits for the Ph.D. degree. For such courses to be included in a degree program they must be petitioned at the time of the student's admission to the program or at the time the credits are considered by the department. An early decision is to the advantage of both student and program. If these credits have been included in an approved extension of time limit petition, they are valid only until the expiration date of that petition. Accordingly, any further extension of an approved time limit for degree completion will require, concurrently, a re-petition for approval of these older courses.

Requests for approval of courses more than 10 years old must be petitioned through the Graduate School using the Part G - Other section of the Graduate School Petition form. Appropriate justification must be provided to show how the student has kept current with the subject matter of such courses.

## **11. DEPARTMENTAL GUIDELINES FOR M.M. RECITALS**

As soon as an M.M. Candidate is ready to plan their first recital, an evaluation committee of at least three members shall be formed, its members to be chosen by the student and the major professor in consultation.

This committee must include:

- The student's major professor (as committee chair)
- At least one other member of the performance faculty
- At least one other full-time faculty

If the student's major professor is not a member of the Graduate Roster, i.e. an adjunct professor, a fourth member who is on the Roster needs to be added.

- The membership of the committee shall be filed when students complete their Applications to Candidacy prior to the student's first recital. The committee shall serve, as far as possible, throughout the student's career, individual members being replaced only as may be necessary.
- In selecting recital dates, the major professor and/or the candidate shall consult the members of the evaluation committee as well as the Concert Office and inform the evaluating committee of the final date immediately.
- It is the major professor's responsibility, as chair, to ensure that all members of the committee are informed of the agreed date, and if necessary to remind them of it. The entire committee should attend and evaluate all recitals, the resulting evaluation to be reported in writing to the student, with copy to the Student Programs Office, Nicole Rosen, [nrosen@buffalo.edu](mailto:nrosen@buffalo.edu).
- All recitals must be recorded. If a committee member is unable to attend a recital, the member should so advise the committee chair and should evaluate the recorded recital as soon as possible
- Following the first recital, committee members are encouraged to make recommendations for the next program of the next recital. Any other faculty member present at the recital may attend the evaluating committee's meeting, and may take part in the discussion, but may not vote.

## **12. ACADEMIC CALENDAR / CLASS SCHEDULES / REGISTRATION**

**Official Calendar** – The official University calendar is issued by the Registrar's office. New graduate students or non-matriculated students may obtain a class schedule from the University's web site at: <http://registrar.buffalo.edu/calendars/index.php>

**To view class schedules go to:** [www.registrar.buffalo.edu](http://www.registrar.buffalo.edu), click on **Class Schedules**.

**To register for classes, sign onto:** [www.MyUB.buffalo.edu](http://www.MyUB.buffalo.edu), click on HUB tab and sign in with your UBit name and password. Your student HUB gives you access to your academic, financial, and university account information.

What should you register for? This depends on your program and if you are entering as a MA/MM or a Ph.D. student. Review the requirements for your program. Keep in mind that the Music History and Music Theory courses you are eligible for will be determined by your diagnostic exams.

NOTE: Incoming MA/Ph.D. in Composition students will automatically be registered for Composition lessons and Composition Seminar. Incoming MM in Performance students will automatically be registered for applied music lessons. As a new student, you should be registered for at least one course by mid-August. Keep in mind that you may change your course selection, if necessary, after you arrive on campus.

### **13. THE ROBERT & CAROL MORRIS CENTER FOR 21<sup>ST</sup> CENTURY MUSIC**

For well over forty years, the Music Department at the University at Buffalo has maintained and nurtured a commitment to creative and performing artists at the forefront of contemporary music. The Center for 21st Century Music is built on this legacy, featuring the internationally renowned "June in Buffalo" festival, the Slee Sinfonietta Chamber Orchestra concert series, The Wednesday Series of performances, lecture presentations, and workshops, and the performance activities of the Hiller Computer Music Studios. The Center for 21st Century Music is dedicated to the creation and production of new work upholding the highest artistic standards of excellence while simultaneously fostering a complementary atmosphere of creative research.

For more information go to <http://music21c.org/>.

### **14. CONCERTS: LIPES CONCERT HALL IN SLEE HALL**

For information on the the Department of Music Concert Series please go to: <http://www.slee.buffalo.edu/>

Highlights include:

- The Robert & Carol Morris Center for 21<sup>st</sup> Century Music: <http://music21c.org/>
- June in Buffalo
- The Slee/Visiting Artist Series
- The Slee/Beethoven String Quartet Cycle
- Faculty Recitals
- Student Recitals
- Organ Recitals
- Brown Bag Concert Series

All UB music students are eligible to a complimentary ticket for all ticketed event. Students can pick these up in advance at the Center for the Arts box office, Slee box office or the night of the event at the door.

