GRADUATE HANDBOOK
2018-2019

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TABLE OF CONTENTS

1. Abbreviations Used in This Handbook ................................................................. 3
2. University Bulletin and Graduate School Manual .................................................. 3
3. Placement Examinations ....................................................................................... 3
4. Full-Time Status .................................................................................................... 4
5. New York State Residency ..................................................................................... 5
6. Course Registration ............................................................................................... 5
7. Auditions for Applied Lessons and Ensembles ..................................................... 6
8. Independent Study .................................................................................................. 6
9. Grading and Incompletes ....................................................................................... 6
10. Maintaining Matriculated Status ......................................................................... 7
11. Probation and Satisfactory Progress .................................................................. 7
12. Transfer Credits ................................................................................................... 7
13. Graduate Application for Degree ........................................................................ 8
14. Graduate Assistantships ...................................................................................... 8
15. Time to Completion of MM Degree ..................................................................... 9
16. The MM Degree in Collaborative Piano, Composition, Conducting, Instrumental Performance, and Vocal Performance ................................................................. 9
17. The MM Degree in Opera .................................................................................... 12
18. The MM Degree in History and Literature .......................................................... 13
19. Graduate Final Examinations in Music ................................................................ 15
    MM Thesis Proposal and Evaluation Forms ......................................................... 17
    MM Foreign Language and Piano Proficiency Examination Forms .................... 23
    (for MM History and Literature Students)
    MM Comprehensive Examination Forms ........................................................... 25
The faculty and staff of the Music Department welcome you to Binghamton University! We hope that your upcoming educational experience will be provocative, challenging, fulfilling, and rewarding. This handbook has information that will answer questions you may have regarding general aspects, procedures, and requirements of our academic program.

1. ABBREVIATIONS USED IN THIS HANDBOOK

DGS Director of Graduate Studies  
G-1 Graduate student with fewer than 24 credits of graduate work completed  
G-2 Graduate student with 24 or more credits of graduate work completed  
GA Graduate Assistant  
GAFD Graduate Application for Degree  
GPA Grade Point Average  
MDGC Music Department Graduate Committee  
MM Master of Music  
TCO Tri-Cities Opera

2. UNIVERSITY BULLETIN AND GRADUATE SCHOOL MANUAL

The University Bulletin (bulletin.binghamton.edu) contains the official requirements and regulations that concern you.

The Graduate School Manual (www.binghamton.edu/grad-school/resources/policies-procedures/manual) provides information for graduate faculty and students and represents current Graduate School policies and procedures.

3. PLACEMENT EXAMINATIONS

Examinations in music history and theory, given during the orientation period, determine eligibility to take graduate-level courses in these areas. You are expected to demonstrate appropriate levels of achievement, equivalent to the baccalaureate degree with a major in music. Based on the results of the exams, you may be required to do remedial work.
History

All incoming graduate students must take the graduate Music History Placement Exam before registering for Music History & Research I and II (MUS 501 and 502); students may also be advised or required to take remedial undergraduate-level Music History courses. Students should be familiar with the history of Western music in the notated tradition, including the contributions of important composers, performers, and patrons, as well as the historical context and importance of major works, genres, and styles, and the dates or periods with which they are associated. Students should also be aware of important historical issues in areas like performance practice, philosophies of music, the role of music in society, and views of music’s history, including how all of these issues have changed over time. Finally, students should be able to think critically about music history and to express themselves in clear, grammatical, written English.

Theory

All incoming graduate students must take the graduate Music Theory Placement Exam before registering for Graduate Theory Review (MUS 520) or Analytical Techniques (MUS 522). The examination focuses on tonal harmony and tests skills in the following areas:

Aural:
- Identify melodic and harmonic intervals
- Melodic, rhythmic, and harmonic dictation
- Aural analysis from repertoire:
  - Phrases, cadences, non-chord tones, and form.

Written:
- Rudiments:
  - Scales, key signatures, non-chord tones, intervals, meters, etc.
  - Roman numeral analysis
  - Figured bass realization and melodic harmonization
  - Musical form
  - Essay on a score, discussing rhythm, melody, harmony, and form

4. FULL-TIME STATUS

For G-1 students, full-time is 12 credits. G-1 students can overload, up to 16 credits total, without paying additional tuition and fees beyond 12 credits.

