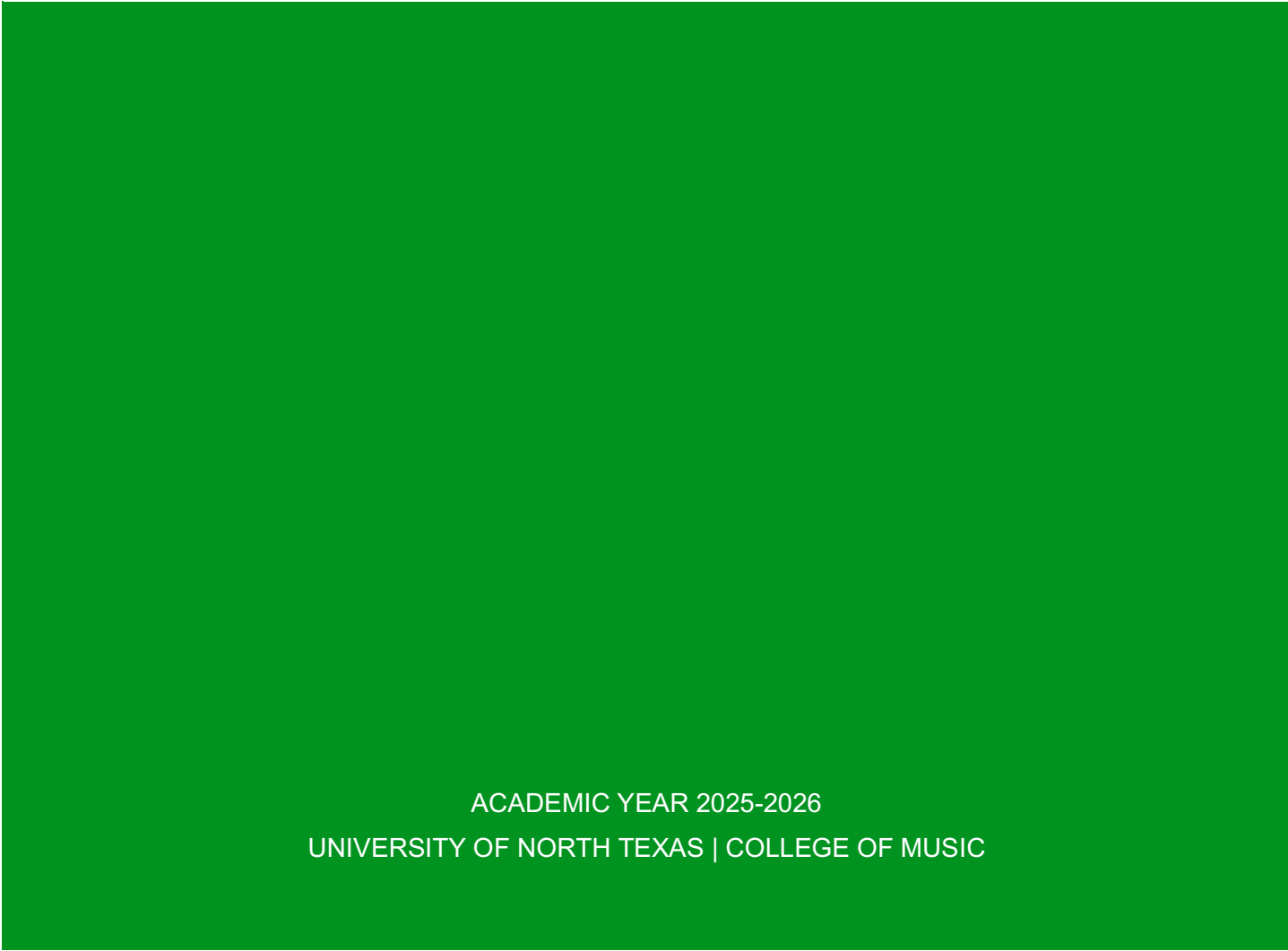




# MM HANDBOOK



ACADEMIC YEAR 2025-2026  
UNIVERSITY OF NORTH TEXAS | COLLEGE OF MUSIC

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## 1. IMPORTANT CONTACTS

[Dr. Jaymee Haefner](#) - Director of Graduate Studies, (940) 369-3739

[Dr. Colleen Conlon](#) - Senior Graduate Academic Counselor, (940) 565-2930

[Dr. Caden Ridge](#) - Graduate Academic Counselor, (940) 369-7772

[Dr. Brian Walker](#) – Co-Chair, Graduate Performance Degree Committee

[Dr. Kimberly Hannon Teal](#) – Co-Chair, Graduate Performance Degree Committee

[Katy Kinard](#) - Sr. Administrative Coordinator of Admissions and Awards, (940) 369-8388

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## 2. GENERAL DEGREE REQUIREMENTS

Students must fulfill all requirements specified on the [UNT College of Music Admissions Website](#).

