

Carnegie Mellon University School of Music

GRADUATE STUDENT HANDBOOK 2024-2025



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Welcome	3	Grades and Grading	14
School of Music	4	University Policy on Grades	14
Mission	4	Process for Appealing Final Grades	14
Graduate Student Handbook	4	Regular Reviews & Evaluations by the School of Music	15
Graduate Degrees Offered	4	Financial Support	16
Master's Degree Completion and Certification	5	Requirements of Awarding and Continuation of Funding	16
School of Music Graduate Degree Attainment	5	Fees Covered by School	16
Full-time Status and Part-time Status	6	Funding Payment Schedule	16
Residency Requirements	6	Additional Sources for Financial Support	16
Master's Degree Requirements	7	Tax Implications of Financial Support	16
Course Requirements and Related Policies/Protocols ...	7	Recourse if Funding is Lost	16
Petitioning for exceptions to School of Music Policy	7	Outside Funding, Fellowship and Scholarship Opportunities	17
Drop/Add/Withdraw Procedures	7	Research Funding	17
School of Music Policy for Transfer Credits	8	Department/College Policy on Outside Employment/Internships	17
Independent Study	8	Availability of Summer Employment	17
The Graduate Comprehensive Project (MM in performance or composition)	8	University Financial Aid	17
Thesis Requirement (Master of Music Education and Master of Music Technology)	9	Appendix A	18
The Graduate Community Engagement Project (all Masters students)	9	Key Resources for Graduate Student Support	18
Research Funding Options	10	Key Offices for Academic & Research Support	18
Policies on Attendance, Leaves Of Absence, and Withdrawal	11	Key Resources for Health, Wellness & Safety	18
University Policies	11	Appendix B	19
Student Leave of Absence	11	Registration Checklist	19
Student Professional Opportunities	11	Registration Checklist, continued	20
Advising	12	School of Music Graduate Degrees	21
Philosophy	12	School of Music Resources	22
Structure	12	Community Engagement Proposal/Verification Form	23
The Role of the Advisor	12	Graduate Comprehensive Project Student Information Sheet	24
The Advising Process	13	Plagiarism Pledge	25

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WELCOME

At its heart, the Carnegie Mellon School of Music is a conservatory of the highest order, where the best practices and traditions of music performance are transferred from brilliant studio teachers to talented and ambitious students. Our faculty is comprised of world-class performers and teachers who know first-hand how to achieve success in a changing, challenging marketplace.

Enveloping the School of Music is Carnegie Mellon University, one of the world's great educational and research institutions. This offers our music students a unique opportunity to explore extra-musical interests.

Carnegie Mellon is situated in the City of Pittsburgh, a place with culture, art, and music in abundance. Home to the Pittsburgh Symphony Orchestra, Opera, Ballet, and countless other performing arts groups, its cultural landscape is the envy of many other cities.

The Carnegie Mellon School of Music is a stimulating place because passionate people with remarkable skills are doing extraordinary things.

The University-Wide Graduate Student Handbook is part of the broader Graduate Student Handbook Suite (outlined below). Each component of the suite is an important document outlining critical processes and policies, and presenting useful resources meant to assist you in navigating your graduate school experience at Carnegie Mellon. The University-Wide Graduate Student Handbook is published by the Office of Graduate and Postdoctoral Affairs.

The Graduate Student Handbook Suite consists of a minimum of three documents:

- The [University-Wide Graduate Student Handbook](#)
- The School of Music Graduate Handbook Addendum
- The [Word Student Handbook](#)

You are encouraged to familiarize yourself with each document included in the Graduate Student Handbook Suite, as each component serves as a contract, of sorts, between you, the University, and your program and/or college, and contains critical information that will support your capacity to thrive as a graduate student at CMU.

SCHOOL OF MUSIC

Mission

The Carnegie Mellon School of Music combines the strengths of a professional conservatory program with those of an innovative global research university to offer an education that fosters the artistic excellence, discipline, skills, and entrepreneurship required by today's competitive and dynamic music fields.

Graduate Student Handbook

The information that can be found within this handbook is applicable to graduate students in the School of Music. University policy, applicable to all graduate students in all programs is printed in the [University-Wide Graduate Handbook](#).

