



CALIFORNIA STATE UNIVERSITY, LONG BEACH

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BOB COLE CONSERVATORY OF MUSIC

# GRADUATE HANDBOOK

for

Students and Faculty

Prepared by  
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Bob Cole Conservatory of Music

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(Updated by Dr. Shanon Zusman, Interim Graduate Advisor, October 2021)

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# **CSULB BOB COLE CONSERVATORY ADMINISTRATION**

Interim Conservatory Director: Alicia M. Doyle  
Interim Associate Director: Shun-Lin Chou  
Interim Graduate Advisor: Shanon Zusman  
Credential Advisor: Tamara Thies

## **CONSERVATORY STAFF**

Administrative Support Coordinator: JoAnn Billings  
Sound Technician/Technology COTA: Martin Brenner  
Performing Arts Technician: Rychard Cooper  
Performance Coordinator and  
Administrative Support Assistant: Kate Gillon  
Tech Window/Music Resource Center/iLab: Alex Rambo  
Facilities Coordinator COTA: Noreen Kimura  
Graphic Design/Web: Matt Pogue  
Administrative Support Coordinator: Liz Gutierrez  
Piano Technician: Sue Babcock  
Administrative Assistant: Patty Valenzuela  
Colleen Ryan: DRH manager, Senior Academic Affairs Facilities  
Specialist (Office of Provost)

## **FACULTY**

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

<http://web.csulb.edu/depts/music/faculty-&-staff/>

# 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 Conservatory.](#)
2. Successful completion of an [audition](#), screening of music scores/writings and area examination (dependent upon degree and concentration).
3. Completion of the Conservatory Graduate Placement Examination.

## 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 Graduate Writing Assessment Requirement and are not required to take the WPE. Exemptions for such graduate students are automatically noted in student records. Please note that this information is subject to change, so please refer to the [CSULB website](#) for up-to-date information.

1. Graduate students who earned a degree from [select non-U.S. colleges or universities](#) are considered to have met the GVAR, and are not required to take the WPE. However, students must file a petition and submit it to Testing, Evaluation & Assessment to have their records updated. (must be submitted in first semester of graduate study)
2. Completion of a course program form (4-semester plan) with Graduate Advisor and approval of area director.
3. Achieve a cumulative GPA of 3.0 or higher, with no grade below a "C." Only courses with grades of "A" or "B" will be counted towards program completion.
4. Remove any undergraduate deficiencies, as determined by exams and advising.
5. Formation of three- (or four-) member graduate committee comprised of BCCM faculty.
6. [Completion of Request to Graduate Application Form](#) (by October 1 for spring graduation; by March 1 for fall graduation).

## RECITAL/PROJECT REPORT/THESIS

7. Successful completion by the end of the third semester of qualifying benchmarks for degree concentration (i.e. recital approval jury, portfolio review, written exam, and/or appropriate language and diction exams) required for thesis (MUS 698) enrollment.
8. Thesis or recital/project report proposal approved by graduate committee (required for Thesis or Recital/Project Report enrollment) and recital program approved by private instructor and area director.
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/project report, 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 (*on hiatus 2021-2022*)  
                              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 official copies of transcripts to the Office of Admissions and Records (via Cal State Apply)
3. All applicants must submit three (3) current letters of recommendation, a cover letter and a current resume via [Cal State Apply](#).
4. A grade point average of 3.00 or better in undergraduate 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.
5. 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.
6. Musicology: Evidence of reading and translation ability in one foreign language (most typically 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 of and approaches to scholarly inquiry.
- current issues in musicology.
- publications in the discipline.
- multicultural music and resources.
- research and evaluative skills.
- use of technology in the classroom.