### **15. UNIVERSITY AT BUFFALO MUSIC LIBRARY**

The Music Library contains materials suitable for many types of use: casual listening, informed personal study, specialized undergraduate and graduate studies in music, cross-disciplinary studies, and advanced studies of rare materials. The library is especially rich in contemporary music, reflecting the strengths of UB's Department of Music.

The Music Library has a significant digital presence as well. In addition to commercial products including electronic journals, indexes, databases, and audio streaming services, the library has created online finding aids to its archival collection and has digitized some of it's unique or rare holdings. These include fifteen photograph collections comprising more than 5,000 images, plus selected texts and scores. Despite its relatively short history, the library owns a surprising number of manuscripts and several thousand fine and early editions. In addition, the library has gathered

"pockets" of materials and unusual individual items it hopes may generate research, prompt and support a thesis, provide a worthwhile topic for a conference paper or a powerful illustration to use in class.

## **16. MUSIC GRADUATE STUDENT ASSOCIATION - MUGSA**

MuGSA is the music departmental branch of the UB *Graduate Student Association (GSA)*. All UB music graduate students are automatically members of MuGSA and fund the organization through their mandatory student fees. MuGSA is run by elected music graduate students. Elections for leadership positions are held at the beginning of the fall semester. Meetings are held once a month. All students are encouraged to attend, bring up topics of interest or concern, and vote on funding allocations and activities.

*Funding:* MuGSA provides funding to individual members to help subsidize travel expenses for conferences, performances, and master classes. Graduate students are eligible for up to \$60/semester for presenting at an event or \$40/semester for attending an event. Students are also encourage to apply for funding through the Graduate Student Association. The GSA offers up to \$500 for Ph.D. students and \$300 for Masters students during their graduate career. More information is available on the [GSA website](#).

MuGSA in conjunction with the GSA also provide funding for the purchase of equipment for use by graduate students in the department.

## **17. GRADUATE STUDENT ASSOCIATION (GSA)**

All graduate students are automatically members of the UB Graduate Student Association. The GSA offers a wealth of resources for graduate students including individual conference funding, funding for special events (such as lecture series or symposia), free editing and writing assistance for dissertations and seminar papers, and the Mark Diamond Research Grant for Thesis and Dissertation research. More information is available at <http://gsa.buffalo.edu>. The GSA office is located at 310 Student Union. Open Senate meetings are held on the first Wednesday of every month at 7 PM in 330 Student Union.

## **18. MOSAIC: JOURNAL OF MUSIC RESEARCH**

*Mosaic* was a refereed online music journal founded by graduate students at the University at Buffalo, SUNY. The journal annually published research in music theory and musicology in a wide variety of multi-media formats including text, video, audio, and interactive web content. Each issue featured articles, presentations, reviews, and communications.

The journal was available at [www.mosaicjournal.org](http://www.mosaicjournal.org).

## **19. STUDENT LISTSERVS & EMAIL**

As a graduate student in the department of music your UB email address will automatically be added to the Graduate listserv and the MuGSA Listserv so that you can receive announcements, etc. regarding the department.

Students are expected to use the UB email system. All mail will be addressed to their UB account.

## **20. INTERNATIONAL STUDENTS**

An *International Student Orientation* program for newly admitted students every semester. During this program, you will receive important information about:

- Obtaining a University identification card
- Setting up e-mail, bank and cell phone accounts
- Taking language tests (if required)
- Meeting your academic advisor
- Registering for classes
- Using the University libraries, computing, health and recreation services

- Understanding University rules, regulations and academic procedures
- Maintaining proper immigration status as an international student

### *Immigration & University Police Sessions*

All international students must attend the Immigration and University Police Sessions before registering for classes. Make-up sessions will be offered, but you are strongly advised to attend this session during International Student Orientation.

Please remember: You will not be able to register for classes until you have taken any required tests (TOEFL, SPEAK, etc.), submitted your Immunization Form and/or received required immunizations, and attended the Immigration and University Police sessions.

