



Samford University

School of the Arts

DIVISION OF MUSIC

MANUAL FOR

GRADUATE STUDIES

This manual is a guide for applicants, students, and faculty members in matters related to graduate studies in the School of the Arts: Division of Music. As such, it complements the Samford University academic catalog.

The catalog and manual together are binding on candidates for graduate degrees in music. Questions about the manual or about graduate studies in music should be addressed to the Director of Graduate Studies.

Beck Taylor
President

J. Michael Hardin
Provost

Lance Beaumont
Dean, School of the Arts

Joel Scott Davis
Interim Chair for the Division of Music

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1. INSTITUTIONAL ORGANIZATION

1.1 Samford University Mission

The mission of Samford University is to nurture persons in their development of intellect, creativity, faith, and personhood. As a Christian university, the community fosters academic, career, and ethical competency, while encouraging social and civic responsibility, and service to others.

1.2 School of the Arts Mission

The School of the Arts is preparing today's artist to shape tomorrow's world by inspiring artistry, promoting scholarship, and realizing professionalism as we serve the community in the spirit of Christ.

1.3 Division of Music Mission

The Division of Music at Samford University is preparing musicians to enrich society through a diligent pursuit of excellence.

1.4 Division of Music Organizational Structure

Joel Davis
Interim Chair for the Division of Music

Michael Averett
Director of Graduate Studies

Rene Golden
Administrative Assistant

1.5 Area Coordinators

Music Education – Morgan Soja
Music and Worship – Emily Andrews
Theory/Musicology – Mark Lackey
Instrumental Performance – Brian Viliunas
Keyboard Performance – Jason Terry
Vocal/Choral Performance – Kristin Kenning

2. ACADEMIC INFORMATION

2.1 DEGREES OFFERED

The Division of Music of Samford University offers post-baccalaureate study leading to the following graduate degrees:

- **Master of Music (M.M.)** in Church Music
- **Master of Music (M.M.)** in Piano Performance and Pedagogy
- **Master of Music (M.M.):** in Vocal Performance
- **Master of Music (M.M.):** in Instrumental Performance
- **Master of Music Education (M.M.E.)*** Vocal/Choral or Instrumental Music emphasis, Traditional Program
Applicants to this degree should hold initial teaching certification in music (the equivalent of an Alabama Class B).
- **Master of Music Education (M.M.E.)*** Vocal/Choral or Instrumental Music emphasis, Non-Traditional program
To be eligible to enter the Non-Traditional program, an applicant's undergraduate preparation must include courses in humanities, social sciences, natural sciences, and mathematics. Among these must be at least three credits in social sciences, four credits in natural sciences, and three credits in mathematics.
- **Master of Music Education (M.M.E.)*** Vocal/Choral or Instrumental Music emphasis, with National Board Certification Cohort
The master of music education in music, national board cohort (M.M.E.-MNBC) is designed specifically for in-service (practicing) music teachers who hold initial (Class B) certification in K-12 music in Alabama. Class A teacher certification is granted by the Alabama State Department of Education (ALSDE) upon meeting the Alabama Quality Teaching Standards (AQTs).
- **Special Graduate Status: Non-Degree**
Primary goals of students not seeking degrees are re-certification or continuing education in their professional fields.

2.2 ACCREDITATION

Samford University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, education specialist, and doctorate degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Samford University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org)

3. ADMISSION

3.1 ADMISSION PROCEDURES

The application for admission to the graduate music program is located at <https://graduateadmission.samford.edu/apply> online. Unconditional admission to any program requires a grade-point average of 3.0 or above. International applicants must contact the Coordinator of Graduate Studies in Music for additional procedures.