## ADMISSION REQUIREMENTS: MASTER OF MUSIC (Code 7-5820)

Concentrations in:      Composition  
                                 Performance (Instrumental/Vocal)  
                                 Conducting  
                                 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 official copies of transcripts to the Office of Admissions and Records via Cal State Apply.
3. All applicants must submit three (3) current letters of recommendation and a current resume via [Cal State Apply](#).
4. A grade point average of 3.00 or better in undergraduate 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 Music program may petition for a special review from the Department Graduate Committee.
5. [Program Specific Admission Requirements](#):
  - a. Composition: Submission and approval of a portfolio of representative original scores, recordings, and evidence of baccalaureate-level training in composition.
  - b. Conducting: Successful completion of a conducting audition with approval by the conducting faculty. Choral conducting applicants need to submit a pre-screening video
  - c. 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.
  - d. Vocal Performance/Opera: Evidence of translation ability in one foreign language (French, German or Italian) and of diction studies.
  - e. 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
  - f. Piano Performance: Applicants must submit a repertory list. For more information go here: [https://web.csulb.edu/depts/music/prospective-students/rep/piano\\_grad.pdf](https://web.csulb.edu/depts/music/prospective-students/rep/piano_grad.pdf)
  - g. Percussion/Choral/Vocal/Opera programs: Applicants must submit a pre-screening video by January 15 of the year.



## 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 Conservatory Graduate Advisor and the faculty member who serves as Director of that 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.

## **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://catalog.csulb.edu/preview\\_program.php?catoid=6&poid=3092](http://catalog.csulb.edu/preview_program.php?catoid=6&poid=3092)

### **MASTER OF ARTS -- MUSICOLOGY CONCENTRATION**

Degree requirements: 30 units

[http://catalog.csulb.edu/preview\\_program.php?catoid=6&poid=3092](http://catalog.csulb.edu/preview_program.php?catoid=6&poid=3092)

### **MASTER OF MUSIC -- COMPOSITION CONCENTRATION**

Degree requirements: 30 units

[http://catalog.csulb.edu/preview\\_program.php?catoid=6&poid=3093](http://catalog.csulb.edu/preview_program.php?catoid=6&poid=3093)

### **MASTER OF MUSIC -- COMPOSITION WITH INTERACTIVE TECHNOLOGY CONCENTRATION**

Degree requirements: 30 units

[http://catalog.csulb.edu/preview\\_program.php?catoid=6&poid=3094](http://catalog.csulb.edu/preview_program.php?catoid=6&poid=3094)

### **MASTER OF MUSIC -- CONDUCTING (INSTRUMENTAL)**

Degree requirements: 30 units

[http://catalog.csulb.edu/preview\\_program.php?catoid=6&poid=3095](http://catalog.csulb.edu/preview_program.php?catoid=6&poid=3095)

### **MASTER OF MUSIC -- CONDUCTING (CHORAL) CONCENTRATION**

Degree requirements: 30 units

[http://catalog.csulb.edu/preview\\_program.php?catoid=6&poid=3096](http://catalog.csulb.edu/preview_program.php?catoid=6&poid=3096)

### **MASTER OF MUSIC -- JAZZ STUDIES CONCENTRATION**

Degree requirements: 30 units

[http://catalog.csulb.edu/preview\\_program.php?catoid=6&poid=3097](http://catalog.csulb.edu/preview_program.php?catoid=6&poid=3097)

Please also see the Jazz Handbook, found here:

[https://web.csulb.edu/depts/music/areas/jazz-studies/rep/jazz\\_handbook.pdf](https://web.csulb.edu/depts/music/areas/jazz-studies/rep/jazz_handbook.pdf)

**MASTER OF MUSIC – OPERA PERFORMANCE CONCENTRATION**

Degree requirements: 30 units

[http://catalog.csulb.edu/preview\\_program.php?catoid=6&poid=3098](http://catalog.csulb.edu/preview_program.php?catoid=6&poid=3098)

**MASTER OF MUSIC – INSTRUMENTAL PERFORMANCE CONCENTRATION**

Degree requirements: 30 units

[http://catalog.csulb.edu/preview\\_program.php?catoid=6&poid=3099](http://catalog.csulb.edu/preview_program.php?catoid=6&poid=3099)

**MASTER OF MUSIC – PIANO PERFORMANCE CONCENTRATION**

Degree requirements: 30 units

[http://catalog.csulb.edu/preview\\_program.php?catoid=6&poid=3100](http://catalog.csulb.edu/preview_program.php?catoid=6&poid=3100)

**MASTER OF MUSIC – VOCAL PERFORMANCE CONCENTRATION**

Degree requirements: 30 units

[http://catalog.csulb.edu/preview\\_program.php?catoid=6&poid=3101](http://catalog.csulb.edu/preview_program.php?catoid=6&poid=3101)

## APPLICATIONS

Application is through [Cal State Apply](#). There is an application fee, which must accompany the application. 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.