This handbook is available online at music.cmu.edu, and can be provided in large print format upon request to the **School of Music Office of Student Services**.

Graduate Degrees Offered

The School of Music offers the following master's degrees:

- Master of Music in Instrumental Performance
- Master of Music in Keyboard Performance
- Master of Music in Vocal Performance
- Master of Music in Composition
- Master of Music in Collaborative Piano
- Master of Music in Music Education
- Master of Science in Music and Technology

The School of Music offers the following Graduate Certificate Programs:

- Advanced Music Studies Certificate in
 - » Instrumental Performance
 - » Vocal Performance
 - » Composition
 - » Conducting
 - » Audio Recording and Production
 - » Piano Maintenance
 - » Music Entrepreneurship
 - » Dalcroze Pedagogy
- Music Education Certificate
- Artist Diploma (Currently Suspended)

MASTER'S DEGREE COMPLETION AND CERTIFICATION

School of Music Graduate Degree Attainment

All graduate students in the Carnegie Mellon School of Music must maintain full time status and minimum QPA and grade standards each semester enrolled in the graduate program.

Each semester enrolled graduate students must

- (1) complete a minimum of 36 units of graduate courses with
- (2) a cumulative QPA of at least 3.0, and
- (3) Students enrolled in a major studio must receive a grade of at least a B- each semester in studio to complete the program.

If a student were to earn any C grades, they would then need to earn an A in one or more classes to maintain the cumulative QPA of at least 3.0. Grades below a C- may not count toward the degree.

All Master of Music candidates are required either to pass basic competency examinations in music history and theory, or if failing to pass the examination, then to pass with a grade of B- or better in appropriate graduate courses before they may receive the degree. In the event that a student does not pass the remedial course, the next steps will be determined in consultation with the Director of Graduate Studies. All competency examinations and/or coursework must be completed before registering for the third semester of study at Carnegie Mellon.

Master of Music candidates in performance must perform a minimum of one full recital. All Master of Music candidates must pass a comprehensive review in their major area. Successful completion of this review is a requirement for graduation. Guidelines for the comprehensive review project can be found on the **Current Students** www.cmu.edu/cfa/music/current-students/index.html page under **Graduate Comprehensives Guidelines and Forms** www.cmu.edu/cfa/music/current-students/guidelines-forms/graduate-comprehensives.html

Students will receive a "WARNING" if they fail to maintain standards in a required course or a cumulative 3.0 QPA . Warning action is intended to notify students of unsatisfactory work, so that they may take steps to determine and correct the difficulty. Graduate students may be dropped from their programs at any time if the faculty believes that they are failing to maintain the professional standards of the school or failing to make sufficient progress during any semester.

All students enrolled in the CMU School of Music, Advanced Music Studies Certificate (AMSC) must successfully pass 72 units of coursework to earn the Certificate. Failing grades that result in less than 72 units total will disqualify the student from receiving the Certificate. Credits earned as part of the AMSC beyond 72 units may, in special situations be used toward future graduate study. None of the AMSC required 72 units may be used to fulfill required graduate degree courses. Students may petition for AMSC courses in excess of 72 units to count as "free electives" in future graduate degree study. Students may apply to the AMSC before or after a Master's degree. Students may not pursue the AMSC and a Master's degree at the same time.

Full-time Status and Part-time Status

All School of Music graduate programs are intentionally defined as full time programs. Graduate students are required to maintain a course load of 36 units per semester to maintain full time status. Anything below a status of 36 units, even if the student was originally registered for 36 or more units and dropped below that number, is considered part time.

International graduate students are required to complete a minimum of 36 units for each semester in order to maintain their visa status. Contact the Office of International Education (OIE) with any questions regarding this policy.

Graduate students who wish to complete a graduate program as a part time student are considered case-by-case and should contact the Director of Graduate Studies.

Residency Requirements

The School of Music graduate programs are built assuming full-time in-residence registration for the entirety of the student's graduate study. Students experiencing extenuating circumstances may petition the Director of Graduate Studies for exceptions to the residency requirements.