3.2 ENGLISH/TOEFL REQUIREMENTS

The School of the Arts Graduate Programs do not require any English proficiencies for U.S. citizens and naturalized U.S. citizens. All international students with undergraduate degrees from outside of the U.S. are expected to meet one of the following Samford University English requirements:

- **TOEFL:**
 - **iBT:** 90 or above
 - **Computer:** 232 or above
 - **Paper:** 575 or above
- **IELTS:** 6.5 or above
- **Duolingo:** 120 or above

3.3 AUDITION/INTERVIEW

In addition to the application materials, each applicant must audition and/or interview for the appropriate music performance faculty. Graduate audition dates are listed on the application at <https://graduateadmission.samford.edu/apply>

online. Recorded auditions are acceptable in extenuating circumstances contingent upon prior approval. Prospective students should submit applications at least two weeks prior to a particular audition weekend in order to better ensure audition availability.

3.4 AREA AUDITION REQUIREMENTS

Audition requirements vary by degree. Please consult the website to locate your degree-specific page which will contain detailed information about audition requirements.

4. SCHOLARSHIPS AND ASSISTANTSHIP DUTIES

4.1 SCHOLARSHIPS

The Division of Music offers scholarships each year on the basis of student achievement and department needs. Full-time enrollment is required to receive tuition assistance. Assistance may be tied to responsibilities including ensembles, academic assistance, and relevant administrative work. Based upon the evaluations by faculty and the Coordinator of Graduate Studies in Music, tuition assistance can be renewed for a maximum total of two years for each degree earned. Below is a graph that shows the required work hours per semester based on the student's financial award:

Financial Assistance	0% Tuition	25% Tuition	50% Tuition	75% Tuition	100% Tuition
Work Hours Required per Week	0	3- 4	6 - 8	10 - 12	15 -16

5. MATRICULATION

5.1 PLACEMENT EXAMINATIONS

All admitted graduate students in music will be given placement examinations in musicology and music theory prior to registration for classes. Students in Vocal

Performance will also take a diction examination. These examinations cover the range of courses in these areas that are contained in a typical Bachelor of Music degree program. They are designed to evaluate the student's mastery of this material as a foundation for graduate study. Required remediation in deficient areas must be completed prior to commencement of some academic graduate-level courses, earning the minimum grade of C-. Course of study will be confirmed with the advisor for the specific area of study.

5.2 GRADUATE STUDENT ORIENTATION

New student orientation is offered the week before classes begin each Fall semester. All new students are encouraged to attend. The goal of orientation is to better facilitate the transition to graduate school by introducing new students to the values, expectations, and resources of the Samford community. At orientation, students will finalize course schedules, identify key members of the Samford community, and learn about student resources.

5.3 ENROLLMENT

All graduate programs in the Division of Music may be undertaken on a full-time or part-time basis. The university recognizes six (6) credits as the minimum full-time load in these programs.

A candidate may withdraw at any time. This should be done in writing to the Coordinator of Graduate Studies in Music, with reasons stated. Should a former student wish to resume candidacy, he or she should contact the Coordinator of Graduate Studies, who will, in consultation with the faculty of the Division of Music, determine if resumption is a possibility and what this would entail.

6. SPECIAL STATUS

6.1 SPECIAL GRADUATE STATUS

Students wishing to enroll for graduate credit but not to seek degree candidacy may file an application for special graduate student status by submitting college transcripts and the Application for Graduate Studies in Music. Applicants accepted to this status may register for graduate credit in any course offered by the Division of Music, subject to permission of the area faculty upon examination of transcript, audition in an applied area, and/or the administration of the placement examinations normally given to entering degree-seeking graduate students. No credit earned while in this status may be applied toward any Master's degree offered by the Division of Music.

7. GENERAL INFORMATION

7.1 TRANSFER CREDIT

If approved by the Coordinator of Graduate Studies in Music upon consultation with the faculty and the Associate Dean for Music, as many as twelve of the credits required for a Master's degree in the Division of Music may be transferred from other institutions. Transfer courses must have been completed within the six-year period prior to receipt of degree.

7.2 PROBATION

No graduate course in which the grade earned is below B- may be counted toward the degree. A candidate must maintain a grade-point average of 3.0 (on a 4-point scale) to remain in good standing. Should the candidate's grade-point average fall below this standard, the candidate may continue on probation for one semester to provide an opportunity to raise the average to 3.0. If this average is not achieved, the candidate is automatically withdrawn from the program.