## AUDITIONS

Master of Music applicants to all concentrations except composition are required to audition. The Conservatory holds new student auditions in late February or early March for fall admission.

Applicants in Piano Performance are required to submit a repertory list in advance for audition approval. Applicants to the Percussion, Choral/Vocal/Opera, and Choral Conducting concentrations are required to submit a pre-screening video in order to qualify for an in-person audition.

For students applying from out of the area, a recording 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 will receive an audition time from the graduate assistant. Graduate auditions are approximately 10-15 minutes in length and should demonstrate competency in performance of differing styles of classical music.

Up-to-date audition information and requirements by area can be found on the [departmental website](#).

## **PROGRAM-SPECIFIC APPLICATION REQUIREMENTS**

### **CONDUCTING AUDITIONS**

Conducting students will arrange an audition with an appropriate faculty member and ensemble in the semester prior to entrance to graduate coursework. Videotapes 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 applicants 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 undergraduate-level competency in composition. If an applicant does not have suitable scores for review but shows promise as a composer, the applicant may take an undergraduate composition class in order to build up a portfolio of original works.

### **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, they may request to take an academic music class with a research/writing component through Open University in order to gain admission to the program.

### **MUSICOLOGY 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 language 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.

## PLACEMENT EXAMINATION

The Conservatory Graduate 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 description of the exam topics is available from the Graduate Advisor upon request.

The 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). It 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)



## **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:

<https://www.csulb.edu/academic-advising/graduation-writing-assessment-requirement-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:

<https://web.csulb.edu/colleges/cnsm/advising/requirements-test.html>

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 based on auditions and juries. To be eligible for state-paid lessons, a graduate student must be enrolled for a minimum of 8 units (including the 2 units of lessons) of coursework, including required core courses. 7 total units is considered full time for financial aid—that is a different system. 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 suppressed class number. These are generally posted in the second week of the semester. Pre-registration for lessons is not possible.

There is a limit of 8 units of lessons total for performance majors and 4 units of lessons for conducting and composition majors. Students traditionally finish their coursework in four semesters, however if a student takes an educational leave or attends part time, they may have up to seven years to complete their degree.

M.M. students take private instruction each semester of 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 are scheduled the week prior to final examinations. Sign-up sheets for juries will be posted outside the Conservatory 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 SITE**

You will be automatically enrolled in the [Graduate Music Student Group](#), through which you will receive Departmental communications and be able to check important postings. Be sure to keep your personal profile up to date on MyCSULB. You can enter a preferred email address on MyCSULB, but the university will only communicate with you through your CSULB student email. This Beachboard organization, hosted by the Music Department Graduate Advisor, lists deadlines, important documents (including this handbook), meeting announcements, and other useful information. Under this page is also a checklist organized by semester with tasks and actions required to complete your degree.

## **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 of your first semester. You can get information from Enrollment Services on how they determine residency.

<http://www.csulb.edu/admissions/residency-for-tuition-purposes>

## **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 Advisor.

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 sufficient grade-points 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:

<https://www.csulb.edu/office-of-research-and-sponsored-programs/policy-cheating-and-plagiarism-ps-85-19>

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 (8 units) is required for state-paid music lessons and university-based scholarships (7 units is considered full time for tuition). A course load should never exceed 15 units in any one semester.

## **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.

<https://www.csulb.edu/student-records/educational-leave>

## **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 Advisor.

### **WHEN SHOULD I BE ADVANCED TO CANDIDACY?**

Advancement in the Music Department occurs after completion of 12-15 units. A student typically advances to candidacy in their 3rd semester.

### **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).

## **THE GRADUATE COMMITTEE**

### **HOW DO I CHOOSE MY GRADUATE COMMITTEE?**

Each graduate committee must be composed of at least two members qualified in the discipline, at least one of whom must be full-time tenured or tenure-track faculty at CSULB. One member will serve as chair; he/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 area director, or 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 must invite the faculty members to serve on the committee.

### **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 request graduation, meeting the University filing deadlines:

<http://www.csulb.edu/student-records/graduation-checklist-masters-students>

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 still Request Graduation with a late fee. This form requires approval signatures from the Graduate Advisor and necessitates an additional fee.

## QUALIFYING BENCHMARKS

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

### HOW DO I SCHEDULE MY QUALIFYING BENCHMARK?

Usually, the Graduate Advisor works with the committee chair to schedule the Qualifying Benchmark. Recital approval for the M.M. can take place during regular jury times. Study sheets are available from each area for the M.A. written examinations.

