Graduate Student Handbook
2015-2016
Revised 08/27/2015

On Campus Degree Options:
M.M. in Choral Conducting
M.M in Instrumental Conducting (Band)
M.M in Instrumental Conducting (Orchestra)
M.M. in Music Education
M.M. in Music Education with teacher licensure
M.M. in Music Therapy
M.M. in Performance (Orchestral Instrument, saxophone, voice, piano, and organ)

Summer Only Residency Degree Options:
M.M. in Music Education, Conducting emphasis
M.M. in Music Education, Kodály emphasis

Online Distance Program:
M.M. Music Therapy (requires undergraduate degree in music therapy, Board Certification)
PREFACE

This handbook is designed to explain guidelines, procedures, and expectations of the Graduate Programs in Music at Colorado State University. It offers general information about the School’s policies, procedures, and provides information about curriculum, admissions and audition procedures. While this handbook strives to be thorough, you may still have questions regarding our program. If so, please direct your inquiries to Graduate Program Coordinator, Prof. Murray Oliver (Murray.Oliver@colostate.edu). The most recent version of this document can be found on the Web at http://www.music.colostate.edu/current.
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Graduate Program Coordinator

Prof. Murray Oliver

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1778 Campus Delivery
Fort Collins, CO 80521

(970) 491-5193
Murray.Oliver@colostate.edu

Coordinator of Graduate Admissions

Mr. Tom Krebs

(970) 491-2675
Tom.Krebs@colostate.edu

Office of Admissions

(970) 491-6909
www.admissions.colostate.edu

Graduate School

(970) 491-6817
www.graduateschool.colostate.edu

Online Plus (Distance Education)

(970) 491-5288
http://www.online.colostate.edu/

Registrar's Office

Colorado State University
1063 Campus Delivery
Fort Collins, CO 80523

(970) 491-7148
http://registrar.colostate.edu
CRITERIA FOR ADMISSION FOR ALL MUSIC PROGRAMS

The CSU Graduate School and the School of Music, Theatre and Dance base admission on the following criteria:

1. Your completed application and any additional background materials required by the specific program you are applying to.

2. A bachelor's degree in music, with a minimum average of 3.0 (A = 4.0). If your average is below 3.0, you may be considered for conditional admission if sufficient evidence indicates that you can perform well in a graduate program. Students with an undergraduate GPA of less than 3.0 seeking admission to any graduate degree program are required to submit additional information (see Graduate School website for additional information).

3. A current resume

4. A statement of purpose and career goals for graduate study at Colorado State University

5. The quality of your audition

6. Three Letters of recommendation (there is no required format)

COMPLETING THE APPLICATION: U.S. CITIZENS

Please follow these steps to apply:

1. Review the School's graduate programs to determine which program best fits your needs. If you need more information, contact the School's Graduate Program Coordinator, Prof. Murray Oliver at 970-491-5193 or Murray.Oliver@colostate.edu

2. Review the Graduate School’s Admissions Requirements and Procedures available here

3. Complete the Graduate School Electronic Application Form

4. To complete your application, you should also send the following directly to the School of Music, Theatre and Dance:

   a. One official transcript from each college or university you have attended regardless of the number of credits earned. If you have transfer credit appear on a University transcript, you must also request a transcript from the original institution.

   b. Three letters of recommendation from instructors or employers (there is no specific format)

   c. A statement of purpose explaining your career goals for graduate study

   d. An audition audio/video recording (if required by the specific program)

   e. Scores from the general exam of the Graduate Record Examination (GRE) are not required for students seeking admission to any Music program

   f. The application for a Graduate Teaching Assistantship Form available at this link.
In addition, the $50 application fee must be submitted with the on-line application.

**COMPLETING THE APPLICATION: INTERNATIONAL APPLICANTS**

International applicants should submit the following five items to the School of Music:

1. An official transcript of all collegiate work completed along with a certified translation into English.

2. Immigration Document Request Form: [http://wsnet.colostate.edu/cwis30/websites/isss/forms/Immigration_Document_Request_Form.pdf](http://wsnet.colostate.edu/cwis30/websites/isss/forms/Immigration_Document_Request_Form.pdf)

3. Scores on the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS). Track III Admissions are not required to take either the TOEFL or the IELTS exam.
   
   a. If you are a non-native speaker of English, a TOEFL score of 550 (paper-based) or 80 (internet-based) or an IELTS score of 6.5 is required for admission to any music program. For music therapy and music education applicants, the required TOEFL is 575 (paper-based) or 85 (internet-based).

4. A statement of purpose for studying music at Colorado State University

5. Three letters of recommendation

6. Audition/video recordings

The above six items should be addressed to:

Prof. Murray Oliver  
Graduate Program Coordinator  
School of Music, Theatre, and Dance  
1778 Campus Delivery  
Fort Collins, CO 80521

In addition, the $50 application fee must be submitted with the on-line application.

**APPLICATION DEADLINES**

General deadlines for the receipt of complete applications are as follows:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Date</th>
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<tbody>
<tr>
<td>Fall Semester</td>
<td>February 1</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>October 1</td>
</tr>
<tr>
<td>Summer Term</td>
<td>February 1</td>
</tr>
</tbody>
</table>

Please submit the on-line application and all supporting documents by the appropriate date. Applications completed later than these published deadlines may be considered depending on space and resources available. Late applications that cannot be considered will be updated by the Office of Admissions to a later semester.
Acceptance into the M.M. in any music program is contingent upon admission to the Colorado State University Graduate School.

Programs in conducting (on campus), performance, and music therapy (on campus) admit students for the fall semester only.

PROGRAM BASICS

STUDENT RESPONSIBILITY

Graduate students in the School of Music are responsible for staying informed of advising & registration periods, and deadlines to add or drop courses, submit forms, applications, etc. Failure to do so may result in financial loss and lack of academic progress. Just as you needed to meet the admission criteria of the School of Music AND the Graduate School for admission to this program, you will also need to meet the graduation requirements of both the School of Music AND the Graduate School.

It is your responsibility to keep track and take care of these requirements. If you have questions please see your advisor or the graduate program coordinator.

