

CALIFORNIA STATE
UNIVERSITY LONG BEACH

COLLEGE OF THE ARTS
BOB COLE CONSERVATORY OF
MUSIC

MASTER OF ARTS AND MASTER
OF MUSIC HANDBOOK

for

Students and Faculty

Prepared by Dr. Alicia M. Doyle

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CSULB DEPARTMENT OF MUSIC ADMINISTRATION

Conservatory Director: Dr. Johannes Müller-Stosch
Associate Director of Curriculum: Dr. Carolyn Bremer
Associate Director of Development: Dr. Jonathan Talberg
Graduate Advisor: Dr. Alicia M. Doyle
Credential Adviser: Dr. Daniel Zanutto

Music Staff:

JoAnn Billings	Administrative Support Coordinator
Martin Brenner	Sound Technician/Technology COTA
Rychard Cooper	Performing Arts Technician
Kate Gillon	Performance Coordinator
Kelsey Knipper	Administrative Support Assistant
Alex Rambo	Music Resource Center/iLab
Colleen Ryan	Facilities Coordinator COTA
Matt Pogue	Graphic Design/Web
Stacia Ticer	Administrative Coordinator
Sue Babcock	Piano Technician
Marty Brenner	Pedagogical Technology

Faculty

See department website for most up-to-date list of faculty:

<http://www.csulb.edu/depts/music/main/faculty.html>

SUMMARY OF STEPS LEADING TO A MASTER OF MUSIC AND MASTER OF ARTS DEGREE IN MUSIC

ENTRANCE

1. Application to the University and to the Department of Music (online at CSUMentor)
2. Completion of the Department of Music Graduate Placement Examination.
3. Successful completion of an audition, screening of music scores/writings, and area examination (dependent upon degree and concentration).

ADVANCEMENT TO CANDIDACY

Successful completion of the Writing Proficiency Examination. Graduate students who earned a bachelor's degree from a U.S. college or university are considered to have met the GWAR, and are not required to take the WPE. Exemptions for such graduate students are automatically noted in student records.

1. Graduate students who earned a degree from a non-U.S. college or university on this approved list are considered to have met the GWAR, and are not required to take the WPE. However, students from approved countries must file this petition and submit it to Testing, Evaluation & Assessment to have their records updated. (must be submitted in first semester of graduate study)
2. Achieve a cumulative GPA of 3.0 or higher, with no grade below a "C."
3. Remove any undergraduate deficiencies, as determined by exams and advising.
4. Formation of three- (or four-) member graduate committee.
5. Completion of course program form with Graduate Advisor and approval of graduate committee, Graduate Advisor, Department Chairman, and College Associate Dean, usually after completion of 12-15 units of coursework (only courses with grades of "A" or "B" will be included on the program).
6. Completion of Request to Graduate Application Form at Admissions and Records (by October 1 for spring graduation; by March 1 for fall graduation).

RECITAL/PROJECT REPORT/THESIS

7. Successful completion of Qualifying Examination for degree concentration (recital approval jury, portfolio review, written exam, appropriate language and diction exams), required for thesis (MUS 698) enrollment.
8. Thesis or recital/project report proposal and recital program approved by graduate committee (required for Thesis or Recital/Project Report enrollment)
9. Enrollment in MUS 698 (Thesis or Recital/Project Report) and successful completion of recital and project report or thesis, with approval of graduate committee.

PROGRAM COMPLETION

10. Successful completion of Oral Defense of thesis/recital project, held with graduate committee and Graduate Advisor.
11. Submission of thesis or project report to Graduate Advisor for approval and release from Department, and approval of thesis or project report by University thesis office.

ADMISSION REQUIREMENTS: MASTER OF ARTS IN MUSIC (Code 5-5820)

Concentrations in: Music Education
 Musicology

Prerequisites:

1. A Bachelor of Arts with a major in music or Bachelor of Music degree, or a bachelor's degree with a minimum of 24 units of upper division coursework in music comparable to those required of a major in music at this university;
2. The student must request all institutions of higher learning attended to send two (2) official copies of transcripts: one to the Office of Admissions and Records and one directly to the Graduate Advisor in the Department of Music. Transcripts presented to the Admissions Office by the student are not acceptable.
3. All applicants must submit three (3) current letters of recommendation, a cover letter, and a current professional résumé directly to the Graduate Advisor in the Department of Music. These supplemental materials can be **mailed** to:

4.

Attention: Dr. Alicia Doyle
Bob Cole Conservatory of Music
California State University, Long Beach
1250 Bellflower Blvd
Long Beach, CA 90840-7101

OR **uploaded** to:

<http://www.dropitto.me/bccmgradapp>
(enter password csulb.music)

NOTE: Your name MUST be in the subject line of your uploaded file. If a document does NOT have a name, it will be deleted.

5. All accepted students are required to complete the Department of Music Graduate Placement Examination before registering in courses applicable to the Master of Arts degree. (Under special circumstances, a student may take the examination during the first semester in which he or she is registered in courses applicable to the degree.)
6. A grade point average of 3.00 or better in upper division music courses. Students who do not meet the 3.00 grade point average requirement or specified balance within the required 24 units of upper division music but who possess outstanding or unusual qualifications that promise a significant contribution to the Master of Arts program may petition for a special review from the Department Graduate Committee.

7. All Master of Arts students must present samples of scholarly writings in music for review by the Graduate faculty. Music Education students should submit a video of their teaching as well. Music Education applicants are expected to have a Teaching Credential and at least two years public/private school teaching experience.
8. Musicology: Evidence of reading and translation ability in one foreign language (French, German or Italian). Language assessment will take place at the beginning of the third semester of study.

LEARNING OUTCOMES FOR MASTER OF ARTS DEGREES

Master of Arts in Music Education

Candidates have advanced critical thinking and writing skills. Candidates have substantial knowledge of:

- history and philosophies of music education.
- music education learning theories.
- current educational issues in the schools.
- teaching methodologies and means of assessments.
- multicultural issues and resources.
- research skills and scholarship in the field.
- the use of technology as a teaching tool.

Master of Arts in Musicology

Candidates have advanced critical thinking and writing skills. Candidates have substantial knowledge of:

- modes and approaches to scholarly inquiry.
- current issues in musicology.
- publications in the discipline.
- multicultural musics and resources
- research and evaluative skills.
- use of technology in the classroom.