### WHAT IS THE QUALIFYING BENCHMARK 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 recital approval jury of proposed graduate recital repertory performed the semester prior to graduate recital and a review of arrangements/compositions written since entrance to the program. Refer to the jazz handbook for details: [https://web.csulb.edu/depts/music/areas/jazz-studies/rep/jazz\\_handbook.pdf](https://web.csulb.edu/depts/music/areas/jazz-studies/rep/jazz_handbook.pdf)

**Master of Music: Performance (Instrumental/Vocal)** A recital approval jury of proposed graduate recital repertory performed the semester prior to graduate recital. 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 recital approval jury of proposed graduate



recital repertory performed the semester prior to graduate recital 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.

# 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 (M.M. only)
- 4) Successful completion of a 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 a musical text. This can be a piece, a cycle, an album, a treatise, etc. A project report is not a general report on the recital. 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 M.M. PROJECT REPORT?

The Project Report for the Master of Music with concentrations in Vocal and Instrumental Performance is a 10–15-page document (excluding bibliography, figures, and examples) supporting an original claim. The topic of this document is largely up to the student but should be developed in Music 696: Research Methods and in consultation with the chair and the Graduate Director. The topic should sustain the student's curiosity over several months of writing and research. Owing to the document's brevity, the topic should be specific in scope, confined to a single work, recording, treatise, or other musical text. Many authors choose to write about a work from their degree requirement recital program. Whatever the topic, the report should present fresh analysis, critique, or interpretation, or document an as-yet-untold history. It should reflect knowledge of the relevant primary and secondary literature on the topic, marshalling it as evidence to logically support the claim.

The Project Report for the Master of Music in Composition degree is a 10–15-page document (excluding bibliography, figures, and examples) that supports the candidate's Master's Piece (also known as the "Project Piece"). The report should briefly describe the Master's Piece, summarizing how research and analysis have informed the work's design. Authors might analyze existing works that serve as models or precedents for their own composition, research concepts to be explored in the work, or research source material (texts to be set, films to be scored, etc.) to be incorporated into the work. The report is an opportunity for composition students to articulate and explain their aesthetic choices.

Project reports exceeding 20 pages of text require prior approval from the Graduate Advisor.

Ideally, Master of Music students would develop their topics, begin background reading, and write a draft topic proposal of their project report in MUS 696: Research Methods. The topic proposal includes a signature page, abstract, outline of the paper's organization, and working bibliography. The document must be approved by the student's committee and the graduate director prior to the recital preview and enrollment in MUS 698. A first draft of the completed report is due at the beginning of the semester in which the student plans to graduate. Because of the deadline schedules, Research Methods should be taken in the second semester of study in the program if possible.

## 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 M.A. 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 all managed via DocuSign (from Graduate Advisor) with the following information:

- 1) Title of project report, and fields for signatures for committee members
- 2) An outline of the paper's principal sections and subsections (in correct outline format)
- 3) One-page abstract (150 words) describing the topic
- 4) Working bibliography (in Chicago/Turabian style)

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

## WHEN DO I REGISTER FOR PROJECT REPORT/THESIS UNITS?

Registration is by a suppressed class number associated with your committee chair which you get from the Graduate Advisor. You must have Advanced to Candidacy and have an approved project/thesis proposal on file to qualify to take these units.

## SUBMISSION OF PROJECT REPORTS

Most Project Reports are “in-house” submissions and will be housed in the BCCM files unless a student requests and is granted permission to submit their paper to the CSULB Library for publication in ProQuest. All M.A. theses must be submitted to the University Library.

## 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 suppressed class number 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 you do not enroll as a full-time or part-time, you will enroll for GS 700F (=residence credit) through the College of Professional and International Education (CPIE). You must consult with the Graduate Advisor to obtain permission to enroll in GS 700F.

Enrollment in this thesis continuation class (GS 700F) is limited to 3 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 re-applying to CSULB and 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 700F 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 and winter semesters 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 700F?

After gaining permission to register from the Graduate Advisor, you can enroll via MyCSULB Student Center. The current fee for GS 700F is **\$367** per semester as of 8/2021.