THE ADVISORY SYSTEM

Since thoughtful planning is vital to a graduate student career, a comprehensive arrangement for advising has been established. The graduate program coordinator assigns a faculty member as advisor each student. The advisor is the chief source of advice in the planning process and will meet with the student at least one time each semester. This individual works closely with the student throughout the graduate career on all matters related to the degree program.

GRADUATE COMMITTEE

The student’s advising committee must consist of at least three faculty members:

1. Advisor from the student’s S
2. A co-advisor or committee member from the School’s music history or theory area (except music therapy, who have a 2nd committee member from the music therapy area)
3. An outside committee member from a department outside of the School of Music, Theatre and Dance
4. A co-advisor or additional committee members from an outside department may be added to the student’s committee, if appropriate, as long as items 1-3 above are met.

ADVISOR

The following people are qualified to serve as your Advisor:

1. Professor
2. Associate Professor, or
3. Assistant Professor within the School or program granting the degree.

The regular, special, transitional, joint, temporary, or emeritus/emerita designation is a categorization within the academic professorship designation. The advisor may have any of these designations, but may not be a visiting faculty.

Faculty Affiliates can serve as advisors only if they are given a ranking/job title of Professor, Associate Professor, or Assistant Professor.

**CO-ADVISOR**

The following people are qualified to serve as your Co-Advisor: Professor, Associate Professor, Assistant Professor, Instructor, or Faculty Affiliate.

The regular, special, transitional, joint, faculty affiliate, temporary, or emeritus/emerita designation is a categorization within the academic designation. The co-advisor may have any of these designations, but may not be a visiting faculty.

**COMMITTEE MEMBER**

The following people can serve as your Committee Member:

1. Professor
2. Associate Professor
3. Assistant Professor
4. Instructor, or
5. Faculty Affiliate

The regular, special, transitional, joint, faculty affiliate, temporary, or emeritus/emerita designation is a categorization within the academic designation. The committee member may have any of these designations, but may not be a visiting faculty.

**OUTSIDE COMMITTEE MEMBER**

The following people are qualified to serve as your Outside Committee Member

1. Professor
2. Associate Professor
3. Assistant Professor, or
4. Instructor with a regular, special, transitional, joint, or emeritus/emerita faculty appointment at CSU. This appointment must be outside the School of Music, Theatre and Dance

A faculty member who holds only a temporary or faculty affiliate appointment, is tenured in the student’s School, or holds a joint faculty appointment in the student’s School cannot serve as the student’s outside committee member.

Please see additional information on graduate advisor and committee makeup on website of the Graduate School: [http://graduateschool.colostate.edu/current-students/student-resources/committee.aspx](http://graduateschool.colostate.edu/current-students/student-resources/committee.aspx)
PROGRAM OF STUDY

The "Program of Study" must be submitted to the Graduate School before you register for your third semester. It is available on the following webpage: http://www.graduateschool.colostate.edu/current-students/forms/index.aspx

It requires:

1. Selection of your advisor who will chair your graduate committee
2. Selection of at least two additional faculty members to serve on your committee. One of these members must be from outside the School of Music, Theatre & Dance
3. A listing of completed and planned courses that will count toward your degree.

ACCEPTABLE CREDITS

Please see individual program descriptions for information about specific degree requirements and transferrable coursework.

When you fill out your GS6 form, keep in mind the following information:

- Course work in the School of Music must primarily be 500-level or above to count toward your degree (a certain number of credits earned at the 300 and 400 level may be used for partial fulfillment of your degree with the approval of your advisor). Sixteen credits must be at the 500 level or above.
- Twelve credits must be in regular courses (credits excluded include group and independent study classes, generally those whose last two digits end in an 80 or 90).
- Course work outside the School of Music must be 300-level or above.
- If a course was previously used to earn a degree, it will not be accepted as transfer credit by Colorado State University.
- A limited number of transfer credits from other Universities (not part of a previous degree) may be accepted with the approval of your advisor and committee. Note that only 500 level (and above) classes at other accredited universities will be accepted for transfer by the Graduate School and with a grade of B or better.

INCOMPLETES

You are discouraged from taking incompletes. Any "I" becomes an "F" after one year if not replaced by a regular grade, and the grade of "I" may not be used for research (A, B, C, D, F, S, U is used instead). You must clear up all Incompletes before taking your oral exam.

COMPREHENSIVE EXAMS

The comprehensive exam consists of a preliminary written exam, which varies in format according to your program (applied to music therapy and music education majors only), and a final oral exam. Students in music
therapy and music education must pass the written exam before taking the oral exam. Please see your advisor for information about comprehensive examinations.

CONTINUOUS REGISTRATION

All students admitted to a graduate program at Colorado State University are required to be continuously registered in the fall and spring semester throughout their degree programs. This policy applies from the time of first enrollment through the graduation term. Students may fulfill this requirement by registering for any graduate credit-bearing course. As an alternative, students may opt for a Continuous Registration (CR) status. Registration for CR status is accomplished in the same way as registration for courses. Section ID numbers appear in the class schedule under the CR prefix. Students registering for CR will be assessed a fee for each semester of CR registration. Students graduating in summer term are required to be registered for at least one credit or CR. For more information refer to the Graduate School Bulletin.

Subject to the established time limits for the earning of graduate degrees and the various academic requirements, CR registrants need not apply for readmission should they wish to take additional graduate courses. Such students are ensured a place in their graduate programs as long as they remain in good academic standing. However, students who do not register will need to apply for readmission for their next semester of enrollment.

The availability of the CR option shall not supersede any other registration requirements to which students may be subject. For example, a student’s advisory committee may require additional course work. Similarly, some music programs may require credit-bearing registration until the degree is completed. The credit registration requirement for graduate assistantships applies to all students appointed to these positions.

Graduate Enrollment Requirement: Graduate degree candidates must be either enrolled for at least one credit or must register for CR during the term (fall, spring or summer) they will complete their degree requirements.

STEPS LEADING TO GRADUATION

Procedures and deadlines related to graduation are detailed in the Graduate Bulletin.

FINANCIAL ASSISTANCE

GRADUATE TEACHING ASSISTANTSHIPS

The School of Music, Theatre and Dance offers a variety of assistantships on a competitive basis. Application forms are available here.