ADMISSION REQUIREMENTS MASTERS OF MUSIC (Code 7-5820)

Concentrations in: Composition
 Performance (Instrumental/Vocal)
 Conducting (Choral/Instrumental)
 Opera
 Jazz Studies

Prerequisites:

1. A Bachelor of Music degree, Bachelor of Arts with a major in music, or a bachelor's degree with a minimum of 24 units of upper division coursework in music comparable to those required of a major in music at this university.
2. The student must request all institutions of higher learning attended to send two (2) official copies of transcripts: one to the Office of Admissions and Records and one directly to the Graduate Advisor in the Department of Music. Transcripts presented to the Admissions Office by the student are not acceptable.
3. All applicants must submit three (3) current letters of recommendation, a cover letter, and a current résumé directly to the Graduate Advisor in the Department of Music. These supplemental materials can be **mailed** to:

Attention: Dr. Alicia Doyle
Bob Cole Conservatory of Music
California State University, Long Beach
1250 Bellflower Blvd.
Long Beach, CA 90840-7101

OR **uploaded** to:

<http://www.dropitto.me/bccmgradapp> (enter password csulb.music).

NOTE: Your name MUST be in the subject line of your uploaded file. If a document does NOT have a name, it will be deleted.

4. All applicants are required to complete the Department of Music Graduate Placement Examination before registering in courses applicable to the Master of Music degree. (Under special circumstances, a student may take the examination during the first semester registered in courses applicable to the degree.)
5. A grade point average of 3.00 or better in upper division Music. Students who do not meet the 3.00 grade point average requirement or specified balance within the required 24 units of upper division music but who possess outstanding or unusual qualifications that promise a significant contribution to the Master of Music program may petition for a special review from the Department Graduate Committee.

6. Composition: Submission and approval of a portfolio of representative original scores, recordings, and evidence of baccalaureate-level training in composition.
7. Conducting: Successful completion of a conducting audition with approval by the conducting faculty.
8. Instrumental/Vocal Performance and Opera: Audition both at a performance level and with a repertory acceptable as graduate to the performance faculty. Equivalent of a senior performance recital expected. See area website for repertory
9. Vocal Performance/Opera: Evidence of translation ability in one foreign language (French, German or Italian) and of diction studies.
10. Jazz Studies: Audition both at performance level and with repertory acceptable as graduate and/or submission and approval of portfolio of representative arrangements and/or original scores. See area website for repertory.
11. Piano Performance: Applicants must submit a repertory list. For more information go here: <http://web.csulb.edu/depts/music/areas/keyboards-studies/keyboard-auditions.php> - graduate
12. Applicants to the Jazz Studies, Percussion Studies, Choral Studies, and Vocal/Opera Studies programs must submit a pre-screening audition DVD or video by January 15. These can be mailed or uploaded to <http://www.dropitto.me/bccmgradapp> (enter password csulb.music).

LEARNING OUTCOMES FOR MASTER OF MUSIC DEGREES

Master of Music in Composition

Candidates have in-depth understanding of:

- contemporary musical styles and techniques.
- aesthetics of contemporary music.
- notational practices in music.
- use of technology as a compositional tool.
- approaches to teaching theory/composition.
- research and writing in the discipline.

Master of Music in Conducting

Candidates have in-depth understanding of:

- diverse musical styles.
- breadth of repertory in the field.
- performance practice issues in the discipline.
- aesthetic issues relating to performance.
- cross-discipline issues in conducting.
- research and writing in the discipline.

Master of Music in Jazz Studies

Candidates have in-depth understanding of:

- diverse styles of jazz.
- breadth of repertory in the field.
- analytical and theoretical skills in jazz.
- aesthetic issues relating to jazz performance.
- pedagogical issues relating to the instrument.
- writing and arranging skills for jazz ensembles.
- research and writing in the discipline.

Master of Music in Opera

Candidates have in-depth understanding of:

- diverse musical styles.
- breadth of repertory in the field.
- stage movement and acting.
- aesthetic issues relating to performance.
- pedagogical issues relating to the instrument.
- research and writing in the discipline.

Master of Music in Performance

Candidates have in-depth understanding of:

- diverse musical styles.
- breadth of repertory in the field.
- performance practice issues in the discipline.
- aesthetic issues relating to performance.
- pedagogical issues relating to the instrument.
- research and writing in the discipline.

ADMISSION REQUIREMENTS FOR STUDENTS LACKING A BACHELOR'S DEGREE IN MUSIC

Students applying to the Graduate program in music who have not earned a Bachelor's degree in music must first complete a minimum of 24 units of upper-division coursework in music equivalent to those taken by a Bachelor's student in music. This coursework must be completed prior to the student's eligibility for applying to the graduate program and enrolling in any graduate-level coursework in music and should be chosen in consultation with the Department of Music Graduate Advisor and the faculty member who serves as Area Director of the particular graduate degree specialization. In completing the 24 units of upper-division coursework, students must take lower division courses or their equivalents that serve as prerequisites to the upper division courses. Only units for courses numbered 300-400 (upper division) will count toward the accumulation of 24 units.

The ultimate goal is to acquire the knowledge in music expected of a student holding a music baccalaureate. Students should take the entire sequence of music theory and music history core courses. This will serve as preparation for the graduate placement examination in theory and history and for graduate coursework in these subjects. If students believe that their knowledge is sufficient enough to waive some of the lower division music theory courses, they should take the undergraduate theory placement examination for placement in the appropriate course. If taken at CSULB, enrollment for undergraduate prerequisite work is generally through Open University.

APPLICATIONS

Application forms can be accessed at the University website (www.csulb.edu at CSU Mentor). There is an application fee, which must accompany the form. International students should contact the International Admissions Office for additional information about admissions. Students must reapply to the University if they do not attend in the semester for which they originally apply or if they break enrollment while in a degree program.

PLACEMENT EXAMINATION

The Department of Music Placement Examination covers the core areas of music theory/analysis and music history. It is a diagnostic exam to determine strengths and weaknesses in undergraduate-level music knowledge. The exam results are used in the advising process to determine remedial work, choice of core courses, and for guidance in choice of electives. It is a three-hour exam covering analysis skills, identification of musical styles, and general music knowledge. A list of frequently asked questions about the graduate placement exam can be found [here](#).

The Graduate Placement Examination is given in the week prior to the beginning of fall semester classes (usually on Tuesday of that week, from 4 - 7 pm). Jazz Studies students take a jazz-specific exam. The exam is required of all entering students, including those holding bachelor's degrees from CSULB. Prospective graduate students must contact the graduate assistant to reserve a place at the exam.

Students showing deficiencies in the core theory and history material may be required to take intensive review courses (MUS 428, Seminar in Musical Styles/MUS 393 Jazz, an American Music, or MUS 441 Advanced Analysis/MUS 474A or B Jazz Arranging) or to take specific relevant elective courses.