## 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 700F. 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 700F, you must petition the Dean of the College of the Arts for permission. 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 (if not waived in the M.M.) of the thesis/project and is turned in by the committee chair.

## WITH WHOM DO I WORK ON MY THESIS/PROJECT?

A generalized schedule appears in this handbook and each semester the specific deadlines are posted on the Beachboard Music Graduate site. **You must adhere to these deadlines.** In general, the chair reviews the first draft of the paper; then, after corrections are made, the next draft should be submitted to all committee members by the chair. Committee members will request additional revisions.

## THESIS/PROJECT REPORT FORMATTING

You learned some of the basics in MUS 696, Research Methods. The Conservatory 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 Guide to Preparation of Theses, Project Reports, and Dissertations, now available online at the Thesis Office site and at our Music Graduate Student Beachboard site.

<https://www.csulb.edu/thesis-and-dissertation-office/thesis-and-dissertation-office>

The University Style Guide, [found here](#), takes precedence over Turabian/Chicago in instances where the two styles may conflict.

Precise format is essential for Theses and Project Reports published via ProQuest, as these documents are copyrighted and available for international distribution.

## 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 [Format Manual for Theses and Dissertations](#) 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?

You may wish to have your thesis/project report formatted by a third party. 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. Take advantage of university-sponsored formatting workshops and published materials.

## 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 to the Graduate Advisor. The thesis/project report must be released from the Department with a DocuSign form distributed and signed by the Graduate Advisor.

Information about library submission can be found here: <https://www.csulb.edu/thesis-and-dissertation-office/thesis-and-dissertation-office/submissions/electronic-signature-pages>

Once submitted you will receive updates from the library reviewer. If minor typographical and/or formatting errors have been noted, you will have a set amount of time to make changes and resubmit.

## THESIS/PROJECT REPORT DEADLINES

**\*\*There are two sets of deadlines: the first is for students in the MM program who do not want to submit your paper to the library for publication via ProQuest.\*\***

### SPRING GRADUATION 2022 (MM, non-library submission)

- January 21 First draft to committee chair who has two weeks to read, remark, and meet with you regarding this draft. A draft can be draft-y but it needs to provide a fairly complete picture of what you are planning to do/have done.
- February 25 Second revised draft to first reader or chair (or full committee, if approved by chair).
- If your paper is approved to go to the full committee, your committee chair must send your paper out to the rest of the committee, not you.
- Your committee has two weeks to read, remark, and meet with you regarding this draft.
- April 8 Third /Final properly formatted draft to committee and graduate advisor
- Set up [MUS 698 grade signature page via BCCM DocuSign](#) for PR/Recital Approval:
- Revision
- Final formatting (Note: Paper must be approved, and your correctly formatted signature page must be signed by your committee before the last day of classes on May 17)
- April 22 Submit marked drafts and final paper to the Graduate Advisor for approval and release form



## SPRING GRADUATION 2022 (MA/MM, library submission)

- January 21      Revised full draft to **committee chair**. Committee chair returns copy to student within two weeks of receipt.
- Revision
- February 12    Revised draft to chair and full committee, if approved by your chair. The committee chair, not the student, must distribute approved draft to rest of committee.
- Upload copy of draft to BeachBoard Dropbox folder.
- Committee returns marked copies within two weeks of receipt.
- Revision
- March 5        Schedule Oral defense with the Graduate Advisor
- Third/Final draft to committee and the Graduate Advisor
- Committee returns marked copies within one week of receipt.
- Create [DocuSign form](#) for committee and departmental director.
- March/April    Hold Scheduled Oral Defense
- Revision and Final Formatting
- March 20       Submit marked drafts (with committee member's remarks) and final formatted paper to graduate advisor for final approval and release form.
- April 9        [Library Submission window](#)

**You must have both the completed DocuSign and release form from the Graduate Advisor in order to submit. You will upload the rest of your paper electronically. This will be explained at the thesis office. There are no exceptions to the library deadline.**

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 prior to the end of the semester. It is necessary that students plan back from this deadline, allowing ample time for their drafts, review by the faculty committee, formatting, proofreading, and the scheduling of the Oral Defense (if not waived for the M.M.). See the Graduate Music Beachboard site for the Departmental internal review schedule. 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 per academic year (May and December).