GTAs are chosen on the basis of GPA, letters of reference, School needs and application. In addition to a 10-20 hour-a-week obligation, all GTAs are required by the Graduate School to carry at least 1 on-campus credit each semester. All assistantship positions provide tuition assistance and a modest monthly stipend. Out of state students holding teaching assistantships must establish Colorado residency by the second year of study. International students are not eligible for Colorado residency at any time.

FELLOWSHIPS, SCHOLARSHIPS, LOANS AND STUDENT EMPLOYMENT

FELLOWSHIPS

The University offers a limited number of fellowships for new and continuing students. These competitive fellowships may be applied to tuition, fees, or other direct expenses, and typically do not require any service on the
part of the student. The Graduate School also has access to a national database that locates funding in your area of study. Information regarding fellowships is available [here](#).

### SCHOLARSHIPS

The School of Music, Theatre and Dance offers several performance scholarships for graduate students. You can visit the [Colorado State University Financial Aid Office](#) website for information about scholarships.

### LOANS

The [Colorado State University Student Financial Services Office](#) will work with you to obtain loans. Applications should be received by March 15 of the year you wish to attend school to maximize your chances of receiving funding.

### STUDENT EMPLOYMENT

The [Student Employment Services Office](#) provides lists for full-time and part-time positions on or off campus. For information, contact the office at 133 Student Services, Colorado State University, Fort Collins, CO 80523, 970-491-5714.

Financial Aid is not available for non-U.S. citizens with the exception of performance scholarships.

### ACADEMIC HONESTY AND INTEGRITY

The foundation of a university is truth and knowledge, each of which relies in a fundamental manner upon academic integrity and is diminished significantly by academic dishonesty. Academic integrity is conceptualized as doing and taking credit for one’s own work. All within the University are responsible for and affected by the cooperative commitment to academic integrity.

Academic dishonesty undermines the educational experience at Colorado State University, lowers morale by engendering a skeptical attitude about the quality of education, and negatively affects the relationship between students and instructors. Instructors are expected to use reasonably practical means of preventing and detecting academic dishonesty. Any student found responsible for having engaged in academic dishonesty will be subject to academic penalty and/or University disciplinary action. Students are encouraged to share responsibility for the academic integrity of the University by reporting incidents of academic dishonesty.

### CURRICULUM AND DESCRIPTION OF GRADUATE PROGRAMS OFFERED BY THE SCHOOL OF MUSIC

Curriculum check sheets for all MM programs are available at the following webpage:

[http://music.colostate.edu/academics/graduate/current/](http://music.colostate.edu/academics/graduate/current/)

### RESIDENT PROGRAM DESCRIPTIONS

### MASTERS OF MUSIC IN MUSIC EDUCATION WITH TEACHER LICENSURE
The Master’s degree in music education with teacher’s licensure program is designed for students who hold a Bachelor of Arts in Music or a Bachelor of Music degree and who would like to earn Teaching Licensure in K-12 Music while studying music education at the graduate level. To be considered for admission, applicants must:

- hold an undergraduate music degree
- perform an Audition on their principal instrument*

*=Principal instrument cannot be piano, guitar, or harp. The reason is Licensure candidates need expertise in a standard Band, Orchestra, or Choir instrument to succeed in this program and in the field of K-12 public school teaching. Pianists, guitarists, and harpists must audition in voice, or on a band or orchestral instrument. To be admitted, your playing must be at the level of an Undergraduate Senior Recital. Applied study on this instrument will not be a part of your coursework for this degree, which is why a high level of performance is necessary to become admitted.

Students generally complete this degree in three or four years, depending upon coursework completed during their undergraduate degree. Upon admittance the student will meet with a Graduate Advisor to plot out the individual coursework required to earn a Master’s degree and Licensure to teach music in the state of Colorado, following either an instrumental or choral emphasis track. In addition to graduate coursework, students complete undergraduate coursework in both music and education, culminating in a 16-week student teaching experience at both the elementary and secondary levels. **Upon successful completion, students will be licensed to teach elementary music, instrumental music, and choral music at the K-12 levels in Colorado.** Students in this degree program are expected to be in residence in Fort Collins year-round.

Students take content coursework jointly within the Center for Educator Preparation (CEP) within CSU’s School of Education, and within the School of Music, Theatre and Dance. Information about the CEP program can be found at: [http://www.cep.chhs.colostate.edu](http://www.cep.chhs.colostate.edu). To prepare for directing a secondary music ensemble, students are required to participate in a University music ensemble for a minimum of two semesters preferably in Fall-Spring sequence. All Licensure students, including Master’s with Licensure students, participate in an Upper-Division Review conducted in the second year by the Music Education Faculty. All Licensure students are required to develop and demonstrate Piano Proficiency before Phase 2 of their degree before proceeding to upper-division music education coursework and to be cleared to student teach. Thirty credits are required for the graduate portion of the degree. Each student’s degree plan varies slightly according to the student’s undergraduate background. Therefore, a unique plan is customized plan by the Academic Advisor for each student.

A limited number of Graduate Teaching Assistantships are available for students in this program. To be considered, students must hold a 3.4 GPA, be willing to dedicate ten hours/week to School responsibilities without other employment that will conflict with the position, and be a professional asset to the Music Education area. Graduate Teaching Assistantships are annual positions (August –May) which may be renewed for one year based on the individual’s work and the compensation subsidizes half of the
graduate tuition. Separate summer Graduate Teaching Assistantship positions may also be available for the summer months.

MASTER OF MUSIC IN MUSIC EDUCATION (FULL TIME)

PROGRAM DESCRIPTION

The Master of Music in Music Education is a graduate degree program designed for elementary and secondary music teachers who already hold a K-12 State Music Teaching license. Specifically, this program is designed to inspire and develop the next generation of leaders in the field of Music Education by developing and applying scholarly research skills in the field of music education, the in-depth study of advanced pedagogical expertise, and the impact of contemporary learning theory on K-12 music education.

In this program, successful students will have the opportunity to gain content knowledge regarding the history and philosophy of music education, an understanding of how quantitative, qualitative, and historical music research is conducted, advanced skills in music analysis and interpretation, and a contemporary understanding of the pedagogy of music teaching and learning. Students will also have the opportunity to participate in CSU Music Ensembles to continue to develop as musical artists. Additionally, students are expected to be full-time students in residence and will most likely be given the opportunity to teach or assist with undergraduate music education coursework depending upon level of expertise and program demands.