For G-2 students, full-time is 9 credits. G-2 students can overload, but they must pay additional tuition and fees beyond 9 credits.
5. NEW YORK STATE RESIDENCY
(This does not apply to international students on temporary visas.)

www.binghamton.edu/student-accounts/residency/

If you are not a New York state resident when you arrive in Binghamton, it is your responsibility to take every appropriate action necessary to establish residency, so that you can be determined to be a New York state resident beginning with the third enrolled matriculated semester. This is beneficial for all students, as you will be eligible for a reduced tuition.

To become a New York state resident, you will need a NY state voter registration card, a NY state driver’s license, a NY state vehicle registration (if you own a vehicle), a signed residential lease, and your most recent federal and state tax returns. You will also have to fill out an Application for New York State Residency Status / Resident Tuition at the above website.

6. COURSE REGISTRATION

The initial semester’s registration takes place during the orientation period before classes begin; at this time, the DGS will register you for your classes.

It is important for you to meet with the DGS each semester in order to review progress on your program of study and to determine your course schedule for the next semester. Pre-registration periods are in November for the spring semester and April for the fall semester. If you plan to add or drop any courses, you should do this in consultation with the DGS.

COURSE ROTATION FOR 2018-2020 (Subject to Change)

Fall 2018
MUS 501  Music History & Research I
MUS 502  Music History & Research II
MUS 526  Form & Analysis of Music Since 1900
MUSP 586D  Lyric Diction: Italian

Spring 2019
MUS 520  Graduate Theory Review
MUS 522  Analytical Techniques
MUS 580  Various Elective Courses
MUSP 586F  Lyric Diction: French
Fall 2019

MUS 501  Music History & Research I
MUS 502  Music History & Research II
MUS 525  Advanced Seminar in Orchestration
MUSP 586E  English Diction and IPA

Spring 2020

MUS 520  Graduate Theory Review
MUS 522  Analytical Techniques
MUS 580  Various Elective Courses
MUSP 586C  Lyric Diction: German

7. AUDITIONS FOR APPLIED LESSONS AND ENSEMBLES

Auditions are held during the first week of classes each semester. You will need to check with your major teacher about auditions for specific performance courses, for work with a faculty member outside your principal performance area, or to participate in any of the larger choral or instrumental ensembles of the department.

8. INDEPENDENT STUDY

If you wish to pursue a specific study interest not offered as a regular course in music, you may do so under the rubric of Independent Study (MUS 597, 1 to 4 credits). You must select a topic, obtain a faculty member’s agreement to oversee the project, and file a description of the project on an Independent Study Approval Form. This form — available at the Music Department Office — must be signed by the Faculty Supervisor, the DGS, and the Department Chair.

9. GRADING AND INCOMPLETES

Refer to the University Bulletin for policies regarding grading and incomplete grades. Courses for which you have received a D or an F will not count toward the courses required for a graduate degree.

When, by reason of illness or some other unusual and valid circumstances (e.g., unavailability of necessary research materials), you are unable to complete the work for a course by the end of the semester, an incomplete grade may be assigned. You then have six months to complete the coursework. Under exceptional circumstances, you can request a six-month extension, which requires the approval of the instructor and the vice provost or dean of the Graduate School.
When incomplete work is completed to the instructor’s satisfaction, you are responsible to see that the instructor completes and submits a Change of Grade Form. Incomplete grades will revert to No Credit (NC) when the time limit expires. After the grade has changed to NC, you have no further opportunity to complete these courses.

10. MAINTAINING MATRICULATED STATUS

All graduate students who have been admitted to a degree-granting program must maintain continuous registration each semester for a minimum number of credit hours, or must apply for a formal leave of absence. Refer to the University Bulletin for the policy regarding continuous registration and leaves of absence.