## **21. CLASSROOMS, REHEARSAL SPACE, KEYS, PRACTICE ROOMS & LOCKERS**

- Reserving classroom space – Student Programs Office, Nicole Rosen, [nrosen@buffalo.edu](mailto:nrosen@buffalo.edu)
- Reserving large rehearsal space – Student Programs Office, Nicole Rosen, [nrosen@buffalo.edu](mailto:nrosen@buffalo.edu)
- Reserving small rehearsal space – Music Office, Melinda Wesolowski, [mjw34@buffalo.edu](mailto:mjw34@buffalo.edu)
- Renting practice rooms & lockers – Music Office, Melinda Wesolowski, [mjw34@buffalo.edu](mailto:mjw34@buffalo.edu)
- Picking up keys - Music Office, Melinda Wesolowski, [mjw34@buffalo.edu](mailto:mjw34@buffalo.edu)

## **22. GRADUATE TEACHING ASSISTANTSHIPS**

The Department of Music has a small number of teaching assistantships, which are awarded on a highly competitive basis to matriculated students who wish to apply. These assistantships are awarded for one academic year at a time for a total of five years.

- Students who receive departmental assistantships will normally be appointed as Teaching Assistants. Recipients of full assistantships generally work approximately 20 hours per week teaching, conducting research or doing administrative work. In return for this commitment, they are paid a stipend and, in addition, may receive a full or partial tuition scholarship. Recipients are still responsible for university comprehensive fees.
- An optional Teaching Assistantship Workshop is available in August prior to the start of the semester.  
The Office of the Vice Provost for Faculty Affairs and the Teaching & Learning Center (TLC) offers this annual event to Graduate Assistants who:
  - Interact with students across a variety of settings (lecture, lab, recitation or office hours),
  - Support teaching and learning in the classroom,
  - Or wish to develop their teaching skills.

During this one-day conference, prominent UB faculty will give presentations on a variety of topics that will help prepare participants for success in their roles at UB and in their professional careers. In addition, students will benefit from the insight and support of experienced UB teaching assistants and gain knowledge about UB resources available to support them.

- TA mailboxes are located outside 220 Baird Hall.
- TA's must be full-time matriculated graduate or professional students at UB who are able to devote their full attention to their graduate program.
- Domestic TA's **MUST** become New York State residents after 1 semester at UB and the student is responsible for obtaining the correct documentation. Failure to comply with this requirement will result in students becoming personally responsible for the difference between in-state and out-of-state tuition charges.

### **Special Instructions for Domestic GAs/TAs/RAs/Fellows**

Graduate Assistants (GA), Teaching Assistants (TA), Research Assistants (RA) and Fellows can be considered for residency for tuition purposes in New York State after one term. If all other requirements are met, a TA/RA or Fellow may qualify for residency for tuition purposes in the second term. The [Residency Application for New York State Tuition Purposes](#) (PDF) must be used and appropriate documentation must still be provided for a 6 month or one term period of time. Or, go to [www.buffalo.edu/studentaccounts](http://www.buffalo.edu/studentaccounts)

- TAs on the State or UBF payroll are unionized at the University at Buffalo and receive benefits through their affiliation with the University, including State-subsidized health insurance.
- Students must be in residence at UB to receive assistantships. Any graduate student appointed to an assistantship must be in good academic standing in a degree program and maintain full-time registration concurrent with their appointment, or be approved for full-time equivalency.
- It is up to the TA to familiarize themselves with the online UB teaching blackboard system, the HUB & UBLearns in particular. The HUB is accessed through [www.myub.buffalo.edu](http://www.myub.buffalo.edu) and UBLearns is accessed through <https://ublearns.buffalo.edu>.
- TAs in the Department of Music should always consult with the professor for whom they are serving. TAs that wish to take more than a week away from their duties during term for any reason, including attending professional meetings or do research, must seek the approval of their advisor and of the faculty member for whom they are TAing well in advance of leaving. This should be done prior to making any commitments related to the activity away. Arrangements should also be made with the faculty instructor to insure that there is no undue burden on the instructor or on other TAs. If the TA is unable to obtain one or both necessary approvals (i.e., from the advisor and the faculty instructor), he/she may appeal to the Graduate Committee.
- Ordinarily, students holding assistantships are not allowed to hold jobs outside of the university, on the assumption that they will not have sufficient time for employment beyond the responsibilities required of an assistantship. The Department Chair may grant exceptions to this policy in cases of unusual economic necessity or other extraordinary circumstances.
- Advanced graduate students are encouraged and expected to pursue opportunities for external grants and fellowships in aid of dissertation research, and to seek other means (e.g. internships) through which they may combine financial support for the latter stages of the program with activities useful in their dissertation research and appropriate to their longer term career interests. Numerous notices of such opportunities are posted or otherwise brought to students' attention; however, further initiatives normally lie with the individual student.
- English Language Requirement. University policy requires that all international students whose first or dominant language is not English and who hold assistantships (including Presidential Fellowships) or who will be teaching courses must take the Speaking Proficiency English Assessment Kit (SPEAK) test upon arrival on campus. In order to ensure that students are prepared to accept a teaching assignment in a timely fashion and can contribute to discussions in their graduate seminars, all international students from non-English speaking countries must pass the SPEAK Test no later than the end of their first year of study in the graduate program. Funded students who have not passed this requirement by April 30 of their first year of study will not have their funding renewed. A student who does not pass the SPEAK test must enroll in appropriate courses in the English Language Institute (ESL 512 – Communication Skills for International Teaching Assistants and/or other ESL courses) as a condition of continuing registration in Music courses. ESL 512 is the only English Language course that can be applied to either an MA or Ph.D. degree. Hence, students are urged to take the SPEAK Test soon after their arrival at the university. Students who have not passed the SPEAK Test prior to the beginning of their second year of graduate study in the Department will not be allowed to register for Music courses until they pass the test.