## WHAT ABOUT COMPOSITION SCORES?

Composition scores must be approved by the graduate committee and the Graduate Advisor. The margins of the score copy must conform to the University requirements as stated in the University thesis manual so that when bound all portions of the score are clearly visible. If bound, 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. Engraving software is 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/PROJECT REPORT TO THE REVIEWER?

Normally, you will acquire committee signatures via DocuSign at your Oral Defense (if not waived for the M.M., via email), after which you must secure a Departmental Release Form from the Graduate Advisor (DocuSign) and follow library submission guides. 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 ProQuest fee form. These procedures are explained in detail in the University Thesis Manual.

## 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. If requested, 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 (now on DocuSign). If you do not pass or if the thesis is not ready for final approval, a second examination may be scheduled upon the recommendation of the thesis committee.

## RECITAL ARRANGEMENTS

Recitals must be completed by the last day of classes. No recitals may be performed during finals week.

Your grade in MUS 698 is based on your recital and your project report, combined.

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 last week of classes in the semester before your recital. 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 dress rehearsal times are not finalized until you have completed the Performance Facility Use form. This form is available on the [BCCM website](#). Consult the Music Office for more information on how to properly submit and process this form. 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. You are responsible for arranging for professional recording (audio and/or video) through the music department staff or your own sound technician.

### 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 media card. Links to the recital recording are submitted with the final draft of the project report.

### 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 of reminding your committee 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 professional, 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 its printing. One digital copy will be placed in your graduate file. Sample programs are on file in a notebook in the Resource Center. Note that no personal remarks are allowed on recital programs apart from a brief biography of the performers.

## **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 your third and fourth semesters; schedules for other semesters should be planned according to the timing in the following.

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 University Library site and on Music-Graduate BeachBoard organization.

Early October	Advance to Candidacy at one-on-one meeting with the Graduate Advisor
By October 15	Request to Graduate with the university
October 31	Submit approved Thesis/Project report proposal to the Graduate Advisor
Early December	Submit draft of at least one chapter to committee chair Perform recital approval jury Schedule graduate recital (for Spring Semester) Enroll in proper units of MUS 698 with course code and permission from the Graduate Advisor
Late January 21	Submit first complete draft to committee chair Begin to file for copyright approval of music/poetry/charts used
Early February	Meet with Chair to review suggestions, then submit corrected second draft of paper to committee chair; if approved, chair will send revised draft to the committee members and the Graduate Advisor; make necessary revisions
February 25	Submit final draft to full committee
April 8	Submit final draft to the Graduate Advisor If requested by Chair, schedule Oral Defense with your committee and the Graduate Advisor
Mid-April	Hold Oral Defense Obtain Committee signatures and departmental release form from the Graduate Advisor
Library Deadline	Submit paper to the University Thesis Reviewer, with completed signature page and release form (both DocuSign)

Follow thesis reviewer's directions carefully regarding corrections, duplication, and binding.

NOTE: If you miss the deadlines above, you will need to re-file for graduation in the next possible semester, register for GS 700F and follow through on the work as quickly as possible.

**SAMPLE SIGNATURE PAGE FOR PROPOSAL FOR AN M.M.  
PROJECT REPORT:**

**BUZZING THE BLUES: A TIMBRAL ANALYSIS OF THE KAZOO SOLO  
IN JESSE FULLER'S *YOU'RE NO GOOD***

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 (Instrumental Performance)

by Comb N. Paper

Approved by:

Tampa Red, D.M.A.  
(Chair)

Bob Cole Conservatory of Music

Merle I. Ton, Ph.D.  
(Committee Member)

Department of Physics and Astronomy

Shanon Zusman, D.M.A.  
(Interim Graduate Advisor)

Bob Cole Conservatory of Music

**SAMPLE SIGNATURE PAGE FOR PROPOSAL FOR A M.A.  
THESIS:**

**INTEGRATING MUSIC INTO THE SECOND-LANGUAGE CLASSROOM: CHINESE  
LANGUAGE CLASSES AT THE ELEMENTARY LEVEL**

A Topic Outline for a Proposed Thesis  
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 Arts (Music Education)

by Yu-Shan Chang

Deborah Mitchell, D.M.A.  
(Chair)

Bob Cole Conservatory of Music

Ray Briggs, Ph.D.  
(Committee Member)

Bob Cole Conservatory of Music

Shanon Zusman, D.M.A.  
(Interim Graduate Advisor)

Bob Cole Conservatory of Music