To maintain matriculated status, you must register for at least one credit during each fall and spring semester subsequent to their admission. Failure to do so will result in severance from the Graduate School, and a new application will be necessary to gain readmission. You are not required to maintain matriculation during the summer sessions unless you intend to complete your final degree requirements during this period.

11. PROBATION AND SATISFACTORY PROGRESS

If your cumulative GPA falls below 3.0, you will be placed on probation; you are in academic jeopardy if your GPA falls below 2.6. You may be in academic jeopardy for only one semester; if your GPA would put you in academic jeopardy for a second semester, you will be severed from the Graduate School.

All MM degree candidates are reviewed at the end of each semester of study; continuation in the program of specialization is contingent on satisfactory academic progress, as well as satisfactory artistic progress as judged by a committee of faculty experts in, or appropriate to, the candidate’s discipline.

You may be severed from the Graduate School if you do not make satisfactory progress toward the degree and it is unlikely that requirements for the degree will be satisfactorily completed in a timely manner. Refer to the University Bulletin for more information.

12. TRANSFER CREDITS

Refer to the University Bulletin for the policy regarding transfer of graduate credits from other universities. A maximum of six transfer credits may be applied toward the degree. Credits must have been earned in graduate-level courses with grades of at least B and within five years of matriculation.
13. GRADUATE APPLICATION FOR DEGREE

www.binghamton.edu/grad-school/resources/forms.html

You must file a GAFD form at the beginning of the semester in which you plan to complete all degree requirements and graduate. This serves as notification to both the Graduate School and the department of your intent to graduate. The GAFD is valid for one semester only—if you file a GAFD but fail to graduate, you must submit a new form in the semester of intended completion. If you do not file on time, you may be required to pay an additional semester’s tuition.

14. GRADUATE ASSISTANTSHIPS

Assistantships for new and continuing students are made on a competitive basis, normally for a period of one academic year. An MM degree candidate is not eligible to receive an assistantship for more than two academic years (4 semesters). The MDGC determines the procedures and criteria for new awards as well as for the renewal of awards for a second year.

An assistantship includes a stipend, paid in biweekly installments throughout the academic year. A tuition scholarship award normally accompanies an assistantship; the GA will be notified of the amount of the award by the DGS.

GAs are advised to check the exact term of the assistantship obligation, and the need to fill out required forms at the beginning of each year. Watch for, and follow carefully, instructions from the Graduate and Payroll Offices.

GAs are assigned a workload up to 18 hours a week. Assignments might include teaching, accompanying, assisting with ensembles, assisting with courses, assisting with research, and general departmental administrative duties.

GAs are responsible for attending announced meetings, for making an initial contact with their supervising faculty member(s) and providing a copy of their schedule, and for maintaining communication with the supervising faculty member(s) throughout the semester. Performance of duties is evaluated by supervising faculty.

GAs must be enrolled as full-time students.

Application and Renewal

All incoming students are considered for first-year assistantships. To ensure consideration for assistantships, applicants must submit their Graduate School application by the published deadline.
All eligible continuing students are considered for award or renewal of an assistantship. Renewal or continuation of assistantship awards for second and subsequent semesters will be contingent on availability of funds and operational needs as well as on satisfactory performance of assistantship duties and satisfactory academic progress. GAs must maintain a GPA of at least 3.0 and not have outstanding Incompletes or Withdrawals while funded by the University. Students on probation are not eligible to receive renewed or new offers of funding.

**Important Information about New York State Residency for GAs** *(This does not apply to international students on temporary visas.)*

Non-resident GAs receiving tuition scholarship support in their second year must become New York State residents before the add/drop deadline or become responsible for the out-of-state portion of their tuition.

**15. TIME TO COMPLETION OF MM DEGREE**

The minimum number of credits for a MM degree—other than in opera—is 32. The MM Opera degree requires a minimum of 36 credits. Theoretically, it is possible to accumulate this number in two or three semesters; however, due to course scheduling, it is likely that four semesters will be required to satisfy degree requirements, unless you have transfer credits. Early completion of the degree program is possible only with the approval of your major teacher and the DGS.