The degree coursework is designed to be completed over a time span of two years, and includes both on-campus and online coursework. Students in this program are expected to be in residency full-time during the school year and are encouraged to take advantage of the diverse summer elective offerings.

All students in this program are strongly encouraged to undertake the Plan A Track, which involves one extra semester of coursework to write a Master’s Thesis. The Master’s Thesis distinguishes your work in the program and prepares you with the qualifications needed to pursue doctoral work later in the future. Plan B Track students do not undertake a Thesis.

AUDITION AND ADMISSION REQUIREMENTS FOR THE MASTER OF MUSIC IN MUSIC EDUCATION, TEACHER’S LICENSURE

General deadlines for the receipt of complete applications are as follows:

Fall Semester (February 1)
Spring Semester (October 1)

The Graduate School and the School of Music, Theatre and Dance base admission on a variety of criteria.
STEP ONE: To apply to the Graduate School, submit the online Graduate School application and all supporting documents (including official, sealed transcripts from all colleges attended) by the appropriate date. Applications completed later than the published deadlines may be considered depending on space and resources available. Late applications that cannot be considered will be updated by the Office of Admissions to a later semester.

Application to the M.M. in any music program is contingent upon admission to the Colorado State University Graduate School.

- A bachelor’s degree, with a minimum average of 3.25 (A = 4.0). If your average is below 3.25, you may be considered for conditional admission if sufficient evidence indicates that you can perform well in a graduate program. Students with an undergraduate GPA of less than 3.0 seeking admission to any graduate degree program are required to submit additional information.

Applicants are encouraged to review the Graduate School’s Admissions Requirements and Procedures available at: http://graduateschool.colostate.edu/prospective-students/

STEP TWO: After submitting an application to the Graduate School online, you must apply to the School of Music, Theatre and Dance. Send the following materials:

1. A 30-40 minute music teaching DVD that demonstrates your musicianship [this should be a video recording of you teaching a class or lesson to students of any age]
2. A 25-30 minute music teaching DVD that demonstrates your musicianship OR a solo performance DVD
3. One official transcript from all colleges attended regardless of number of credits earned
4. Three letters of recommendation
5. A 5-10 page writing sample (this can be a Philosophy of Music Teaching Statement or a paper you wrote during your undergraduate coursework)
6. A typed statement of career goals (3 pages in length).

Note: DVD’s must be labeled with specific information about what is included on the recording. Please do not send YouTube video links. Audiotapes will not be accepted.

Upon receipt of all application materials, we will contact you to schedule a personal interview with our Music Education faculty. Out-of-state applicants may arrange a personal interview by telephone if needed.

Applicants are required to submit:

Contact Mr. Tom Krebs (tom.krebs@colostate.edu) to schedule an in person audition on your principal instrument. Auditions are held on campus in the months of February and early March. Audition dates can be found on the School of Music webpage. The Applied Faculty member in your instrument or vocal area must hear your audition. Only in exceptional cases may a student be permitted to audition without a live performance or on a date that is not during the scheduled audition dates.

For the audition, applicants should prepare two contrasting solo works on their principal instrument/voice. Once again, the principal instrument cannot be piano, guitar, or harp. The reason is Licensure candidates need expertise in a standard Band, Orchestra, or Choir instrument to succeed in this program and in the field of K-12 public school
teaching. Repertoire should represent the standard repertoire for the instrument/voice and a level of performance that would be heard at an Undergraduate Senior Recital. Audio recordings will not be accepted.

Directly following the on-campus Audition, applicants are required to meet with the Music Education Faculty for a brief personal interview. Like the Audition, this interview is an important part of the application process. At the conclusion of the interview, applicants will take a Piano, Sightsinging, and Aural Skills Diagnostic Exam. This Exam helps faculty to determine whether piano coursework will be needed throughout the degree, and if so, how much.

Applicants are expected to demonstrate excellent musicianship and interpersonal skills, a desire to pursue academic coursework, and a strong work ethic for professional development. Upon receipt of all application materials, you will be contacted to schedule a personal interview with the Music Education faculty. Out-of-state applicants may arrange a personal interview by telephone if needed.

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**PLAN A AND PLAN B MASTER'S DEGREES**

**Plan A** master’s degrees require the preparation of a Graduate Thesis. The thesis is a written formal document, which addresses, in an original fashion, an important aspect of the discipline. A thesis involves significant independent work. A certain number of credits are allowed for the preparation of the thesis. It is recommended that the student decide as early as possible in the program whether he/she will pursue the Plan A degree.

**Plan B** master’s degrees do not require a thesis; instead, more credits are earned in other types of courses and/or a scholarly paper is required. Plan B master's degrees may also require a project, journal, or professional paper.

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**COMPREHENSIVE MUSIC EDUCATION GRADUATE EXIT EXAMS**

A comprehensive exit examination is required of all master's candidates in the final semester of study. Unlike a final exam for a course, the purpose of the exit examination is to assess the candidate’s professional and academic readiness for the field as this relates to a higher degree in Music Education. The exit examination is not merely a cumulative assessment on material covered in one’s degree coursework (although this is certainly one component of the exam) but is a comprehensive assessment of whether the candidate can write and speak articulately with a satisfactory depth of knowledge in all areas of the field of Music Education. It is the student’s responsibility to study all content pertaining to the degree and to review materials from all of their coursework taken throughout the degree. There is no Study Guide provided for exit examinations. Some students benefit from studying with a partner or with a group.

It is recommended that each degree candidate furnish their graduate committee with the following items no less than six weeks prior to the exam dates: a) an outline of courses they have completed, as well as b) an updated resume detailing prior degrees earned and professional teaching.

There are two components of the exit examination for this degree:

**WRITTEN EXIT EXAM**

This exam is scheduled by your Advisor to take place during the final semester of coursework. Degree candidates in their final semester of study are required to take the written exit exam on a date scheduled by the music education faculty. You are responsible for contacting your Advisor for the exact exam dates and times. The content
of the written exit exam is structured to reflect coursework completed prior to the exam. Expect one or more questions from each graduate committee member for the written exit exam. You will have four hours to complete the written exam.