MASTER'S DEGREE REQUIREMENTS

Course Requirements and Related Policies/Protocols

The curriculum for each area of study can be found on the **Current Students site**.

www.cmu.edu/cfa/music/current-students/index.html

For all Master of Music and Master of Science programs, **144 units** must be completed to receive the degree.

The number of “**free electives**” required, listed by concentration, can be found below:

- Vocal Performance: 18-27 units
- Orchestral Instruments: 21 units
- Composition: 21 units
- Keyboard: 21 units
- Music Education: 24 units
- Collaborative Piano: 12 units
- Music and Technology: 26 units

For **University Grading Standards** and university policies concerning Assigning/Changing Grades, Mid-Semester Grades, Incomplete/Pass-Fail Grades/Audit Grades, Drop/Withdrawal Grades, or Course Repeats, see www.cmu.edu/policies/student-and-student-life/grading.html.

Graduate students may enroll in courses Pass/Fail but these units may only count toward “free electives”. All required courses (Studio, ensembles, music support, etc., and other specified required courses) must be completed with letter grades and meet the minimum standards for graduation.

Graduate students are permitted to register for undergraduate course numbers but these units may only be used for up to half of the permitted “free electives”. This applies to music and non-music courses.

Petitioning for exceptions to School of Music Policy

In order to petition a particular School of Music policy, the student must fill out a **petition form** www.cmu.edu/cfa/music/current-students/guidelines-forms/petition-forms.html and submit to the Director of Graduate Studies for approval. Note that there are various petition forms on this website. Please select the appropriate form for the particular policy that you are petitioning.

Drop/Add/Withdraw Procedures

Students taking undergraduate or master’s level courses must follow the procedures and deadlines for adding, dropping, or withdrawing from courses as identified on the academic calendar. Information can be found at www.cmu.edu/hub/registrar/course-changes/index.html

Make up work/exam policies are set by the faculty for each course.

To apply work done in a previous semester and/or program to the requirements for the graduate degree in progress, students should contact the Director of Graduate Studies for more information on **submitting a petition** for that requirement.

School of Music Policy for Transfer Credits

Acceptance of transfer credit towards the requirements for a School of Music master's degree is approved by special permission via a School of Music general petition directed to the Director of Graduate Studies.

The credit must be documented by an official transcript from an accredited university or conservatory showing an A or B grade for the courses or courses and the course description must also be included. The student may be required to provide supporting documentation that may include the syllabus and/or work completed for the course.

If the transfer credit is approved, units but not grades will be listed on the student's CMU transcript.

Transfer credit may not be approved if the courses are not graduate level and/or not relevant to a music master's degree.

If a student holds a bachelor's degree in a discipline other than music, wishes to pursue the master's degree in music, and is accepted into the program, there may be additional remedial courses that will be required for degree completion.

Independent Study

To register for an Independent Study, a music student must write a brief proposal, obtain the approval of a full-time music faculty member as supervisor of the independent study, and submit an **Independent Study Request Form** that has been signed by the student and the faculty supervisor. Students register for an Independent Study on a semester-by-semester basis, with the same registration and grade deadlines as for a class. Independent studies are counted toward graduation requirements as electives unless otherwise approved by the Director of Graduate Studies. www.cmu.edu/cfa/music/current-students/registration/registration-forms.html

The Graduate Comprehensive Project (MM in performance or composition)

All graduate students pursuing the Master of Music degree are required to complete a Graduate Comprehensive Project.

The Graduate Comprehensive Project serves as a capstone review to the master's degree curriculum in which the student analyzes, researches, and writes about the music to be performed on their final graduate recital. The National Association of Schools of Music, the accrediting agency for Carnegie Mellon's School of Music, mandates that candidates for the masters degree in music successfully pass a comprehensive review as an exit requirement for the granting of the degree. In keeping with this requirement, the graduate faculty of the CMU School of Music have designed a final project that meets this objective while maintaining a strong relevance to each student's major area of study, whether performance or composition.

See the **Graduate Comprehensive Project Guide** for specific details, requirements, and timelines concerning this project. www.cmu.edu/cfa/music/current-students/guidelines-forms/graduate-comprehensives.html

Thesis Requirement (Master of Music Education and Master of Music Technology)

All Master of Music Education and Master of Music Technology students are required to submit a graduate thesis for graduation. For information specific to the thesis requirement students should consult with their graduate program directors.