**16. THE MM DEGREE in Collaborative Piano, Composition, Conducting, Instrumental Performance, and Vocal Performance**

**Course Requirements**

A minimum of 32 graduate credits in music, with at least a B average, must be completed. Distribution requirements are as follows:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 501</td>
<td>Music History &amp; Research I</td>
<td>4</td>
</tr>
<tr>
<td>MUS 502</td>
<td>Music History &amp; Research II</td>
<td>4</td>
</tr>
<tr>
<td>MUS 522</td>
<td>Analytical Techniques</td>
<td>4</td>
</tr>
<tr>
<td>MUS 599</td>
<td>Thesis</td>
<td>4</td>
</tr>
</tbody>
</table>

Field of specialization (applied credits)

| Electives (ensembles, MUS courses) | 4 |

Department of Music Graduate Handbook 2018–2019 9
Thesis Requirements

Candidates in collaborative piano must present a graduating recital, for which at least half of the music must be newly prepared, i.e., not having been played previously for any other student’s recital. There must also be a mixture of instrumental and vocal repertoire.

Candidates in composition must submit a portfolio containing at least two substantial compositions; acceptability is judged by the thesis committee, consisting of the principal advisor and two other faculty members. Portfolios must be prepared and submitted to the Graduate School in electronic form. Check with the Graduate School to ascertain deadline dates for submitting the thesis and copies to the Graduate Office.

Candidates in conducting must conduct, in public performances, one substantial work (or concert segment) with a major ensemble and at least two additional performances.

Candidates in history and literature must submit an acceptable written thesis that demonstrates knowledge of appropriate research techniques. Acceptability of the thesis is judged by a thesis committee consisting of the principal advisor and two other faculty members, and an oral defense of the thesis must be made before the same committee.

Candidates in instrumental performance must present two recitals (minimum 45 minutes of music per recital), one of which must include chamber music.

Candidates in vocal performance must present at least 60 minutes of public performance in which the performer is a soloist. This must include a full-length (i.e., 45 minutes of music) recital, and other performances, which may include the following or their equivalent: A half- or full-length recital, a role in a fully staged opera production, a solo in an oratorio, or a performance of chamber music where the performer has a role as a soloist.

Thesis Committee

For each recital, role, and performance, a thesis committee is to be selected and approved. The thesis committee comprises three music faculty members: Your major teacher is automatically the principal advisor. The other two members must be tenured or tenure-track faculty, and one of the two must be from outside your field of specialization. You select the other committee members in consultation with your major teacher, with the approval of the MDGC, and with the consent of the proposed committee members.
**Thesis Proposal**

All thesis recitals, roles, and performances must be approved in advance by the MDGC. You must complete an MM Thesis Proposal Form (page 17) and submit it to the DGS at least four weeks before a recital or performance date. If modifications to a proposal are suggested by the MDGC, the DGS will specify a deadline date for re-submission of the proposal.

Composition majors must submit an MM Thesis Composition Portfolio Proposal Form (page 21) no later than the second week of the semester in which the portfolio will be submitted.

If a specified deadline is not met, the DGS can decline the proposal. This might result in the need to reschedule a recital, make other arrangements for a performance, or delay the completion of a composition portfolio.

**Recital Procedures**

Schedule a tentative recital date with the Concert Manager. Recitals should be booked as early in the semester as possible, but not later than the third week of classes.

It is advisable to schedule at least two rehearsal times as well when reserving the recital date. The date of the recital should be established with your faculty advisor before other faculty are asked to serve on the committee. For each recital there is a $100 fee, payable to Binghamton University, Department of Music, in advance of the recital; this covers the cost of a recording engineer and programs. A $35 fee will be charged if a recital date is changed more than once.

Recitals may also be videotaped, but only with the prior approval of the performer(s) and the principal thesis advisor. Videotaping may only be done from the rear of the hall at a pre-designated location. The student may elect to use his/her own equipment, media and operator. The department does own a video camera; if this equipment is used, the camera must be signed out, used, and returned. You should reserve the camera with the Concert Manager, and this must be done at least one week prior to the recital. If a separate operator is needed, the Concert Manager needs four weeks’ advance notice. Otherwise, the technician assigned will audio- and video-record the recital.