The student’s Advisor and Committee determine specific written and oral exam requirements. Responses for the written exam are saved electronically onto a USB device and submitted immediately to the student’s Advisor at the conclusion of the exam. No materials are permitted inside the testing room.

In the event that the Graduate Committee finds any or all of the candidate’s answers to the written exit exam unsatisfactory, the degree candidate may be asked to re-schedule and re-take all or part of the written exit exam prior to taking the oral exit exam.

**ORAL EXIT EXAM**

There must be a minimum two-week time interval allotted between the written exit exam and oral exit exam. The oral exam is scheduled by your Advisor to take place during the final semester of coursework.

The oral exit exam enables Graduate Committee Members to ask the degree candidate new questions, or to ask the candidate to elaborate on one or more of their written exit exam answers. The oral exam is scheduled for one hour. At the conclusion of the oral exam, the graduate committee meets without the candidate present to decide whether they have passed the exam. At the time that the candidate receives word of the results of the exam, the GS-24 form that can be found here is signed by each graduate committee member. The student will then have 48 hours to personally deliver their paperwork to the Graduate School. Please note that this is the student’s responsibility to file the GS-24 form with the Graduate School.

**MASTERS OF MUSIC IN MUSIC PERFORMANCE**

**PROGRAM DESCRIPTION**

The performance degree offered by Colorado State University is a comprehensive approach to the study and performance of literature in all styles and idioms of music. The curriculum is designed to develop musicianship, technical proficiency, cultural awareness, and technological literacy in both performance and pedagogy. Regardless of degree concentration, the graduate student will maintain regular study on their applied instrument or voice and additional directed areas based on individual goals and needs. Graduate students may choose to specialize in one or more areas as they work toward degree recital requirements.

The intent of this specialization is to prepare students with outstanding performance potential to be competitive in performance and teaching careers and to be advocates for the arts in their communities. They may help meet the needs for skilled performers of solo and small and large ensemble music, and they will be able to teach in a university and help meet the considerable community demand for excellent private studio teachers.

The Master of Music in Performance degree combines intensive work in performance with distinguished faculty. Applied study in the student’s major area and a public recital are combined with repertory study and core coursework in music history and theory.

**AUDITION REQUIREMENTS**
An on-campus audition is required for admission to any music performance program. In unusual circumstances, a video recording may be acceptable for provisional admission. Scholarship/Assistantship offers will only be made to students attending on-campus auditions.

Please note: The MM in voice requires a pre-screening DVD. Please contact the voice area coordinator, Dr. Tiffany Blake (tiffany.blake_oliver@colostate.edu) for more information.

COMPREHENSIVE EXIT EXAM REQUIREMENTS

Recital(s) and a comprehensive oral exam are required for graduation. The student's advisor and committee determine specific recital and oral exam requirements. Please contact your advisor for additional information.

MASTER OF MUSIC IN CHORAL AND INSTRUMENTAL CONDUCTING

PROGRAM DESCRIPTION

The Choral and Instrumental Conducting Program at Colorado State University is committed to musical excellence. The graduate curriculum is designed to build a well-rounded conductor /teacher, using the musical and personal strengths of the graduate conducting student. The program offers two options: the MM in Choral Conducting and the MM in Instrumental Conducting, both of which requires a two-year residency.

By the completion of the program students will have develop advanced, personal conducting skills and techniques that are appropriate to a variety of musical needs. The student will learn effective rehearsal techniques, score preparation, and become knowledgeable scholars of important instrumental and choral scores representing repertoire of various music periods and secular and sacred styles.

The conducting programs accept a limited number of students who pursue a variety of professional goals, including education and directors of choral/instrumental ensembles. Students who are full-time music educators at the middle/high school levels will be considered if they have three (3) years prior teaching experience, and are presently conducting an ensemble(s). Students who are not public school educators must show a minimum of three (3) years of full-time music/conducting employment, and be presently conducting a high school, religious or community ensemble. To develop the musicianship and skills that will be important for the student’s future professional success, graduate courses are organized in the areas of music literature and theory, the choral/vocal instrument, conducting, and teaching.

AUDITION REQUIREMENTS

An on-campus audition is required for admission to any music performance program. In unusual circumstances a video recording may be acceptable for provisional admission. Scholarship/Assistantship offers will only be made to students attending on-campus auditions.

EXIT EXAM REQUIREMENTS

Recitals and a comprehensive oral exam are required for graduation. The student’s advisor and committee determine specific recital and oral exam requirements. Please contact your Advising Committee for more information.
The Music Therapy Program admits new students only for the fall semester.

**PROGRAM DESCRIPTION**

The master's degree program in music therapy at Colorado State University is intended to provide Board Certified music therapists with advanced training in clinical skills and research. Our curriculum specializes in Neurologic Music Therapy (NMT), a research based system of standardized clinical techniques to improve sensorimotor, speech and language and cognitive function in children and adults who have disabilities. Specifically, the study of music therapy at Colorado State University is to prepare music therapists for advanced clinical work in neurologic music therapy, as music therapy supervisors and administrators and for teaching positions at the college or university level.

Two masters’ curriculum tracks are offered: the first is a thesis program of 30 credit hours designed to provide students with the opportunity to complete a substantial research project at the Center for Biomedical Research or in the Fort Collins Community. The second track is a 32 hour program that requires, in lieu of a thesis, additional course work in music therapy. Either program prepares the student to pursue doctoral study. Our academic curricula are approved by both the American Music Therapy Association and the National Association of Schools of Music.

Applicants are expected to be Board-Certified Music Therapists (or eligible to sit for the exam) and demonstrate excellent musicianship and interpersonal skills.

**THE MUSIC THERAPY MASTERS EQUIVALENCY DEGREE**

The master of music therapy equivalency program is designed for the person who has earned an undergraduate degree in music and desires to study music therapy at the graduate level. Students in this program concurrently take the necessary undergraduate prerequisite course work to fulfill requirements for entry-level practice and graduate course work in advanced clinical practice and research. As in the master of music therapy program a thesis or additional course work is required for graduation.