The Graduate Community Engagement Project (all Masters students)

All graduate Master of Music students in the School of Music are required to participate in at least one Community Engagement project to complete their degree.

Graduate Community Engagement is defined as any event where a graduate student uses their artistry and musical skills in a way that offers some impact in the community, specifically valuing and centering underserved communities.

“Engagement” is central to the requirement. All graduate students are to consider the many ways that they might share in thoughtful interaction with communities outside of our School of Music. This can be through teaching, coaching, group participation, collective music-making, leading, sharing, mentoring, etc. In the Community Engagement project, students are charged with bringing their artistry off of the concert stage and out of the practice room, and into classrooms, arts centers, community centers, and up-close settings where the attendees have opportunities to interact with the graduate students. We ask the participating students to consider how their studies, skills, and artistry might impact, give voice to, and support issues of social justice, inequality, sustainability, and community development. As the traditional recital is regularly a one-way venue where the performer presents predetermined works, here we consider how one can foster a two-way engagement, valuing the collaborating community and their own gifts, skills, and life experiences. Success in this engagement is sharing the stage with the community and for the community in co-creation.

The first step toward completing the outreach requirement is registering for the course “Graduate Community Engagement,” 57-790, and enrolling in the course’s canvas site. The next step is to submit the **Graduate Community Engagement Project Form** through Canvas. Students will consult with the Director of Graduate Studies on the suitability of the proposals. Only after students have received approval for their proposal should they finalize arrangements for an outreach event/interaction.

Many School of Music graduate courses have community engagement opportunities embedded in the course requirements. Graduate students may receive credit for the Graduate Community Engagement requirement separate from or in conjunction with any of these courses. Additional guidance about what sorts of projects might count as community engagement, as well as specific opportunities for meeting the requirement, will be discussed in Graduate Forum and upon registration in the “Graduate Community Engagement” course.

- Interaction with communities is the base requirement. This can be accomplished through performing, teaching, co-creating, mentoring, etc.
- The hope is that these projects will center and engage various underserved communities.
- Self-designed projects are encouraged. Collaboration with the Director of Graduate Studies, faculty mentors, and enrollment in School of Music courses that meet the requirement are also good options.

- Group projects, shared among multiple music graduate students are supported, but in each of these there is a requirement that all members meet the engagement bar.
- Creation of new works is encouraged and creation of new works in conjunction with the members of the targeted community would be ideal.
- Recital work is already a major focus of most graduate student's curriculum in our School of Music. While performance is absolutely an allowable part of any engagement project, one-way demonstrations will not meet the requirement. Students are asked to foster some two-way engagement/communication/collaboration/co-creation.

Research Funding Options

- School of Music Travel Funding Application and the Gindroz Prize for travel
www.cmu.edu/cfa/music/current-students/faq-how-tos/summer-opportunities.html
- GSA/Provost Conference Funding
www.cmu.edu/graduate/professional-development/conference-funding/index.html
- GuSH Research Funding is a source of small research grant funds provided by GSA and the Provost's Office and managed by the Office of the Assistant Vice Provost for Graduate Education. Students can find more information about the application process and deadlines at www.cmu.edu/stugov/gsa/Resources-for-Graduate-Students/index.html

POLICIES ON ATTENDANCE, LEAVES OF ABSENCE, AND WITHDRAWAL

University Policies

www.cmu.edu/hub/registrar/leaves-and-withdrawals/

www.cmu.edu/policies/student-and-student-life/withdrawal-of-a-degree.html

Student Leave of Absence

A leave of absence should be taken when a student is, for any reason, unable to participate fully in the professional program of the School of Music for an extended period. A **Leave of Absence Form** must be submitted and can be found here: www.cmu.edu/hub/forms.html. If the leave is taken before the drop deadline for a semester, all courses will be dropped from the student's transcript for that semester and this will not reflect adversely on the student's record. All payments will be refunded if a leave is taken before the first day of the semester. Information about tuition adjustment after a semester begins can be found here: www.cmu.edu/policies/student-and-student-life/tuition-fees-adjustment.html