Graduate Placement Exam Information:

Three hour exam: 1.5 theory, 1.5 history

THEORY: advanced theory and analysis; must be able to write and analyze quickly and demonstrate broad understanding of compositional techniques and trends.

- chorale writing
- figured bass
- fugue
- large-form analysis (sonata, rondo)
- harmonic analysis
- 12-tone music
- advanced harmony (Neapolitan, German/French/Italian augmented 6ths, etc)

HISTORY: equivalent to a first-year history survey course final exam

- know major composers in western art traditions—significance and contributions
- remember dates for key eras in western art music
- explain significant advances in each era
- recognize compositional/style trends
- define key terms and concepts
- listening examples—do not need to know WHO composed it, but suggest WHEN it was composed based on how it fits into that era's characteristics; describe WHY it fits in that time period and argue your point

Review texts for history:

- 1) Palisca/Grout, *History of Western Music*, most recent edition
- 2) Machlis/Forney, *Enjoyment of Music*, most recent edition (full text version)

AUDITIONS

The Department of Music holds new student auditions in February or March for fall admission only. Applicants in Piano Performance are required to submit a repertory list in advance for audition approval. http://www.csulb.edu/depts/music/rep/piano_rep.pdf. Applicants to the Jazz Studies, Percussion Studies, Choral Studies, and Vocal/Opera Studies programs are required to submit a pre-screening audition video in order to qualify for an in-person audition.

Upload file(s) to:

<http://www.dropitto.me/bccmgradapp>
(enter password csulb.music).

NOTE: Your name MUST be in the subject line of your uploaded file(s). If a document does NOT have a name, it will be deleted.

Master of Music students in the instrumental/vocal performance, jazz studies, percussion, voice, opera, and conducting concentrations are required to audition. For students applying from out of the area, a CD/DVD or weblink may be submitted as a preliminary audition. In some cases, a special audition may be scheduled other than on the established new student audition days.

Prospective students must email the graduate assistant at mattsanlo13@gmail.com to register for an audition. Accompanists will be provided, if requested in advance. Repertory sheets are available, upon request, in the Music Office and from each area director's website. Graduate auditions are approximately 15 minutes in length, and should demonstrate competency in performance of differing styles of classical music. Three to four selections should be prepared; opera and vocal performance applicants should prepare five selections representing different styles and languages. Pianists and vocalists should perform audition material from memory.

Audition requirements by area can be found on the departmental website:
<http://web.csulb.edu/depts/music/prospective-students/graduate-auditions.php>

CONDUCTING AUDITIONS

Conducting students will arrange an audition with an appropriate faculty member and ensemble in the semester prior to entrance to graduate coursework. Video recordings may be supplied as preliminary audition materials. The conducting audition will screen baton technique, score reading ability, and oral skills as demonstrated by conducting assigned scores with a major University ensemble.

COMPOSITION PORTFOLIO

Composition students are asked to submit a portfolio of representative original scores and recordings, if available, for review by the Composition faculty. These works should reflect evidence of baccalaureate-level competency in composition. If a student does not have suitable scores for review but shows promise as a composer, he or she may take an undergraduate composition class in order to build up a portfolio of original works through Open University in order to gain admission to the program.

SAMPLE WRITINGS ABOUT MUSIC

All Master of Arts students must submit samples of their writings about music. These can be term papers written in any baccalaureate music classes, or possibly in classes outside of music. They should be written in a scholarly manner, showing evidence of research skills suitable to complete a thesis. If a student does not have adequate samples of papers written about music, he or she may request to take an academic music class with a research/writing component through Open University in order to gain admission to the program.

FOREIGN LANGUAGE REQUIREMENT

Students in the Musicology concentration of the Master of Arts degree and those in the Vocal Performance and Opera concentrations of the Master of Music degree are expected to show evidence of translation ability in one foreign language, generally French, German or Italian. This is an entrance requirement that may be met by successful completion of coursework at the second semester (101B) level. A second foreign language is required as a step to advancement to candidacy. Vocal Performance and Opera students must also show evidence of diction studies in various languages for entrance.

DEGREE REQUIREMENTS BY CONCENTRATION

MASTER OF ARTS -- MUSIC EDUCATION CONCENTRATION

Degree requirements: 30 units

Program Requirements for the M.A. in Music Education can be found here:

http://web.csulb.edu/divisions/aa/catalog/current/cota/music/mus_ma01.html

MASTER OF ARTS -- MUSICOLOGY CONCENTRATION

Degree requirements: 30 units

http://web.csulb.edu/divisions/aa/catalog/current/cota/music/mus_ma01.html

MASTER OF MUSIC -- COMPOSITION CONCENTRATION

Degree requirements: 30 units

http://web.csulb.edu/divisions/aa/catalog/current/cota/music/mus_mm01.html#concentrations

MASTER OF MUSIC -- COMPOSITION WITH INTERACTIVE TECHNOLOGY CONCENTRATION

Degree requirements: 30 units

http://web.csulb.edu/divisions/aa/catalog/current/cota/music/mus_mm01.html#concentrations

MASTER OF MUSIC -- CONDUCTING (INSTRUMENTAL) CONCENTRATION

Degree requirements: 30 units

http://web.csulb.edu/divisions/aa/catalog/current/cota/music/mus_mm01.html#concentrations

MASTER OF MUSIC -- CONDUCTING (CHORAL) CONCENTRATION

Degree requirements: 30 units

http://web.csulb.edu/divisions/aa/catalog/current/cota/music/mus_mm01.html#concentrations

MASTER OF MUSIC -- JAZZ STUDIES CONCENTRATION

Degree requirements: 30 units

http://web.csulb.edu/divisions/aa/catalog/current/cota/music/mus_mm01.html#concentrations

Please also see the Jazz Handbook, found here:

<http://www.csulb.edu/depts/music/jazz/handbook.html>

MASTER OF MUSIC – OPERA PERFORMANCE CONCENTRATION

Degree requirements: 30 units

http://web.csulb.edu/divisions/aa/catalog/current/cota/music/mus_mm01.html#concentrations

MASTER OF MUSIC – INSTRUMENTAL PERFORMANCE CONCENTRATION

Degree requirements: 30 units

http://web.csulb.edu/divisions/aa/catalog/current/cota/music/mus_mm01.html#concentrations

MASTER OF MUSIC – PIANO PERFORMANCE CONCENTRATION

Degree requirements: 30 units

http://web.csulb.edu/divisions/aa/catalog/current/cota/music/mus_mm01.html#concentrations

MASTER OF MUSIC – VOCAL PERFORMANCE CONCENTRATION

Degree requirements: 30 units

http://web.csulb.edu/divisions/aa/catalog/current/cota/music/mus_mm01.html#concentrations

Graduation Writing Assessment Requirement (GWAR) and the WRITING PROFICIENCY EXAMINATION (WPE)

All students must demonstrate competency in English writing skills as a requirement for Advancement to Candidacy.