7.3 CULMINATING EVENTS

Application for Graduation. Candidates for the M.M. and M.M.E. degrees must complete an Intent to Graduate Form and submit it to the Coordinator of Graduate Studies in Music. This form <<https://www.samford.edu/arts/music/student-resources>> is to be submitted prior to the beginning of the candidate's final semester of study.

Oral Comprehensive Examination. An oral comprehensive examination takes place during the final semester of study. This examination is designed both to measure the candidate's knowledge in the subject material covered in the course of study and to evaluate the candidate's ability to integrate this knowledge and apply it to professional practice. Exams are taken during weeks seven to ten of the student's final semester.

The candidate is to submit an Oral Comprehensive Examination Form <<https://www.samford.edu/arts/music/student-resources>> to the Coordinator of Graduate Studies in Music during the semester preceding the scheduled exam with the graduate examination committee's initials indicating the student's communication with particular committee members. The graduate examination

committee will consist of three or more faculty members as selected by the Graduate Studies in Music Committee, with the Coordinator of Graduate Studies serving as chair.

Weakness in a particular area may require the satisfactory completion of a specific written assignment and/or a second oral comprehensive examination at least two weeks prior to graduation. This exam is not required for candidates pursuing the M.M.E. National Board Cohort program.

There are three parts of this examination:

1. Music selections

The candidate is required to select three compositions in conjunction with the major professor and/or program area director. The selections should represent the area of the candidate's study. The candidate may expect to answer questions related to these selections. Candidates in the Instrumental Performance, Vocal Performance, Piano Performance and Pedagogy, and Music Education programs will choose three compositions of contrasting styles. Candidates in the Church Music program will choose one work from the principal performance area, one congregational song, and one choral work. PDF files of the scores should be submitted to the graduate examination committee and to the Coordinator of Graduate Studies in Music via email no later than two weeks prior to the scheduled examination.

2. Knowledge in your major field and professional practice

The candidate should consult with professors in the major field and their oral exam committee for preparation purposes.

3. General musical knowledge

This part will include a brief overview of musical knowledge not limited to your major field.

NOTE: No outside materials aside from the selected compositions are permitted in the oral comprehensive examination.

7.4 TIME LIMIT

Candidates have six calendar years from the time of initial enrollment in the graduate program to complete the degree. Under extenuating circumstances, candidates may apply for a one-year extension.

7.5 FACULTY AND ADMINISTRATIVE SUPERVISION

The Coordinator of Graduate Studies in Music serves as an advisor for students in all graduate degree programs. In this role, the Coordinator oversees the application process, monitors the satisfaction of requirements stipulated at the time of admission, offers counsel for professional development, oversees assignments of graduate examination committees, schedules comprehensive examinations, and certifies the eligibility of candidates for graduation. However, for academic advising and coursework-related issues, consult with program area directors.

It is the responsibility of the candidate to ensure that all requirements are satisfied. Toward this end, consultation with the Coordinator of Graduate Studies in Music and other members of the faculty is encouraged. These persons will not, however, accept the candidate's responsibility. It is strongly advised, both for accuracy of records and for the protection of the candidate, that all inquiries and requests be made in writing.

Policies and procedures for all graduate programs are approved by the faculty of the Division of Music and carried out by the Graduate Studies in Music Committee. The Committee is chaired by the Coordinator of Graduate Studies in Music, who is appointed by the Dean of the School of the Arts. Requests for exceptions to the provisions of the catalog and/or this manual should be directed to the faculty of the Division of Music through the Coordinator of Graduate Studies. In the case of discrepancy between the Graduate Music Manual and the Samford University Graduate Manual, the Samford University Graduate Manual shall be considered authoritative and correct.

For further information, contact:

Dr. Michael Averett
Coordinator of Graduate Studies in Music
Samford University School of the Arts
800 Lakeshore Drive
Birmingham, Alabama 35229

205-726-4188

graduatemusic@samford.edu
www.samford.edu/arts

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