## 23. OTHER SOURCES OF INFORMATION

The Graduate School Web site: <http://www.grad.buffalo.edu>

1. *Forms* - Application to Candidacy, Graduate Student Petition Forms, And Full-Time Status Form
2. *Policies and Procedures* - Graduate Student Employees Union (GSEU) Agreement, Graduate School Organization & Bylaws including more information on the following topics:  
<https://ed.buffalo.edu/policies.graduate.html>

A. GENERAL GRADUATE DEGREE REQUIREMENTS

- *Transfer Credits*
- *Use of Prior Coursework Toward a Graduate Degree*
- *Limits on "Course Sharing"*
- *Language Requirement*
- *Application to Candidacy*
- *Degree Conferral Timetable*
- *Informal Courses*
- *Time Limits for Degree Conferral*
- *Registration Prior to Degree Conferral*

B. Ph.D. CANDIDATE REQUIREMENTS

- *Time Limits*
- *Doctoral Program Committee*
- *Dissertation*
- *Review of the Dissertation*
- *Oral Defense of a Doctoral Dissertation*
- *Ph.D. Graduation Checklist*
- *Required Degree Forms*
- *M-Form (Multi-purpose Form)*
- *Doctoral Degree Recipients Survey*

C. MASTER'S CANDIDATES REQUIREMENTS

- *Time Limits*
- *Master's Program Supervision*
- *Master's Thesis*
- *Thesis Formatting Requirements*
- *Thesis Copyrighting Option*
- *Master's Final Project*
- *Differences between a Master's Thesis and a Master's Project*
- *Master's Portfolio Option*
- *Graduation Checklist*
- *Required Degree Forms*
- *M-Form (Multi-purpose Form)*

D. REGISTRATION

- *Continuous Registration Requirement*
- *Leaves of Absence*
- *Returning Student Semester Record*
- *Activation*
- *Re-entry after two years without*
- *Registration*
- *Full-Time Status*
- *Maximum Credit Hour Overrides*
- *Registration Checkstops*

E. GRADING PROCEDURES

- *Grading*
- *Grade Submission Dates*
- *Satisfactory/Unsatisfactory (S/U) and Written Evaluation (with grades)*
- *Audit Grade*
- *Resignation Grade (R)*
- *Incomplete (I/U) Grade*
- *Invalid Grade (J)*
- *Grade Change Policy*
- *Grades for Dissertation, Research Thesis, Project or Portfolio Work*
- *Repeating Courses*
- *Academic Withdrawal*



F. STUDENT RECORDS

- Confidentiality of Records
- Change of Name or Address
- New York State Residency
- Transcripts
- Diplomas

G. MONITORING STUDENT PROGRESS

- Good Academic Standing
- Minimum Academic Requirements
- Satisfactory Academic Progress (SAP) criteria for Federal Financial Aid Eligibility
- Annual Academic Review of Ph.D. Students
- Probation
- Academic Dismissal and Transcripts
- Reinstatement

**Office of Judicial Affairs and Ombudsman Web site:** <http://www.ub-judiciary.buffalo.edu>

1. Student Conduct Rules, University Standards, and Administrative Regulations under “Rules & Regulations”

**Office of Equity, Diversity and Inclusion Web Site:** <http://www.affirmativeaction.buffalo.edu/about.htm>

1. Notice of Non-Discrimination - The University at Buffalo is committed to ensuring equal access to its programs and activities. The entire notice of non-discrimination can be viewed at the above URL.