Details about CSULB's GWAR requirements can be found here:

<http://www.csulb.edu/divisions/aa/gwar/>

Graduate students who earned a bachelor's degree from a U.S. college or university are considered to have met the GWAR, and are not required to take the WPE. Exemptions for such graduate students are automatically noted in student records.

Graduate students who earned a degree from a non-U.S. college or university on an approved list available at the website below are considered to have met the GWAR, and are not required to take the WPE. However, students from approved countries must file the petition on the website below and submit it to Testing, Evaluation & Assessment to have their records updated.

For more information visit the Testing, Evaluation & Assessment website at:

<http://web.csulb.edu/divisions/aa/gwar/>

For additional information about pre-registration dates, test fees, the nature of the exam, and how to receive your exam results, consult this site.

Students who are not excused from the exam are required to attempt this exam in their first semester of graduate coursework. Enrollment Services blocks pre-registration for continuing students who have not attempted the WPE. A passing score is required for Advancement to Candidacy.

While most students satisfy the GWAR by scoring 11 or higher on the Writing Proficiency Exam on their first attempt, students for whom English is a second language face special challenges in meeting this CSU requirement. Based on their WPE scores, students who are unsuccessful in their first WPE attempt will be required to enroll in a GWAR course and submit a passing portfolio to fulfill the requirement. Students should meet with a GWAR Advisor if they need help selecting an appropriate GWAR course.

PRIVATE MUSIC INSTRUCTION

All Master of Music students are required to take a minimum number of units of private study in their area of specialization with an assigned teacher. These units are taken, if granted, through state-paid lessons. State-paid lessons are considered a scholarship that is granted competitively on the basis of auditions and juries. To be eligible for state-paid lessons, a graduate student must be enrolled for a minimum of 8 units of coursework, including required core courses. Instrumental, vocal, and opera performance majors should be enrolled in an ensemble on their primary instrument; conducting majors should be enrolled in an ensemble in their area of specialization; and composition majors must be concurrently enrolled in an appropriate-level composition class.

Enrollment in private lessons is by permit with a special code. These are generally posted in the second week of the semester. Pre-registration for lessons is not possible. Most Master of Music students end up taking more than the minimum number of units of private instruction, however there is a limit of 8 units total for performance majors (including conducting) and 4 units total for composition majors.

It is generally expected that M.M. students take private instruction regularly throughout their graduate studies, and **enrollment in private instruction is required in the semester in which the graduate recital is presented.**

Each semester of private instruction culminates in a jury examination performed for a faculty committee. For instrumental, vocal, and opera majors, this is a 15- to 20-minute performance of repertory prepared throughout the semester. Jury dates generally fall just prior to final examinations. Sign-up sheets will be posted outside the Music Office several weeks prior to juries. Composition juries consist of a review by faculty committee of work completed during each semester. Conducting students are assessed on rehearsals and performances directed throughout the semester; these are generally videotaped.

GRADUATE BEACHBOARD POSTING SITE AND CHECKLIST

You will need to be enrolled in the Graduate Music Student Group in order to receive Departmental communications and to check important postings. The site is at www.beachboard.csulb.edu. You need to use your assigned University email to enter. Be sure to keep your personal profile up to date on MyCSULB, so that you receive all postings. You can enter a preferred email address on MyCSULB. This organization, hosted by the Music Department Graduate Adviser, lists deadlines, important documents (including this handbook), meeting announcements, and other useful information.

CALIFORNIA RESIDENCY

If you are not a California resident, you will be assessed an additional fee per unit. It is best to establish residency in the first few weeks, if not the first day, of your first semester. You can get information from Enrollment Services on how they determine residency.

<http://www.csulb.edu/depts/enrollment/admissions/residency.html>

Important steps include getting a California driver's license, registering your vehicle in California, registering to vote, opening a bank account in California, and filing for taxes on any income earned in California. You may also be asked to show rent or utility receipts. Generally, it takes one year to establish residency. **Exceptions to the policy are not granted.**

PROGRAM ELIGIBILITY, PROBATION. AND DISQUALIFICATION

To remain eligible in a music graduate program, both quality of performance and progress toward the degree will be considered each semester. Factors for determining continued eligibility include not only GPA but also progress as determined by jury examinations, public performances, private music studies, and other relevant coursework.

Students can be disqualified from a program based on poor progress in musical performance or academic studies in their area of specialization even if the overall GPA is above 3.0. A student not making good progress toward to degree will not be advanced to candidacy, and will be disqualified one semester after receiving a written warning from the area coordinator and/or Graduate Adviser.

Students who fail to maintain an overall GPA of 3.0 in all units attempted subsequent to admission will be placed on academic probation. Students may not be advanced to candidacy if the GPA is lower than 3.0 If a student's GPA falls below this minimum after Advancement, candidacy will be revoked. Notice of this action will come from the Associate Dean in the College of the Arts and/or the Associate Vice President for Academic Affairs.

Graduate students are subject to disqualification if within two semesters while on probation they fail to earn a sufficient GPA to be removed from probationary status. For more on disqualification, see the current University catalog.

CHEATING AND PLAGARISM

It is the policy of the faculty and administration to deal effectively with the student who practices cheating or plagiarism. These acts are fundamentally destructive of the process of education and the confident evaluation of a student's mastery over a subject. A University maintains respect and functions successfully within the larger community when its reputation is built on honesty. By the same token, each student benefits in helping to maintain the integrity of the University.

For more information on the Policy and Cheating and Plagiarism see the following website:

<http://www.csulb.edu/divisions/aa/research/our/information/policies/cheating/>

The Music Department follows the University policy strictly in dealing with cheating and plagiarism and applies the most stringent action possible. It is important that all students read and fully understand the University policy on this issue. Students may be asked to take the CSULB Student Academic Honors Pledge in their classes.

COURSE LOAD

A typical full-time graduate load is 9 units (or occasionally 8), and full-time enrollment (7 or 8 units) is required for state-paid music lessons. A course load should never exceed 15 units in any one semester.

TEACHING ASSISTANTS, GRADUATE ASSISTANTS, INSTRUCTIONAL STUDENT AIDES

The department has very few positions available for graduate students and the application process is quite competitive. If you are hired as a TA, GA, or ISA, you are required to enroll in MUS 598 "Teaching at the University" in the fall semester of the first year you are hired.