Student Professional Opportunities

Musical performance opportunities do not wait until you're out of school to present themselves, but all are not equally important. Your private instructor is your primary source of information on the value of an opportunity. If an opportunity for outside performance is in conflict with your School responsibilities, the affected instructors' approval must be obtained. Students must not commit to outside opportunities until they have received permission to participate from the school instructors and conductors. In the case of audition opportunities, students must contact the applicable organization about scheduling to minimize conflicts with their School of Music responsibilities. While the school encourages our graduate students to search out professional opportunities, conflicts with graduate study are not guaranteed to be approved. For all conflicting out of school commitments, students must submit an **Excused Absence Petition Form**, available here: www.cmu.edu/cfa/music/current-students/guidelines-forms/index.html

ADVISING

Philosophy

The School of Music seeks to graduate every student accepted into its program. Much care is given, therefore, to the selection process. While an emphasis is placed on the audition, the academic profile of each student is considered carefully before acceptance into the program is granted. Students are accepted as music majors only when the professional faculty feel they have potential for careers in music, and their college records indicate they are also capable of succeeding academically at Carnegie Mellon.

Structure

The School of Music has a three-tier system of advising: Academic Advisor (Director of Student Services for undergraduate students, Associate Director of Music Admission and Student Services), Professional Advisor, and Director of Graduate Studies.

The Role of the Advisor

Academic Advisor

The School of Music's Academic Advisor follows the students from the beginning of their association with the School through their graduation — overseeing the student's registration, providing guidance and advice on the selection of required courses and electives; approving course overloads; checking progress towards completion of curricular requirements; auditing all requirements for graduation; and certifying the student's degree. The academic advisor monitors the student's progress in the School and alerts the administration if problems develop.

One of the services offered through the Student Services Office is the dissemination of information about music competitions, summer work and summer music festivals, scholarship and fellowship opportunities, and permanent job postings. Information is also collected about other graduate schools in music. Assistance is provided in applying for all of these opportunities.

Professional Advisor

The private studio teacher is the student's primary professional advisor; this person provides ongoing professional and career guidance as well as specific feedback on the student's level of skill and potential for work in the profession. Every student in the School of Music studies privately with a member of the performance or composition faculty, or has a professional advisor in the music education or technology programs.

The Director of Graduate Studies

The final level of overseeing for the School of Music's graduate advising system lies in the office of the Director of Graduate Studies who reports to the Head of School. Any student who is exhibiting difficulty in their program is strongly encouraged to seek advising from the Academic Advisor, Professional Advisor, and/or Director of Graduate Studies .

The Role of the Student

Graduate students are expected to be active participants in discussions and decisions related to their graduate study and responsible for tracking and completing their graduation requirements. They are informed about and encouraged to take advantage of the advising resources in the School of Music and at the university that will assist them with their academic achievement, professional development, and career management.

Student-Professor Relationship

Students are expected to maintain a professional demeanor when interacting with School of Music faculty and professors.

The Advising Process**Monitoring Advisors**

School of Music advisors consult frequently with one another to coordinate academic and professional support for a student, referrals for the student, and to confirm academic policies applicable to the student. Advisors keep advising notes to place in the student's file as appropriate.

Communicating Unsatisfactory Academic Progress

Once enrolled, a student is expected to make strong musical and academic progress. Each semester when grades are issued, a list is made of all graduate music students who earn a "C", "D", "R", "Incomplete", or "Not Pass" in any course. This list is compiled by the Academic Advisor and sent to the Director of Graduate Studies and the School Head. The collective faculty and advisors discusses every student experiencing difficulty in the program in a special grades meetings at the conclusion of each semester. Students who fall short of the school standards are placed on academic action and notified of the action, the reason(s) for the action, and the conditions that must be met to remove the action in a letter from the School Head.

Occasionally it is determined by the faculty that a student is not succeeding in the program. The School administration will advise a student of this concern as soon as it can be determined. At the point of being dropped, the student will be advised of the options available: to withdraw, to transfer to another music program in another setting, or to transfer to another department at Carnegie Mellon University.