## 24. PHD TIMELINE TO DEGREE and GRADUATE PAPERWORK

Phd Degrees, when taken full time, take between 4-7+ years depending upon the student and whether they are bringing a Master’s degree with them to the Phd program.

Below is an approximate timeline to degree with checklist which corresponds to the graduate paperwork you will be required to submit during your time as a graduate student. This information can also be found at [www.grad.buffalo.edu](http://www.grad.buffalo.edu).

Important – All completed forms must be forwarded to Nicole Rosen for processing to the Graduate School. [nrosen@buffalo.edu](mailto:nrosen@buffalo.edu)

YEAR 1	<p>Complete CITI and keep the certificate for later.</p> <p>The following is mandatory for all incoming UB Phd Students. Please complete this online program for <b>Humanities</b>.</p> <p>The University at Buffalo has an institutional membership in the CITI online RCR program. That online program can be accessed through the following website: <a href="http://www.citiprogram.org">http://www.citiprogram.org</a>.</p> <p>Initially, you need to register and choose a password, which allows the program to be entered and re-entered as many time as needed. You will need your mailing address, phone number, e-mail address, and UB person number. A database of UB participants is created using that information.</p> <p>The RCR program is comprised of a series of modules, each of which consists of readings and case studies and ends with a quiz covering the material. The program allows the student to enter and exit at any point and to re-take the quiz associated with each section. A minimum total score of 80% is required to pass the online course. Assistance is available online at the CITI website if any technical difficulties are encountered.</p> <p>Once you have successfully completed the <b>Humanities</b> version of the CITI RCR program with a passing grade of 80% or higher, keep your certificate, you will need it when it comes time to file your Application to Candidacy.</p>	
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	Transfer Credits Petition to bring in your master degree credits (up to 24 credits).	
	Plan out a four to five year course plan rubric and discuss with your faculty advisor. Your faculty advisor will help you fill in coursework or independent studies you are unsure of.	
YEAR 2	Coursework continues.	
YEAR 3	As long as you are full time at 12 credits each semester/or at least 9 credits for TAs, no paperwork is required. It is when you are nearing the end of your coursework and will drop below full time that you must file your Application to Candidacy and Full Time Status to the Graduate School. (With CITI certificate.)  Application to Candidacy ATC – Choose your committee in conjunction with your faculty advisor. Full time status – Must be submitted with ATC.  <a href="http://grad.buffalo.edu/succeed/graduate/requirements.html">http://grad.buffalo.edu/succeed/graduate/requirements.html</a>	
	If you have not done so previously, take the Language exam(s) required for your area.	
	Plan Comprehensive Exam and Oral Defense date with faculty advisor and committee. All coursework and language exam(s) must be complete before you can take your Comprehensive Exams.	
YEAR 4	After successfully passing your comprehensive exams, begin dissertation (MUS 700)	
YEAR 4-7	Plan Dissertation and projected Dissertation defense date with faculty advisor and committee. <b>BRING “M FORM” TO YOUR DEFENSE.</b>	

After completing ANY form and securing signatures, you must submit the completed forms to Nicole Rosen at [nrosen@buffalo.edu](mailto:nrosen@buffalo.edu), who will keep a copy for your file and forward to the Graduate School for processing.

25. FORMS: <http://grad.buffalo.edu/succeed/current-students/forms.html>

Graduate Music Petition Form: [www.music.buffalo.edu](http://www.music.buffalo.edu) under INFO FOR:

MUS 600 Independent Study Form: [www.music.buffalo.edu](http://www.music.buffalo.edu) under INFO FOR:

26. BENEFITS TO KEEPING YOUR PAPERWORK UP-TO-DATE

- **FULL TIME STATUS** – This is important to keep your immigration status current, keep any loans from coming due, and in some cases, for health insurance purposes.
- **REGISTRATION** – If you do not keep your paperwork up-to-date, you will be unable to register until you do. This is a major headache to resolve quickly and often late fees accrue if you do not maintain continuous registration.
- **YOUR FACULTY ADVISOR** – will think you are amazing.
- **YOUR FELLOW CLASSMATES** – will think you are brilliant and want to be like you. They will buy you coffee at Starbucks if you show them how it's done.

*“Paperwork wouldn’t be so bad if it weren’t for all the paper. And the work.” ~ Darynda Jones*

## 27. SAMPLE FORMS