EDUCATIONAL LEAVE

Any graduate student in good standing may request an Educational Leave for one semester (the maximum is one year). A form that must be completed at Brotman Hall, specifying the reason for the leave, and the student must reapply to the university. See the University catalog for rules that apply to leaves and the reapplication process.

<http://www.csulb.edu/depts/enrollment/registration/details.html#anchor2>

ADVANCEMENT TO CANDIDACY

WHAT DOES ADVANCEMENT TO CANDIDACY MEAN?

It signifies reaching a Classified status in the University, having passed the WPE and completed all undergraduate prerequisites. You must have an approved program of coursework filed as part of the Advancement procedure. This is done with the Graduate Adviser.

WHEN SHOULD I BE ADVANCED TO CANDIDACY?

Advancement in the Music Department occurs after completion of 12-15 units. It must occur at least one semester prior to the semester of graduation; it should normally occur earlier, at about midway through the program.

WHAT MUST I DO TO BE ADVANCED?

You are responsible to complete all steps outlined under Advancement to Candidacy (listed in this handbook and in the University Catalog).

HOW DO I PREPARE A PROGRAM OF COURSES?

Pass the Writing Proficiency Exam (now called the GVAR requirement); remove any undergraduate deficiencies; choose a graduate committee (in consultation with the Graduate Adviser); submit approved program of courses (prepared with the Graduate Adviser); have a GPA of 3.00 or higher (with no grades lower than "C"); meet area expectations for progress in the program.

Make an appointment to meet with the Graduate Advisor, who will type up a proposed program on a department form. This form then is circulated for approval of the prospective graduate committee, the Graduate Advisor, the Department Chair, and the Associate Dean of the College of the Arts. This is typically done at the time of advancement. Note that only courses with grades of "A" or "B" will be used to meet program requirements.

WHAT IF I CHANGE MY PROGRAM AFTER IT IS APPROVED?

It is necessary to file a Change of Program form, completed with the Graduate Advisor and approved by the graduate committee, the Department Chair, and the Associate Dean.

THE GRADUATE COMMITTEE

HOW DO I CHOOSE MY GRADUATE COMMITTEE?

Each graduate committee must be composed of at least three members qualified in the discipline, at least two of whom must be full-time tenured or tenure-track faculty at CSULB. One member will serve as chair; he or she must be a tenured or tenure-track faculty member. Students generally choose their committee members with guidance from the Graduate Advisor. Master of Music students would normally include their major applied instructor and at least one faculty member from an academic area who can assist with the written project report. Generally, the committee chair serves as the project/thesis director, although this is not always the case. Students usually invite the committee

members to serve.

HOW DO I CHANGE MY COMMITTEE AFTER ADVANCEMENT?

A Change of Committee form must be filed through the Graduate Advisor and the new committee members must approve the program and project. All committee members must approve a change of committee membership.

FILING FOR GRADUATION

It is your responsibility to file for graduation, meeting the University filing deadlines:

http://www.csulb.edu/depts/enrollment/graduation/masters_degree.html

To do this, file the online Request to Graduate form (under CSULB Enrollment Services at the main University site). If you do not graduate in the semester for which you filed, you must file a form to change your graduation date; there is a small fee to do this.

The Graduation Application form asks if you are Advanced to Candidacy, so be sure you are at least in the process of filing these forms with the Department.

If you miss the Graduation Filing Date, you can petition to File Late for Graduation. This form requires approval signatures from the Graduate Adviser and necessitates an additional fee.

QUALIFYING EXAMINATIONS

Each concentration in both the MA and the MM degrees has a Qualifying Exam, which must be passed prior to enrollment in MUS 698, Thesis/Project.

WHAT IS THE QUALIFYING EXAMINATION FOR MY CONCENTRATION?

Master of Arts: Music Education A written examination covering philosophies, methodologies, contemporary issues, and literature in music education, based on course content from MUS 581. In some circumstances, students may waive this written exam through additional coursework.

Master of Arts: Musicology A written examination covering musicological resources and literature, development of styles, and historical issues. A study sheet is available from the Director of Music History. A foreign language reading comprehension examination in a second language is required. In some circumstances, students may waive this written exam through additional coursework.

Master of Music: Composition A jury involving a review of compositions written since entrance into program.

Master of Music: Conducting A videotaped jury conducting a substantive work or works in public with an ensemble made up of primarily University students. Choral conducting only: a foreign language diction examination (Latin, French, or Italian, and German), a translation examination in one language above, and an oral exam on choral literature and

practice.

Master of Music: Jazz Studies A special jury of proposed graduate recital repertory performed for thesis committee members and a review of arrangements/compositions written since entrance to the program. Refer to the jazz handbook for details:
<http://www.csulb.edu/depts/music/jazz/handbook.html>

Master of Music: Performance (Instrumental/Vocal) A special jury of proposed graduate recital repertory performed for thesis committee members for formal entrance into program (classified status) Vocal concentration only: a foreign language diction examination (French, German and Italian) and a translation examination in a second language above.

Master of Music: Opera Performance A special jury of proposed recital repertory performed for thesis committee members and participation in a staged production or in a scene, to be videotaped and viewed by thesis members; a foreign language diction examination (French, German, and Italian) and a translation examination in a second language above.

HOW DO I SCHEDULE MY QUALIFYING EXAMINATION?

Usually, the Graduate Advisor works with the committee chair to schedule the Qualifying Examination. Juries for the M.M. can take place during regular jury times, but should be performed for the student's individual thesis committee. A specially set time is usually better for this. Study sheets are available from each area for the M.A. written examinations.

THESIS/PROJECT REPORTS

REQUIREMENTS FOR THESIS/PROJECT ENROLLMENT

- 1) Advancement to Candidacy
- 2) Submission of an approved thesis or project report proposal
- 3) Submission of an approved proposed recital program (MM only)
- 4) Successful completion of Qualifying Exam for your degree

HOW DO I CHOOSE AN M.M. PROJECT TOPIC?

Students in the Master of Music degree should prepare, along with their major applied teachers, a planned repertory for the graduate recital. Once this is tentatively established, discuss possible topics with faculty for a short, researched paper. The topic should be a narrow one that takes a fresh, original look at some aspect of the repertory performed. It is not a general report on the recital and rarely discusses all works performed. It is helpful to talk over possible topics with all committee members, with other academic faculty members, and with the Graduate Advisor.

WHAT IS THE NATURE OF THE PROJECT REPORT?

A project report should center on one or more problems or issues presented in the recital repertory. The focus may be historical, analytical, critical, performance practice-oriented, or pedagogical. The report should show evidence that relevant published literature has been consulted. The approach should demonstrate evidence of originality and independent thinking, and appropriate form and organization.