In addition, they must receive a grade of B or better for all courses counting toward the degree, including deficiency courses

## 3. DEGREE PROGRESS AND ACADEMIC DISMISSAL POLICY

Students must maintain satisfactory progress towards their degree and are subject to university policies regarding academic probation and suspension. In addition, they will be subject to dismissal from the program if one or more of the following conditions apply:

1. If the student receives one grade of a C or lower in two consecutive semesters.
2. If the student receives two grades of a C or lower in a single semester.
3. If the student receives a grade of NPR for thesis or dissertation hours in two consecutive semesters.

In cases where one or more of these conditions apply, students will typically be removed from their program upon the recommendation of the Director of Graduate Studies in consultation with the Division Chair and Major Professor. Students may appeal this decision by contacting the College of Music Associate Dean for Academic Affairs.

#### 4. ENTRANCE EXAMS AND TRANSCRIPT EVALUATIONS

The Graduate Placement Examinations (GPEs) in music history and music theory must be taken during orientation week of the first semester in which the student enrolls as a master's student. Transcript evaluations are conducted by the appropriate area coordinator who evaluates each applicant's prior college transcripts. Coursework deficiencies found in the transcripts will be emailed to the applicant. Questions concerning the transcript deficiencies should be addressed to the appropriate area coordinator. Students must enroll in remedial coursework (i.e. leveling courses) assigned on the basis of the GPE and/or the transcript evaluation in the first semester in which these courses are available. Neither GPE nor transcript leveling courses may be counted toward the degree plan or as electives.

#### 5. DEGREE PLAN AND ADVISORY COMMITTEE

Students should consult their major professor as they prepare a tentative program to meet the degree requirements and select an advisory committee. In second semester of study, the student must select an advisory committee by submitting the Designation of Advisory Committee Form to the Graduate Studies Office. The committee must be comprised of at least three members and must include:

1. the Major Professor;
2. the Related Field Professor, or second member if no related field has been declared; and
3. a third committee member.

At the same time, the student must submit a degree plan, which lists all courses required for the degree and is approved by the student's major professor, the Director of Graduate Studies, and the Dean of the Toulouse Graduate School. All changes to the degree plan must be submitted in writing on the Graduate Degree Plan Change Form, approved by the Major Professor and the Director of Graduate Studies, and filed with the Toulouse Graduate Studies Office.

Courses listed on the degree plan must carry letter grades with the exception of those in which the student is engaged in individual research and is not attending an organized class. These courses, with the approval of the department, may be assigned pass/no pass grades. Degree requirements are

determined by the Graduate Catalog in force in the semester the student matriculates. Degree plans may not be filed in the semester a student plans to graduate.

## **6. RELATED FIELD REQUIREMENTS**

All MM students must pursue a related field of not fewer than 9 hours. The Graduate Catalog as well as Area/Division websites, specify the requirements associated with individual related fields. Students are responsible for consulting these resources as well as relevant faculty to ascertain these requirements.

Students wishing to pursue a related field outside the College of Music must submit the "Request for Related Field Outside the College of Music" form to the Graduate Studies Office along with a justification of ca. 300 words explaining how the proposed related field will further their professional and artistic goals. The Graduate Performance Degree Committee must approve the related field before the student files the Degree Plan and Committee Designation Form.

## **7. PARTICIPATION IN PERFORMANCE LABORATORIES AND ENSEMBLES**

Master's students who major in band or orchestral instruments are required to participate in two semesters of laboratory (MULB). One semester is required for voice majors. Laboratories are: A Cappella Choir, Brass Band, Chamber Choir, Concert Choir, Concert Orchestra, Men's Chorus, Women's Chorus, Grand Chorus, Symphony Orchestra, Wind Ensemble, Wind Symphony, Symphonic Band, Concert Band, Marching Band, University Band, Jazz Labs and accompanying. To meet this requirement, students must choose laboratories approved by the major advisers. Credit may be earned by enrolling in MULB 5171-5175 (1 semester hour each.)

Two semesters of chamber music (MUCM) or ensemble (MUEN) are required of all performance majors, with the exception of conducting majors. Ensembles available for graduate participation are: Opera Theater, Vox Aquilae, Baroque Orchestra, Chamber Orchestra, Wind Ensemble, Brass Choir, Trumpet Choir, Horn Choir, Trombone Choir, Tuba-Euphonium Ensemble, Flute Choir, Percussion Ensemble, Steel Drum Band, Marimba Ensemble, African Ensemble, Gamelan Ensemble, electric and

acoustic guitar ensembles, NOVA, and smaller string, woodwind, brass, harp and jazz chamber ensembles.

### **7.1 Zero-Credit Ensemble Enrollment**

Master's students on scholarship are eligible for zero credit for MULB/MUCM/MUEN after they have met their degree requirements. Teaching Assistants and Fellows are eligible for zero credit if the workload assignment requires enrollment in MULB/MUCM/MUEN. After the MULB/MUCM/MUEN requirements have been met, students either register for MULB/MUCM/MUEN for elective credit or they may elect to register for zero credit. Master's students without a College of Music scholarship are eligible for zero credit by petition only.