At the discretion of the studio teacher, you may be required to supply program notes. The department lists the concert on the Department of Music website and provides house management and tuning of keyboard instruments. You are responsible for making arrangements for an accompanist; piano faculty may be consulted for help and suggestions. If two pianos are required, the Concert Manager needs four weeks’ advance notice.
Further information about concerts can be found on the Guidelines for Concert Production in the Music Office or with the Concert Manager.

After the recital, you must ensure that the MM Thesis Evaluation Form (page 18), signed by all committee members to signify acceptability as a thesis recital, is submitted to the DGS.

Comprehensive Examinations

All MM degree candidates must pass a final comprehensive examination before award of degree. See page 15 pertaining to the Graduate Final Examinations in Music.

17. THE MM DEGREE in Opera

Course Requirements

A minimum of 36 graduate credits in music, with at least a B average, must be completed. Distribution requirements are the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 501</td>
<td>Music History &amp; Research I</td>
<td>4</td>
</tr>
<tr>
<td>MUS 520</td>
<td>Graduate Theory Review*</td>
<td>2</td>
</tr>
<tr>
<td>MUS 599</td>
<td>Thesis</td>
<td>4</td>
</tr>
<tr>
<td>MUSP 556A</td>
<td>Voice</td>
<td>6</td>
</tr>
<tr>
<td>MUSP 556</td>
<td>Voice Coaching</td>
<td>2</td>
</tr>
<tr>
<td>MUSP 566G</td>
<td>Opera Ensemble</td>
<td>4</td>
</tr>
<tr>
<td>MUSP 577A</td>
<td>TCO Opera Workshop</td>
<td>6</td>
</tr>
<tr>
<td>MUSP 586A</td>
<td>Vocal Literature</td>
<td>4</td>
</tr>
<tr>
<td>MUSP 586</td>
<td>Lyric Diction (Italian, French, English/IPA, German)</td>
<td>4</td>
</tr>
</tbody>
</table>

* A student who places out of MUS 520 through the graduate theory diagnostic test will be able to apply the two credits to electives.

TCO Resident Artist Training Program

All Opera majors are also members of the Resident Artist Training Program at Tri-Cities Opera and must be acquainted with and follow the guidelines of that program as well as the university degree requirements. The TCO Center is located at 315 Clinton Street in Binghamton; although bus service to Binghamton University is good, it will be necessary to work out transportation from campus to the TCO Center if you do not have a car.
**Thesis**

Candidates whose field of specialization is opera must perform either one leading/featured role or two supporting roles (according to AGMA’s Schedule C) in fully staged opera productions. In addition, opera majors must present a full-length (i.e., 45 minutes of music) recital.

For each opera role, you must complete an MM Thesis Proposal Form (page 19), which is to be signed by all members of the committee and submitted to the DGS as soon as possible, but no later than two weeks before the performance date. The MDGC must give its approval that the proposed role constitutes a satisfactory fulfillment of the thesis requirement. Roles at either TCO or Binghamton University may qualify as satisfying the thesis requirement.

After the performance, you must ensure that the MM Thesis Evaluation Form (page 20), signed by all committee members to signify acceptability as a thesis performance, is submitted to the DGS. You should also submit a printed copy of the program to the Music Department Office.

**Comprehensive Examinations**

All MM degree candidates must pass a final comprehensive examination before award of degree. See page 15 pertaining to the Graduate Final Examinations in Music.

**18. THE MM DEGREE in History and Literature**

**Course Requirements**

A minimum of 32 graduate credits in music, with at least a B average, must be completed. Distribution requirements are the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 501</td>
<td>Music History &amp; Research I</td>
<td>4</td>
</tr>
<tr>
<td>MUS 502</td>
<td>Music History &amp; Research II</td>
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</tr>
<tr>
<td>MUS 522</td>
<td>Analytical Techniques</td>
<td>4</td>
</tr>
<tr>
<td>MUS 599</td>
<td>Thesis</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Field of specialization*</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Electives**</td>
<td>4</td>
</tr>
</tbody>
</table>
* Three courses, at four credits per course, are needed to complete the field of specialization. Depending on the specific courses offered during the semesters you are here, you may have to take at least two of these courses as Independent Study projects. Consult with the DGS and the principal faculty advisor in your major to plan this aspect of your program.