Students entering the equivalency program must have completed an undergraduate music degree or, at a minimum, four semesters of music theory, two semesters of music history and four to five semesters of applied study. After completion of all course work and a six month clinical internship at an approved site the student is eligible to sit for the Certification Board exam.

**AUDITION PROCEDURES FOR THE MASTER OF MUSIC IN MUSIC THERAPY**

*US AND INTERNATIONAL GRADUATE EQUIVALENCY APPLICANTS*

US and International Graduate Equivalency applicants must interview and audition in-person or, as an alternative, submit a video demonstration of your musical ability on your primary instrument(s) (or voice). Please include at least two short selections (ten minutes minimum) of western classical music from two stylistic periods. The recording may be from a recent recital or recorded specifically for this application. If you choose to send a video
recording, please label video with your full name, date of video, and email address. As you are speaking, face the camera, state your name, tell why you are interested in pursuing a master's degree, and why you are interested in Colorado State University (2 minutes maximum).

In addition, a video recording (audio recordings will not be accepted) of your vocal ability while accompanying self on piano and/or guitar. The repertoire for this requirement may include an American folk song, patriotic tune, pop tune or jazz standard. Please include at least two selections.

Video audition recordings may be sent by mail or email.

NOTE: Preference for admission to on-campus programs in music therapy is given to prospective students who audition and interview in person (does not apply to international applicants)

*BOARD-CERTIFIED MUSIC THERAPISTS APPLYING FOR THE ON-CAMPUS PROGRAM

Board-Certified Music Therapists applying for the on-campus program must submit a video recording (audio recordings will not be accepted) of your vocal ability accompanied by piano and/or guitar. The repertoire for this requirement may include an American folk song, patriotic tune, pop tune, jazz standard or music specifically composed for music therapy clientele. Please include at least two selections.

Audition recordings may be sent by mail or email.

NOTE: Preference for admission to on-campus programs in music therapy is given to prospective students who audition and interview in person (does not apply to international applicants)

*BOARD-CERTIFIED MUSIC THERAPISTS APPLYING FOR THE ONLINE GRADUATE PROGRAM

Board-Certified Music Therapists applying for the online graduate program are required to submit an audition video. Details are on page 19.

EXIT EXAM REQUIREMENTS

Comprehensive written and oral exams are required for graduation. Exams are normally taken during the last semester of study. The student's advisor and committee determine specific written and oral exam requirements.

BOARD-CERTIFIED MUSIC THERAPISTS APPLYING FOR THE ONLINE GRADUATE PROGRAM

CSU is known around the world for its groundbreaking research and scholarship in the growing field of neurological music therapy. Persons with a degree in music therapy and Board-Certified with at least two years post internship experience can advance their career as a neurologic music therapist with our nationally recognized master's degree program in Music Therapy. Through your course of study, you will learn how to use music as a form of therapy to address the physical, psychological, cognitive, and social needs of individuals.

This program will help you:

- Expand your background in neurological sciences, music, and research
• Learn to work with people who have neurological disorders such as stroke, traumatic brain injury, Alzheimer’s disease, Parkinson’s disease, Huntington’s disease, autism, developmental disorders, and multiple sclerosis
• Earn your master’s degree at your own pace and still maintain full-time employment; the program requires only one short on-campus session per year
• Develop your skills as a music therapist, with focus on neurologic music therapy techniques that promote changes in cognitive, sensorimotor, speech and language, and psychosocial functioning

This degree develops your use of neurologic music therapy techniques to:

• Rehabilitate individuals with neurologic disease and disorders
• Maintain functioning with older adults
• Improve the communication, academic performance, and social skills of children with disabilities
• Promote cognition and enhance memory
• Facilitate motor development in children with disabilities
• Improve treatment outcomes

REQUIREMENTS AND CURRICULUM

You are required to visit the campus once each year for training that cannot be taught online. In addition, you must complete 30-32 graduate-level credits, with a minimum of 24 credits earned at Colorado State University. You may choose between a thesis and non-thesis option. Learn more about the degree and its requirements.

ADMISSION AND AUDITION PROCEDURES

Eligibility for graduate study in music therapy:

• Undergraduate GPA must be 3.00 or higher
• Undergraduate degree in music therapy and board-certification
• Successfully passing an audition and interview (see requirements below)
• Two years clinical experience.
• Note: Graduate Record Exam (GRE) is not required

How to apply:

• Complete an online application using this link: http://www.graduateschool.colostate.edu/prospective-students/apply/
• Contact each college/university attended for one copy of official transcripts regardless of the number of completed credits (photocopies are not acceptable). Transcripts may be sent directly from the school or included in your application packet.
• Submit 3 letters of recommendation that affirm your potential to succeed as a graduate student in music therapy (no special format)
• Submit a DVD demonstrating music and clinical skills (details below)
• Submit a writing sample (details below)
Note: The original application form (GS-1 for US applicants or GSF-1 for international applicants) along with the required application fee should be sent directly to the Graduate School. If you are interested in financial assistance submit a GS Form 4B to the Graduate School. All Graduate School forms are available online at: www.graduateschool.colostate.edu

Send your transcripts, letters of recommendation, DVD, and writing sample to:

Prof. Murray Oliver
Graduate Program Coordinator
School of Music, Theatre & Dance
Colorado State University
Fort Collins, CO 80523-1778

DVD: Label video with your full name, date of video, and email address. Please face the camera, state your name, tell why you are interested in pursuing a master's degree, and why you are interested in Colorado State University (2 minutes maximum). Demonstrate music skills by playing a piece on the piano at your skill level and playing a piece on your primary instrument at skill level (if piano, play a contrasting piece). Demonstrate your clinical skills by choosing two songs (popular, standard, original, etc...) appropriate for your client population and explaining how you would use the songs in therapy -OR- showing video of yourself in the clinic. If clients are visible in your video you must secure the appropriate permissions. Music and clinical portion of the video should be no more than 10 minutes total.

Writing Sample: Please address the following questions in your writing sample. What is the current state of the music therapy profession? What do you hope to see in the future of the profession? What do you see as your role in the future of the profession? Limit your sample to 3 pages, double-spaced, 12-point font, Times New Roman.