Students will prepare, in consultation with their Area Coordinator and graduate committee, a project report centering on one or more problems or issues in the recital repertory and the resulting performance. The focus may be, but is not limited to, historical, analytical, critical, aesthetic, performance practice-oriented, or pedagogical issues. The report will show evidence that relevant published literature has been consulted, and include a bibliography. The approach should demonstrate evidence of originality and independent thinking, and appropriate form and organization. The final paper will amount to 10-15 pages of text (excluding the bibliography, illustrations, etc.), similar in scope to a seminar paper. The body of the report may not exceed 20 pages without prior consultation with the thesis committee and special permission from the Graduate Advisor.

The Area Director will have a significant role in the design of the Project Report topic. In consultation with the Area Director, students will choose one of two formats listed below for the Project Report. For either approach to the Report, there should be one main focus or problem investigated:

- 1) Consider one selection from the recital repertory.
- 2) Consider a single topic that touches on several or all of the recital repertory.

A first draft of the Report is due at the beginning of the semester in which the recital will be attempted. If a portion of the Report responds to the resulting recital, it may be omitted from the first draft. The student should meet with the Area Coordinator to initiate a discussion of the project report in the second semester of study.

The project report proposal must be approved prior to the recital preview and enrollment in MUS 698. The approval process for a recital project report involves submitting a proposal including the following: a prose statement that sets out the problem to be investigated and a description of methodology to be employed; a proposed outline of the paper's organization, and a working bibliography. There is an approval signature page in the Graduate Music Handbook.

Students may well define their topics in MUS 696, Research Methods, a class in which they will refine their research, writing, and critical thinking skills, and prepare a sample project report proposal. Ideally, this class should be taken in the second semester of study in the program.

HOW DO I CHOOSE AN M.A. THESIS TOPIC?

Work in close consultation with faculty in the area of concentration. It is normal for the student to come up with ideas for the paper after some research and review of available literature, and then to discuss these ideas with faculty to better define the scope of the paper. The paper should take a fresh, original approach to a problem. It is important to make certain that the topic is a feasible one; that you have the language or other specialized knowledge needed; and that the university library (or area libraries) has the necessary resources.

WHAT IS THE NATURE OF THE THESIS?

A thesis is a written product reflecting the systematic study of a significant problem. It clearly identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the information, and offers a conclusion. The finished product must show originality, critical and independent thinking, appropriate organization and format, and thorough documentation. Such a document can easily run 80 - 150 pages.

HOW DO I PRESENT A PROJECT/THESIS PROPOSAL?

The format for a project/thesis proposal is as follows:

- 1) title page, with approval signatures for committee members (samples at end of handbook);
- 2) outline of the paper's principal sections and subsections (in correct outline format);
- 3) one to two page abstract describing the topic;
- 4) working bibliography (in Turabian style);
- 5) a tentative list of all repertory to be performed on the recital (M.M. only).

The proposal format is quite similar to that of the final required paper in Research Methods. This course, required early in your graduate studies, prepares you to complete this proposal.

WHEN DO I REGISTER FOR PROJECT/THESIS UNITS?

Registration is by special code which you get from the Graduate Adviser. You must be Advanced to Candidacy and have an approved project/thesis proposal on file to qualify to take these units.

HOW MANY UNITS SHOULD I TAKE AND WHAT IF I DON'T FINISH THIS SEMESTER?

Your program specifies the total number of thesis units to be taken: 6 units for the M.A. and 4 units for the M.M. After securing the special code from the Graduate Advisor for project/thesis enrollment, you may take the units a few at a time or all at once. If your work is proceeding satisfactorily but you do not finish the paper (and recital), you can request a grade of RP (Satisfactory Progress), which functions like an incomplete. It is your responsibility to remain in contact with your graduate committee and the Graduate Advisor about the progress of your work.

If you register for the course and do not report on your progress you may receive a grade of U (Unofficial Withdrawal, which counts as an F).

YOU DO NOT REREGISTER FOR THESIS AFTER TAKING THE REQUIRED NUMBER OF UNITS.

Your final grade for MUS 698 will be entered when all work (thesis or project report/recital) have been completed.

DO I HAVE TO REGISTER FOR ANYTHING AFTER MY COURSEWORK IS COMPLETE?

After all coursework is finished and after you have registered for the required project/thesis units (and are carrying an incomplete grade), you must still maintain enrollment. You may take additional coursework, if you wish, as a full-time or part-time student. If not enroll as a full-time or part-time, you will enroll for GS-700 (=residence credit) through the College of Continuing and Professional Education. You must consult with the Graduate Advisor to obtain a signed permit to enroll in GS 700.

Enrollment in this thesis continuation class (GS-700) is limited to 2 semesters, after which the project requirements should be complete. **You may not break enrollment**; if you do not work on the paper/recital (and thus do not use University facilities or faculty time), you should file for a Leave of Absence from the University. If you do not enroll or take a Leave of Absence, you will break enrollment; this requires reinstatement to the program by the Graduate Advisor. You will then be held accountable for any changes made in the curriculum for your program and you may be asked to take examinations to determine continued currency in the course material and/or take coursework. You must be enrolled in regular courses or GS-700 in the semester that you graduate (Fall, Spring); this is required for the University to process your diploma.

NOTE: You may skip enrollment in the summer semester if you are not presenting your thesis drafts or working on repertory with a faculty member; you may not, however, have

library privileges in any semester you are not enrolled.

HOW DO I REGISTER FOR GS-700?

You need an approval form signed by the Graduate Advisor for GS 700, which you then take to the College of Continuing Education. The current fee for GS 700 is \$400 per semester as of 12/1/13.

HOW MUCH TIME DO I HAVE TO COMPLETE THE PROJECT/THESIS REQUIREMENTS?

While technically your coursework is valid for seven years, once reaching this point in the program, there are some limitations. Effective Fall 2004, you may enroll only 3 times in GS-700. If you anticipate that you will need more time, you should plan to take an official Leave of Absence, after which you must reapply to the University. If you use up your 3 enrollments in GS-700, you must re-enroll as a regular University student to maintain currency. This new procedure was established to make sure students do not drag out the final project/thesis.

WHEN DO I GET MY FINAL PROJECT/THESIS GRADE AND WHAT DETERMINES IT?

Your final grade for MUS 698 will be submitted upon approval of your recital/project report or your thesis. It is based on your thesis alone, if you are in the M.A. degree, and on your recital and project report if you are in the M.M. degree. The grade is usually determined at the Oral Defense of the thesis/project and is turned in by the Graduate Advisor.

WITH WHOM DO I WORK ON MY THESIS/PROJECT?