** Four credits of electives are needed, which would come from academic courses, independent study, or from applied instrument study and/or ensemble participation.

**Foreign Language Examination**

You are expected to demonstrate reading knowledge in German or one Romance language. Proficiency is demonstrated by translating a passage from a reading in the field of music, chosen by the music history faculty. Check with your principal thesis advisor to ensure that the choice of language is appropriate and acceptable for your major; also consult with your advisor to determine an exam date/time and examiner.

Inform the DGS when you intend to take the foreign language reading examination. Complete the top section of the MM Foreign Language Examination Form (page 23) and bring the form to the exam.

**Piano Proficiency Examination**

You are expected to demonstrate piano proficiency by playing a Bach chorale or an equivalent musical passage. Consult with your advisor to determine an exam date/time and examiner.

Inform the DGS when you intend to take the piano proficiency examination. Complete the top section of the MM Piano Proficiency Examination Form (page 24) and bring the form to the exam.

**Thesis**

History and Literature majors are required to write a substantial research paper as their final project. You must ask a particular faculty member to serve as the principal advisor for your thesis. In conjunction with the advisor, complete an MM Thesis Proposal Form (page 21). Once the proposal is written, the student selects two other committee members (in consultation with the principal advisor, with the approval of the DGS, and with the consent of the proposed members) who, along with the principal advisor, must sign the Proposal Form before it is returned to the DGS. The DMGC will be consulted if there are any questions concerning the appropriateness of the proposed project.
See the Graduate School Manual regarding details of preparation and submission. The final electronic draft of the thesis should be ready for reading by the committee members at least four weeks before the end of the semester in which the thesis is being submitted. Check with the DGS for the exact deadline date. After reading, corrections should be made and the final version prepared. An oral defense of the thesis must be made before the thesis committee; this can occur concurrently with or separate from the comprehensive oral examination.

All written theses must be prepared and submitted to the graduate school in electronic form. Check with the Graduate School to ascertain deadline dates for submitting the thesis and copies to the Graduate Office.

If for some reason it is absolutely necessary to turn in a thesis during a summer session, then you must register for that session and make appropriate arrangements. Generally, however, the submission of the thesis should be done during the regular fall or spring semester.

Comprehensive Examinations

All MM degree candidates must pass a final comprehensive examination before award of degree. See the next section pertaining to the Graduate Final Examinations in Music.

19. GRADUATE COMPREHENSIVE EXAMINATIONS IN MUSIC

All MM students are required to take the graduate comprehensive examinations as part of their degree program. You must satisfactorily complete both components of the comprehensive examinations (listening exam and oral exam) prior to the DGS submitting a final recommendation for the awarding of the degree. No exceptions will be made—if you do not complete the examinations successfully, you will not be allowed to graduate.

Comprehensive Listening Examination

This exam is offered every semester, and you can take this exam multiple times. Inform the DGS when you intend to take the listening exam. Complete the top section of the Comprehensive Listening Examination Form (page 25) and bring it to the exam.

There are two parts to the listening exam. If you pass one part of the exam but not the other, then you will have to retake only the part of the exam that you did not pass.
• **Part A:** Aurally identify a set number of examples selected from a list of musical compositions with which you will be expected to be familiar. The list will be distributed by the DGS at the beginning of each semester.

• **Part B:** Upon being given a set number of unfamiliar examples (scores and recordings), you will be asked to identify stylistic characteristics and make a guess as to genre, period of composition, and composer of each example. You can get a list of works from the DGS that will help you to familiarize yourself with characteristics of musical genres.

**Comprehensive Oral Examination**

For this exam, you should be prepared to answer any question pertaining to your specialization, as well as any question pertaining to coursework taken during the course of your degree program at Binghamton University.