MASTER'S PROGRAMS WITH SUMMERS-ONLY RESIDENCY REQUIREMENT

ADVISORS

Before the beginning of your first semester, you will be assigned an advisor who will direct your program of study including thesis, recital, conducting assignment or other culminating project appropriate to your degree.

The name of your advisor will be determined by your program of study.

During the summer, please contact:

Prof. Murray Oliver (Murray.Oliver@colostate.edu) for Performance
Dr. Bonnie Jacobi (Bonnie.Jacobi@colostate.edu) for Music Education with Kodály emphasis
Prof. Leslie Stewart (Leslie2.Stewart@colostate.edu) for Conducting
PROGRAM DESCRIPTION

The Master of Music in Music Education with Kodály Emphasis is a graduate degree program designed for elementary classroom music teachers, independent music instructors, and secondary music teachers interested in developing their teaching, conducting, musicianship, and depth of knowledge about music education. One unique aspect of this program is that it enables students to earn National Certification in Kodály music teaching through CSU's Colorado Kodály Institute while earning a Master's degree. The Colorado Kodály Institute is one of the select programs endorsed by the Organization of American Kodály Educators (OAKE). The Institute faculty is among the top experts in the United States and CSU's new University Center for the Arts and location in the foothills of the Rockies provide an inspiring setting for personal growth.

The degree is designed to be completed over a time span of three summers with a minimum of 30 total credits (the degree is officially conferred at the end of the fall semester following the term in which all course work has been completed), with several online and/or evening courses required to be taken during the school year. Students have the option, therefore, of living remotely during the school year and traveling to Fort Collins for the core summer coursework. The majority of participants in this degree program teach either part or full-time during the school year, gaining relevant experience while pursuing the graduate degree. As a result, they are continually assimilating real-world teaching experiences into their academic coursework.

Applicants are expected to be State-Licensed Music Teachers* and demonstrate excellent musicianship and interpersonal skills.

* Exceptions may be made by the Music Education area on a case-by-case basis.

AUDITION PROCEDURE

Applicants are required to submit:

1. A 30-40 minute music teaching DVD that demonstrates your musicianship [this should be a video recording of you teaching a class or lesson to students of any age]
2. Official sealed transcripts from all colleges attended
3. Three letters of recommendation
4. A 5-10 page sample of your writing [ideally a paper written during your undergraduate degree], and
5. A typed statement of reasons for pursuing the degree

DVD's must be labeled with specific information about what is included on the recording [i.e. type of class, grade level of students, class setting, etc.] and accompanied by a typed lesson plan

Upon receipt of all application materials, you will be contacted to schedule a personal interview with the Music Education faculty. Out-of-state applicants may arrange a personal interview by telephone if needed.

PLAN A AND PLAN B MASTER'S DEGREES
Plan A master’s degrees require the preparation of a Graduate Thesis. The thesis is a written formal document that addresses, in an original fashion, an important aspect of the discipline. A thesis involves significant independent work. A certain number of credits are allowed for the preparation of the thesis. It is recommended that the student decide as early as possible in the program whether he/she will pursue the Plan A degree.

Plan B master’s degrees do not require a thesis; instead, more credits are earned in other types of courses and/or a scholarly paper is required. Plan B master’s degrees may also require a project, journal, or professional paper.

MAIN COURSEWORK ENCOMPASSED WITHIN THE DEGREE PROGRAM

The Masters of Music in Music Education with Kodály Emphasis degree program will cover:

- Pedagogy and Folk Song Literature
- Solfege/Musicianship
- Choir Ensemble
- Choral Conducting
- Music Theory
- Music History
- Folksong analysis and retrieval
- Foundations of Music Education
- Special topic sessions, such as SmartBoard, Drumming, Choral Techniques for children’s choir, or live teaching demonstrations by experienced Kodály instructors in the field

Elective courses which may be taken in a variety of areas relating to music education, i.e. Dalcroze Academy, Arts Leadership, Music Therapy, Applied Music, Education, Human and Family Studies, etc.

The nature and number of hours of much of this course material is structured to maintain excellent standing with the Organization of American Kodály Educators (OAKE). Please see the course sequence on the degree plan for specific course numbers and titles. Consult your advisor for recommendations on Elective courses that are available on campus as well as online.

LEVELS OF COURSEWORK WITHIN THE COLORADO KODÁLY INSTITUTE

Each summer within the program, the degree candidate pursues one Level of Kodály coursework, ultimately leading to National Certification upon the completion of all three Levels. Advancement to the next Level is determined by the Faculty and Director of the Institute. OAKE Endorsement Guidelines necessitate that each certification candidate must complete a specific number of hours in each course area, with a passing grade of B- or above. **Students who are absent from or tardy to coursework instruction within the Colorado Kodály Institute may be held back from advancing to the next Level.** Decisions regarding absences, tardiness, and/or make-up work, will be made on a case-by-case basis at the discretion of the Institute Faculty and Director. Please refer to the course syllabi for specific details.
SOLO PERFORMANCE COMPONENT

Because strong musicianship is a prerequisite for strong music teaching, all candidates for this degree are strongly encouraged to present a solo performance during their coursework within the Colorado Kodály Institute (chamber music may be performed in lieu of a solo performance, with the approval of the Director and Faculty. Students are asked to submit their repertoire choice to the Director and Faculty of the Institute for approval no later than March 31 of the year the candidate will perform, and subsequently prepare this repertoire during the school year so it is ready to present on the Summer Kodály Concert).

TEACHING VIDEO COMPONENT

Upon completing Level One coursework, degree candidates are required to submit a 30-40 minute Teaching DVD of themselves teaching a music class (ideally a Kindergarten or First Grade Music Class using Kodály techniques), mailed to the Institute Faculty no later than March 31 of the year they are scheduled to begin Level Two coursework. This DVD fulfills an OAKE Endorsement Guideline and serves as a component of Level Two coursework. The DVD will be graded by the Institute Faculty and Director and feedback will be provided on a 1-1 basis when the candidate arrives for Level Two.