You should work out a schedule with the Graduate Advisor (a sample schedule appears in this handbook and deadlines are posted on the BeachBoard Music Graduate site. In general, the chair or the designated first reader reviews the first draft of the paper; then, after corrections are made, the next draft should be submitted to all committee members, who can request additional revisions.

Only after all committee members are satisfied with the text of the paper should it be professionally formatted.

HOW DO I FAMILIARIZE MYSELF WITH THESIS FORMAT?

You learned some of the basics in MUS 696, Research Methods. The Department of Music uses the Turabian style manual (the most current edition), which is based on The Chicago Manual of Style (the most recent edition). There are also University guidelines entitled *Masters Theses and Projects: Guide to Style and Format*, now available online at the Thesis Office site and at our Music Graduate Student BeachBoard site.

<http://www.csulb.edu/library/guide/serv/>

The University Style Guide takes precedent over Turabian/Chicago. For specific questions relating to specialized music materials, follow the guidelines in the Notes Style Sheet prepared by the Music Library Association at this website:

<http://www.areditions.com/mla/notes/stylesheet.html>

Precise format is essential for the paper, as this document is copyrighted and available for international distribution. We also have set up a Thesis Help Group at which important information is disseminated and where questions can be answered.

WHAT DO I NEED TO KNOW ABOUT COPYRIGHT PERMISSION?

If you plan to reproduce in your thesis or project report any material that is copyrighted you must obtain permission from the copyright holder. A sample permission form is included in the University thesis manual. Copyrighted material includes musical examples (regardless of length), texts and translations of poems set to music, charts, tables, graphs, drawings or other materials of this nature. Please refer to the document *University Style and Format Guidelines for Masters Theses and Project Reports* (online pdf format at University Library Thesis Office site) for more detailed information on copyright releases and contact the Graduate Advisor or the University Thesis Office if you have additional questions regarding this requirement.

HOW DO I GET THE THESIS/PROJECT REPORT FORMATTED PROFESSIONALLY?

The University no longer issues a list of approved thesis formattists but names of formattists who know our style may be obtained through the Graduate Advisor. The formatting fees, the paper, the duplication of the thesis, and the binding fees are your responsibility. Most students prepare the final copy of their thesis/project reports themselves.

NOTE: No matter how computer savvy you are, the final formatting process is time-consuming and requires meticulous detailed work. Some students find it is well worth the money to hire a formattist, but it can be costly.

AM I DONE AFTER THE FINAL FORMATTED COPY IS PREPARED?

No. This copy must be proofed and edited for style, content, and format: first by you, then by your committee, and finally by the Graduate Advisor. This is the copy that is brought to your Oral Defense. Following the defense, schedule a date to deliver the final paper on thesis paper to the Graduate Advisor. The thesis/project report must be released from the Department with a form signed by the Graduate Advisor. You then upload the paper to the Thesis Reviewer in the University Library. If minor typographical errors

have been noted, there will be a list of conditions attached to the release form. The thesis reviewer will advise the student of all changes that must be made, will return the thesis to the student for corrections, after which it is taken for duplication and binding.

WHAT THESIS DEADLINES MUST I MEET?

The University Thesis Office sets the final submission dates for each semester, and these are not negotiable. Generally, this final date is about 6 weeks from the end of the semester, meaning that you do not get the entire semester to complete the work on the paper. It is necessary that students plan back from this thesis deadline, allowing ample time for thesis drafts, review by the faculty committee, professional typing, proofreading, and the scheduling of the Oral Defense. Check with the Graduate Adviser for the Departmental internal review schedule (or see the Beachboard site). The recital must take place prior to the thesis deadline as well. If the revised paper (and recital) is not finished on time, it should be submitted for graduation in the next semester. Note that there are 2 graduation dates (May and December).

WHAT ABOUT COMPOSITION SCORES?

Composition scores must be approved by the graduate committee and the Graduate Advisor. The final score submitted with the project report to the Graduate Advisor should be single-sided. The margins of the score copy must conform to University requirements as stated in the University thesis manual so that when bound all portions of the score are clearly visible. Scores may not exceed 11 x 17. If the score is any larger than 8 1/2 x 11, it will have to be bound separately from the project report so an additional binding fee should be expected in this case. Pagination should be placed bottom center. Furthermore, there should be a cover page with title and author, followed by the abstract, then the instrumentation page, followed by a page explaining any unusual notational symbols used in the score, and finally the score itself. Music-writing computer programs are now standard for score preparation. Reductions of the score are acceptable but must meet the usual thesis standards for margins, quality, legibility, and font size.

WHAT MUST I DO BEFORE TAKING MY THESIS TO THE REVIEWER?

Normally, you will acquire committee signatures at your Oral Defense, after which you must secure a Departmental Release Form from the Graduate Advisor and take the paper to the Library Thesis Reviewer, with whom you will complete the necessary paperwork. The thesis manual and web page explain these procedures. There are several other forms you must complete as well: the candidate information sheet, shortened title form, and the microfilm agreement form. These procedures are explained in detail in the University Thesis Manual.

WHAT ABOUT MY RECITAL ARRANGEMENTS?

You must first pass a Recital Approval jury in your performance area, after which you

need to contact the Music Department Facilities Coordinator no later than the end of the first week of classes of the semester in which you wish to perform. Students are required to be in lessons during the semester of their recital. **RECITAL APPROVAL EXPIRES AFTER TWO SEMESTERS. If you do not perform your recital within these two semesters you will be required to pass a second Recital Approval jury.** It is important to check possible dates with your committee members and with the Graduate Advisor. The recital should take place in the Daniel Recital Hall on the CSULB campus. You are responsible for all arrangements regarding programs, fees, and rehearsal schedules. Your recital date and rehearsal times are not firm until you have completed the Performance Facility Use form, available in the Music Office. Requests for any special services (tuning, special equipment) must be noted on this form, and you should discuss these needs with the appropriate staff members.

WHO WILL ATTEND THE RECITAL?

Your graduate recital is open to the public and must be attended by your graduate committee. It is best that you take the responsibility to remind them of the date, first as far in advance as you can and then again closer to the day of the event. Students often print flyers or formal invitations to their recitals.

MUST THE RECITAL PROGRAM BE APPROVED?

Since the program will be included as an appendix to your project report, its format must be a traditional one, including full titles of compositions and individual movements and composer names with dates. You are requested to show proofs of your program to your committee chair and to the Graduate Advisor prior to having it printed. Please save about 5 copies of your program for placement in your departmental file. Sample programs are on file in a notebook in the Resource Center. Note that no personal remarks are allowed on recital programs, with the exception of a brief biography of the performers.

MUST I RECORD MY RECITAL?