The exam is given by a panel of three faculty members: Your major teacher and two other tenured or tenure-track faculty members, one of which must be from the theory or history faculty. Any member of the examining committee may submit to you a list of topics and/or questions for advance preparation or familiarization.

This exam will take place after you have completed your required thesis performances or documents. Complete the Proposal Form for Oral Examination (page 26) and submit it to the DGS at least four weeks before the exam date. If this deadline is not met, the DGS can decline the proposal, and you may have to reschedule the exam.
Proposal Form for MM Thesis Performance

Scan or submit this form, along with the proposed program (including titles, composers, and timings) to the DGS at least four weeks in advance.

To be completed by the student:

Name: _____________________________________________________________

Specialization: ______________________________________________________

Name of Event: _____________________________________________________

Date / Time: _________________________________________________________

Location: ___________________________________________________________

Committee Members: _________________________________________________(advisor)

____________________________________________________________________

____________________________________________________________________

Student’s Signature: _________________________________________________

Advisor’s Signature: _________________________________________________

Date Received by DGS: ________________________________________________

Date of Approval by Graduate Committee: ______________________________
Evaluation Form for MM Thesis Performance

Scan or submit this form, along with the program, to the DGS after the performance.

To be completed by the student:

Name: __________________________________________

Specialization: __________________________________

Name of Event: _________________________________

Date / Time: ___________________________________

Evaluation by committee members:

Advisor’s Evaluation: SATISFACTORY NOT SATISFACTORY

Advisor’s Signature: _______________________________

Evaluation: SATISFACTORY NOT SATISFACTORY

Signature: _______________________________________

Evaluation: SATISFACTORY NOT SATISFACTORY

Signature: _______________________________________

Date Received by DGS: ____________________________
Proposal Form for MM Thesis Opera Role

Scan or submit this form to the DGS at least two weeks in advance.

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<thead>
<tr>
<th>To be completed by the student:</th>
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<tbody>
<tr>
<td>Name: __________________________</td>
</tr>
<tr>
<td>Production: _____________________</td>
</tr>
<tr>
<td>Role: __________________________</td>
</tr>
<tr>
<td>Dates: __________________________</td>
</tr>
<tr>
<td>Location: TRI-CITIES OPERA BINGHAMTON UNIVERSITY</td>
</tr>
<tr>
<td>Committee Members: __________________________ (advisor)</td>
</tr>
<tr>
<td>Student’s Signature: __________________________</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Role Designation:</th>
<th>LEADING</th>
<th>FEATURED</th>
<th>SUPPORTING</th>
</tr>
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<tbody>
<tr>
<td>Advisor’s Signature:</td>
<td>__________________________</td>
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<td></td>
</tr>
<tr>
<td>Date Received by DGS:</td>
<td>__________________________</td>
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<tr>
<td>Date of Approval by Graduate Committee:</td>
<td>__________________________</td>
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**Evaluation Form for MM Thesis Opera Role**

*Scan or submit this form, along with the program, to the DGS after the performance.*

<table>
<thead>
<tr>
<th>To be completed by the student:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: ____________________________</td>
</tr>
<tr>
<td>Production: ______________________</td>
</tr>
<tr>
<td>Role: ____________________________</td>
</tr>
<tr>
<td>Dates: ____________________________</td>
</tr>
</tbody>
</table>

**Evaluation by committee members:**

<table>
<thead>
<tr>
<th>Advisor’s Evaluation:</th>
<th>SATISFACTORY</th>
<th>NOT SATISFACTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor’s Signature:</td>
<td>______________________</td>
<td></td>
</tr>
</tbody>
</table>

<table>
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<tr>
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<th>NOT SATISFACTORY</th>
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<tbody>
<tr>
<td>Signature:</td>
<td>______________________</td>
<td></td>
</tr>
</tbody>
</table>

**Date Received by DGS:** ______________________
Proposal Form for MM History and Literature Thesis or Composition Portfolio

Scan or submit this form, along with a summary of the thesis or portfolio, to the DGS no later than the second week of the semester when completion is anticipated.