Upon completing Level Two coursework, degree candidates are required to submit another 30-40 minute Teaching DVD of themselves teaching a music class (ideally a Second or Third Grade Music Class using Kodály techniques), mailed to the Institute Faculty no later than March 31 of the year they are scheduled to begin Level Three coursework. This DVD fulfills an OAKE Endorsement Guideline and serves as a component of Level Three coursework. The DVD will be graded by the Institute Faculty and Director and feedback will be provided on a 1-1 basis when the candidate arrives for Level Three.

COMPREHENSIVE GRADUATE EXIT EXAMINATIONS

A comprehensive exit examination is required of all master's candidates in the final semester of study. Unlike a Final Exam for a course, the purpose of the exit examination is to assess the candidate's professional and academic readiness for the field as this relates to a higher degree in Music Education. Therefore, the exit examination is not merely a cumulative assessment on material covered in one's degree coursework (although this is certainly one component of the exam). The exit examination is a comprehensive assessment of whether the candidate can write and speak articulately, accurately, convincingly, thoroughly, and with a satisfactory depth of knowledge in all areas of the field of Music Education. For this degree, the candidate is also expected to be able to demonstrate expertise in Kodály music teaching.

It is recommended that each degree candidate furnish their Graduate Committee Members with the following items no less than six weeks prior to the Exam dates:

1. An outline of courses they have completed
2. An updated résumé detailing prior degrees earned and professional teaching.

WRITTEN EXIT EXAM
The Director of the Institute schedules this exam during the final semester of coursework, before the student begins Level 3 within the Colorado Kodály Institute. Degree candidates in their final semester who wish to graduate are required to take the Written Exit Exam on the scheduled date. Due to the participation of graduate committee members, special arrangements are made for faculty to be on campus to administer your exam in the summer. You are responsible for contacting the Director of the Institute for the exact exam dates. The content of the written exit exam is structured to reflect coursework completed prior to the exam. Each graduate committee member submits one or more questions for their advisee’s written exit exam.

The student’s Advisor and Committee determine specific exam requirements. Students must save all written answers electronically onto a USB device and submit them to their Advisor at the conclusion of the exam. No materials are permitted inside the testing room.

In the event that the graduate committee finds any or all of the candidate’s answers to the written exit exam unsatisfactory, the degree candidate may be asked to re-schedule and re-take all or part of the Written Exit Exam prior to taking the oral exit exam. Two opportunities are provided to successfully pass the written exam.

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**ORAL EXIT EXAM**

There must be a minimum two-week time interval allotted between the written exit exam and oral exit exam. This exam is scheduled by your Advisor to take place during the final semester of coursework directly following (within 48 hours) the Level 3 coursework within the Colorado Kodály Institute, provided the student receives a passing grade on his/her Level 3 coursework. It is the student’s responsibility to contact his/her advisor for the exact oral exit exam date and time.

Customarily, the oral exit exam enables graduate committee members to ask new questions of the degree candidate, to ask follow-up questions of the degree candidate, or to ask the candidate to elaborate on one or more of their written exit exam answers.

The oral exam is scheduled for one hour and at the conclusion of the hour, the graduate committee meets without the candidate present to decide the result of the exam. At the time the candidate is informed of the outcome of the exam, members of the student’s graduate committee sign the GS-24 form; the student then has 48 hours to hand-deliver the paperwork to the Graduate School. Please note this is the student’s responsibility.

Failure to hand deliver this signed paperwork within 48 hours will result in the degree candidate:

- Not being able to graduate during the desired semester
- Having to re-take the Comprehensive Graduate Exit Exams
- Having to register for another course or continuous enrollment for an additional semester

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**MASTERS OF MUSIC IN MUSIC EDUCATION, CONDUCTING EMPHASIS**

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**PROGRAM DESCRIPTION**
Classes are designed for current Middle School and High School Choir, Band, and Orchestra Directors who seek to further their personal knowledge and conducting skills while earning a Master's degree, completing most of their course work in three summers. The two-week Conducting Seminar (4 credits each summer) includes daily conducting opportunities in all three disciplines with a workshop orchestra, band and choir, providing further hands-on training. All participants learn to conduct in all three disciplines.

In addition, each student takes three 3-credit academic classes (Music History, Analytical Techniques and Music Research), one 3-credit music education course (Foundations of Music Education) and three 1-credit seminars on various topics of interest to music educators. These courses are either offered on campus during the summer or online during the school year.

The complete program consists of 30 credits. A maximum of 6 credits in the academic courses can be transferred to your graduate program from NASM-accredited universities pending approval by your advisor and the Graduate School.

**APPLICATION PROCEDURE**

Prospective students are encouraged to submit the program application and the required materials as soon as the application form is available in January. The review process begins in February with applicants notified of the faculty's decision no later than March 1. Required application materials include a 5-minute conducting DVD (frontal view), a professional and educational vitae.

In addition, students must submit an application to the Graduate School. Information about those requirements and an online application form is available on the Graduate School’s website. There is a required 150.00 fee for this process. Acceptance into this program by the conducting faculty is contingent upon acceptance by the Graduate School.

**GRADUATION REQUIREMENTS**

During the first summer on campus, the Program Coordinator will inform each student which faculty members have been assigned to his or her Graduate Committee.

Students should complete their GS6 Form (proposed curriculum) during their second summer while on campus for the Conducting Seminar. After filling this out on the Graduate School’s website, you should submit the form to the Program Coordinator who will obtain the necessary faculty signatures and deliver it to the Graduate School Office.

Students who do not complete GS6 Forms at this time may not be able to register for remaining classes.

The Program Coordinator will assist the student to fill out the GS25 Form (“Application for Graduation”), including any course changes, obtain student and faculty signatures and submit the completed form to the Graduate School before the spring deadline preceding the student's third summer.

The Program Coordinator will also complete and submit GS24 Forms (Final Examination Results) following Oral Exams. These exams will be held during the third summer and results submitted to meet Summer Graduation deadlines.

In lieu of a written Master's thesis, third-year students will conduct an assigned segment of a musical or opera in live performance at the conclusion of the Conducting Seminar.
It is important that you completely understand the policies, procedures of both the Graduate School and School of Music contained in this handbook. Once you have reviewed this document, please sign and date this form and return to the main office located in room 120.

______________________________________________________________ (printed name)

______________________________________________________________ (signature)

_________________________ (date)