Yes. All M.M. degree recitals are to be recorded professionally (this service is available through the Department). In addition to audio recording, conducting and opera students are required to have their concerts video recorded. (Other performance students are encouraged to video record recitals as well.) The student is responsible for making arrangements for the audio and/or video recording; there is a fee for this service. Contact the Facilities Coordinator for all recital arrangements. The Department does make available a video camera for checkout to your faculty advisor through the Music Resource Center. You must provide your own blank CDs or DVDs. Copies of the recital on CD or DVD are submitted with the final project report.

HOW MANY CDS (AND DVDs) MUST I SUBMIT?

A total of three CDs (and/or DVDs) must be supplied to the University (two for the Library, one for the Music Department). Making copies is your responsibility. Students in

the conducting and opera concentrations of the M.M. must provide DVD copies of the recital. Submit one set of recordings to the Music Graduate Advisor and the other two with your thesis to the Thesis Office.

WHAT IS THE CORRECT ORDER: RECITAL OR PAPER FIRST?

There is no real correct order; both must be done prior to the Oral Defense. Since the paper is about some aspect of the recital repertory, it is necessary to have at least done the research for the paper so that what you will have learned can be applied in your recital. It is best to not try to do both simultaneously.

THE ORAL DEFENSE: WHAT TO EXPECT

The Oral Defense of the thesis/project report is a traditional event that examines candidates' ability to verbalize about their field. The defense is normally scheduled by the graduate committee chair, is attended by the entire thesis committee as well as the Graduate Advisor, and covers topics relating to your thesis/project. The defense generally lasts about an hour. This forum generally serves as a signing ceremony for final thesis/project report approval; therefore, you should bring your thesis signature page on the required bond thesis paper. The draft of your thesis should not be printed on the thesis paper until after the defense and all revisions/corrections have been made. If you do not pass or if the thesis is not ready for final approval, a second examination may be scheduled upon recommendation of the thesis committee.

WHEN IS COMMENCEMENT AND SHOULD I ATTEND?

Commencement ceremonies are held annually at the end of the spring term. Candidates who have completed all requirements for a graduate degree in the period following the last commencement are strongly encouraged to attend. (Candidates who are in the final stage of thesis preparation are encouraged to "walk" through the ceremony as well.) The College of the Arts holds its own ceremony, attended by faculty, administration, student's families and friends. Graduation awards for outstanding music students are presented at commencement ceremonies. You will need to arrange to rent a cap, gown and master's hood from the University Bookstore.

SAMPLE SCHEDULE FOR PROJECT REPORT COMPLETION

The following is a feasible schedule for completing graduation requirements in Spring 2014; schedules for other semesters should be planned according to the timing in the following outline.

NOTE: Since M.A. theses are generally much longer papers; they will require a substantially lengthened timeline. Please plan ahead. Final Thesis Office submission dates are posted on the Library site and on Music Graduate BeachBoard site.

MA/MM THIRD SEMESTER DATES TO REMEMBER

Advancement to Candidacy

9/25-10/10/16 Set up an appointment with Dr. Doyle between September 25
October 10, 2015.
Check coursework and select three-person graduate committee.

Request to Graduate

10/15/16 Before October 15, 2015, take \$45 to Brotman Hall with Request
to Graduate form.

Thesis/Project Report

10/14/16 AFTER you've advanced to candidacy, submit properly formatted
proposal to three-person committee before October 14, 2015.

10/28/16 HAND IN to Dr. Doyle your revised, approved, and signed report
proposal by October 28, 2016;
UPLOAD revised, approved, and signed report proposal to
Beachboard Cohort Advising dropbox by October 28, 2016.

12/1/16 **FIRST DRAFT OF THESIS/PROJECT REPORT**
DUE to committee chair by December 1, 2016(chairpersons will
request paper or electronic copies).
Upload your draft with the proper title page to Beachboard.
Be sure to clearly indicate on the draft # on each version submitted

1/19/17 Revised full draft to committee chair

Committee chair returns marked copy by 2/1/16
Revision

Feb 8 Revised draft to chair (and full committee, if approved by your
chair. ***note* chair must distribute approved draft to rest of
committee)**

PLUS upload a copy to BeachBoard
Committee returns marked copies by February 22

Revision and schedule oral defense with Graduate Advisor

Feb 29

Third (final?) draft to committee
Committee returns marked copies by March 7
Oral Defense
Revision Final formatting

March 11

Submit marked drafts and final paper to graduate advisor Doyle for final approval and release form

March 18

Library Submission window: 2/5-3/18. Deadline on 3/18 is 5pm. No exceptions.

Rent cap and gown; attend commencement ceremony

NOTE: If you miss the deadlines above, re-file for December graduation, register for GS-700, and follow through on the work as quickly as possible.

Sample Signature Page for proposal for a project report:

Approved by:

IGOR STRAVINSKY'S MASS: AN UNACCEPTABLE VEHICLE FOR THE ROMAN
CATHOLIC LITURGY

A Topic Outline For a Proposed Project Report Presented
to the Faculty of the Bob Cole Conservatory of Music at
California State University, Long Beach

In Partial Fulfillment of the Requirements
for the Degree Master of Music (Choral Conducting)

by Nancy Alice Brunner

_____	_____	Jonathan Talberg, D.M.A. Bob Cole Conservatory of Music
(Chair)	(Date)	
_____	_____	Kristine Forney, Ph.D. Bob Cole Conservatory of Music
(Committee Member)	(Date)	
_____	_____	Roger Hickman, Ph.D. Date Bob Cole Conservatory of Music
(Committee Member)	(Date)	
_____	_____	Alicia M. Doyle Bob Cole Conservatory of Music
Graduate Advisor	(Date)	

Sample Signature Page for proposal for a thesis:

INTEGRATING MUSIC INTO THE SECOND-LANGUAGE CLASSROOM
(CHINESE LANGUAGE CLASSES AT THE ELEMENTARY LEVEL)

Approved by:
A Topic Outline For a Proposed Thesis Presented
to the Faculty of the Bob Cole Conservatory of Music
California State University, Long Beach

In Partial Fulfillment of the Requirements
for the Degree Master of Arts (Music Education)

by Yu-Shan Chang

_____	_____	Deborah Mitchell, D.M.A.
(Chair)	(Date)	Bob Cole Conservatory of Music
Date Department of Music		
_____	_____	Daniel Zanutto, E.D.D.
(Committee Member)	(Date)	Bob Cole Conservatory of Music
_____	_____	Ray Briggs, Ph.D.
(Committee Member)	(Date)	Bob Cole Conservatory of Music
_____	_____	Alicia M. Doyle
Graduate Advisor	(Date)	Bob Cole Conservatory of Music