To be completed by the student:

Name: ____________________________________________

Title: ____________________________________________

Committee Members: ____________________________________ (advisor)

Student’s Signature: ____________________________________

Advisor’s Signature: ____________________________________

Date Received by DGS: ____________________________________

Date of Approval by Graduate Committee: _________________________

Department of Music Graduate Handbook 2018–2019 21
Evaluation Form for MM History and Literature Thesis or Composition Portfolio

Scan or submit this form to the DGS after the thesis defense. Submit the completed thesis or portfolio to the Graduate School.

To be completed by the student:

Name: ___________________________________________________________

Title: ____________________________________________________________

Evaluation by committee members:

Advisor’s Evaluation: SATISFACTORY NOT SATISFACTORY

Advisor’s Signature: ______________________________________________

Evaluation: SATISFACTORY NOT SATISFACTORY

Signature: _________________________________________________________

Evaluation: SATISFACTORY NOT SATISFACTORY

Signature: _________________________________________________________

Date Received by DGS: ____________________________________________
**MM Foreign Language Examination**

*Student: Bring this form to your examination and give it to the examiner.*

*Examiner: Scan or submit this form to the DGS after the exam.*

---

**To be completed by the student:**

Name:  
Language:  
Exam Date:  
Student’s Signature:  

---

**To be completed by the examiner:**

Evaluation: PASSED DID NOT PASS  
Signature:  
Date Received by DGS:  

---
**MM Piano Proficiency Examination**

*Student: Bring this form to your examination and give it to the examiner.*

*Examiner: Scan or submit this form to the DGS after the exam.*

<table>
<thead>
<tr>
<th>To be completed by the student:</th>
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<tbody>
<tr>
<td>Name:</td>
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<tr>
<td></td>
</tr>
<tr>
<td>Exam Date:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Student’s Signature:</td>
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</table>

<table>
<thead>
<tr>
<th>To be completed by the examiner:</th>
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<tbody>
<tr>
<td>Evaluation:</td>
</tr>
<tr>
<td>PASSED</td>
</tr>
<tr>
<td>DID NOT PASS</td>
</tr>
<tr>
<td>Signature:</td>
</tr>
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<td></td>
</tr>
<tr>
<td>Date Received by DGS:</td>
</tr>
<tr>
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</tbody>
</table>
MM Comprehensive Listening Examination

Student: Bring this form to your examination and give it to the examiner.

Examiner: Scan or submit this form to the DGS after the exam.

<table>
<thead>
<tr>
<th>To be completed by the student:</th>
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</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Exam Date:</td>
</tr>
<tr>
<td>Student’s Signature:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>To be completed by the examiner:</th>
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<tbody>
<tr>
<td>Evaluation (Part A): PASSED DID NOT PASS</td>
</tr>
<tr>
<td>Evaluation (Part B): PASSED DID NOT PASS</td>
</tr>
<tr>
<td>Signature:</td>
</tr>
<tr>
<td>Date Received by DGS:</td>
</tr>
</tbody>
</table>
Proposal Form for MM Comprehensive Oral Examination

Scan or submit this form to the DGS at least four weeks in advance.

<table>
<thead>
<tr>
<th>To be completed by the student:</th>
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</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Specialization:</td>
</tr>
<tr>
<td>Date / Time:</td>
</tr>
<tr>
<td>Location:</td>
</tr>
<tr>
<td>Committee Members:</td>
</tr>
<tr>
<td>(advisor)</td>
</tr>
<tr>
<td>Student’s Signature:</td>
</tr>
<tr>
<td>Advisor’s Signature:</td>
</tr>
<tr>
<td>Date Received by DGS:</td>
</tr>
</tbody>
</table>
Evaluation Form for MM Comprehensive Oral Examination

Student: Bring this form to your examination and give it to your advisor.

Advisor: Scan or submit this form to the DGS after the exam.

To be completed by the student:

Name: ____________________________________________

Specialization: ____________________________________

Exam Date: _______________________________________

Evaluation by the committee:

Evaluation: PASSED DID NOT PASS

Advisor’s Signature: ____________________________________________

Signature: ______________________________________

Signature: ______________________________________

Date Received by DGS: ________________________________________