Members of the Bancroft Quartet and other Center for Chamber Music Studies (CCMS) ensembles are awarded a 50% TA position. As part of the duties, members are expected to register for MUCM and MULB each semester, both of which are eligible for zero credit.

Requests for zero-credit enrollment should be sent to the College of Music Graduate Studies Office. Zero credit does not count toward full-time enrollment for scholarships or financial aid. Students are restricted to 2 zero credits per semester and zero credit is not included in GPE calculations.

## **8. RECITAL PROCEDURES AND APPLICATION**

You must be enrolled in the appropriate recital course (MUAG 5701 or MUAG 5702), or be fulfilling an incomplete from a previous semester, to receive credit for a master's recital. Students who perform a recital without being properly registered may not receive credit for that recital.

Minimum length of a regular recital's total musical content is 50 minutes with the following exceptions: brass players and percussionists must include at least 40 minutes of music; choral conductors must include at least 30 minutes of music. Maximum length is 60 minutes.

### **8.1 Recital Application Procedure**

1. You must be enrolled in the appropriate dissertation course (MUAG 5701, MUAG 5702, MUJS 5535) in your Major Professor's section or be fulfilling an "Incomplete" from a previous semester,

to receive credit for a recital. Students who perform a recital without being properly registered may not receive credit for that recital. Any exceptions require prior approval of GPDC.

2. Go online to the College of Music Scheduling Office's "[Make a Reservation](#)" page. Research available recital dates using the Mazévo scheduling app. The date you choose must be at least three weeks away to allow for the approval process to be completed.
3. When a date has been selected and approved by your Major Professor and committee members, you can submit your recital date on Mazévo. Once you submit your recital request, you will receive an email stating that your performance venue request has been submitted. Your committee and the Graduate Studies Office will receive automated notification and may approve or deny your request at this time.
4. Students are responsible for providing a full program complete with date, time and location of performance, titles and dates of works, names and dates of composers, assisting performers, and the appropriate recital course number and section to the [Event Program Submission Portal](#). This information is due no later than three weeks prior to the performance. The student is also responsible for proofing the program once the first draft is completed by the Program Office. Contact the College of Music Program Office for assistance.
5. The recital must be professionally recorded at a high standard. It is the candidate's responsibility to arrange for the recording through either the College of Music Scheduling Office or an outside source. If the recording is prepared by an outside source, it must be properly labeled with the student's name, instrument, recital date, time, place, and repertoire in correct track order. It is the student's responsibility to submit an outside recording to the Music Library immediately following the performance.

## 8.2 Procedure for Off-Campus Recitals

All off-campus MM recitals must be approved by the GPDC, to which the student must submit a formal petition. The petition must demonstrate the following:

1. The actual solo playing time totals 50 minutes. Ensemble time only counts if the student is still playing or singing a solo line.

2. At least one member of the recital committee should be able to attend in person. If a recital occurs outside the DFW area, the student's full committee must agree to view the recording.
3. The student must submit a recording of the performance to the Graduate Studies Office. This should be a high-resolution file shared electronically, not a YouTube link. This is non-negotiable.
4. Students will follow procedures to file this recital recording with the UNT Music Library. Consult the Graduate Studies Office for the most up-to-date procedure.
5. You may not combine performances. The entire performance must occur during one concert. Conducting majors may split their events.
6. The petition must include a letter or email from the professor and the division chair in support of the off-campus performance.
7. The performance must be in the future. Do not submit MM recital applications for performances that have already taken place.
8. All degree recitals must be performed in a public venue. House concerts are not considered suitable substitutions for degree recitals.
9. Paid professional performances do not take the place of degree recitals.

### **8.3 Cancellations**

Students who cancel their recital must immediately inform the College of Music Scheduling Office so that the date and time of their recital can be made available to others and publicity concerning the event can be cancelled.

## **9. FINAL ORAL EXAM AND GRADUATION**

Before the degree is granted, the performance candidate must pass a final oral comprehensive examination covering the major and related fields. The examination may be taken no more than three times. The student may take the examination before or after the completion of the master's degree recital. When scheduling the oral examination date, the student must be aware of the Toulouse deadline for filing the results of the oral examination in order to graduate.



All master's degree students must file a graduation application with the Toulouse School of Graduate Studies during the semester in which they plan to graduate. Deadlines vary for each term, but they typically fall within the first 4 weeks of the semester. Upon receipt of the student's graduation application, the Toulouse School sends the student's oral examination form to the College of Music Graduate Studies Office. The student's major professor should contact the COM Graduate Studies Office several days before the oral examination to obtain the form.

## **10. TIME LIMIT**

All work to be credited toward the MM degree must be completed within a period of 5 years. Time limits are strictly enforced. Students exceeding the time limit may be required to replace out-of-date credits with up-to-date work and/or show other evidence of being up to date in their major and related fields. Students anticipating that they will exceed the time limit should apply for an extension before their fourth year of study. Those wishing to apply must complete the Time Extension Form and submit it with the support of their Major Professor to the Graduate Performance Degree Committee. Holding a full-time job is not, in itself, considered sufficient grounds for granting an extension.