GRADES AND GRADING

The School of Music follows the grading policy set forth by Carnegie Mellon University. Specifically, grading for School of Music classes is based on the requirements outlined in the syllabus for the class; grading for School of Music ensembles is based on the requirements stated in the written policies for the ensemble, which may include attendance. A detailed **grading policy** can be found at www.cmu.edu/policies/student-and-student-life/grading.html

Students must stay in successful academic standing in order to receive the Master of Music degree. This is defined as maintaining full time status, a cumulative QPA of at least a 3.0, receiving no grade below a "B-" in the major studio, maintaining the professional standards of the school, and making sufficient progress each semester.

University Policy on Grades

This policy offers details concerning university grading principles for students taking courses and covers the specifics of assigning and changing grades, grading options, drop/withdrawals and course repeats. It also defines the undergraduate and graduate grading standards.

www.cmu.edu/policies/student-and-student-life/grading.html

Process for Appealing Final Grades

Final grades will be changed only in exceptional circumstances and only with the approval of the instructor and the department, unit or program. Grading is a matter of sound discretion of the instructor and final grades are rarely changed without the consent of the instructor who assigned the grade. The following circumstances are the unusual exceptions that may warrant a grade appeal: (a) the final grade assigned for a course is based on manifest error (e.g. a clear error such as arithmetic error in computing a grade or failure to grade one of the answers on an exam), or (b) the faculty or staff member who assigned the grade did so in violation of a University policy.

www.cmu.edu/student-affairs/theword/academic/appeal-of-grades-and-academic-actions.html

School of Music and University Policies for Transfer Credits

Normally, graduate credit earned at other institutions will not be accepted toward a graduate program at Carnegie Mellon. Acceptance of transfer credit towards the requirements for a School of Music master's degree is approved only by special permission via a School of Music general petition directed to the Director of Graduate Studies.

To be considered for special petition, the credit must be documented by an official transcript from an accredited university or conservatory showing an A or B grade for the course and the course description must also be included. The student may be required to provide supporting documentation that may include the syllabus and/ or work completed for the course. Transfer courses that are graded as Pass/Fail may not count towards the master's degree.

If the transfer credit is approved, only units will be listed on the student's CMU transcript. Grades from other institutions will not be listed. Transfer credit may not be approved if the courses are not graduate level and/or not relevant to the student's course of study.

If a student holds a bachelor's degree in a discipline other than music, wishes to pursue the master's degree in music, and is accepted into the program, there may be additional remedial courses that will be required for degree completion.

Courses that were graded as Pass/Fail from other institutions cannot count towards the master's degree.

When a course is repeated, all grades will be recorded on the official academic transcript and will be calculated in the student's QPA. This is the case regardless if the first grade for the course is a passing or failing grade. When a student takes a course s/he has already passed, only one set of units will count towards graduation requirements.

NOTE: Suspended students may take courses elsewhere; however, transfer credit is not guaranteed. Students should consult with their academic advisor before enrolling in outside coursework

Regular Reviews & Evaluations by the School of Music

In addition to evaluations during individual classes, School of Music graduate students are evaluated in one or both of two ways:

- By the School of Music faculty during a faculty meeting scheduled immediately after the end of every semester specifically for the purpose of reviewing the overall academic performance of students in academic difficulty in a class or classes. The joint written evaluation is mailed to the student immediately after the meeting and includes a description of the procedure for the student to question or appeal the evaluation.
- By the applicable School of Music studio faculty during juries scheduled at the end of every semester specifically for the purpose of reviewing the studio performance of all performance majors. The studio faculty prepares their students for the juries. The individual written evaluations are provided to the student immediately after the jury. Students can discuss the jury evaluations with their studio teachers.

An unsatisfactory evaluation can result in the student being placed on academic action or dropped from the School of Music. If the student is placed on academic action, conditions for the student to meet to return to good academic standing are communicated to the student and advice and support are provided by advisors, faculty, and the university as applicable, and the student is re-evaluated after the end of the following semester.

FINANCIAL SUPPORT

Requirements of Awarding and Continuation of Funding

In order for fellowship/scholarship funding to continue for graduate students, the student must remain full-time and in good academic standing

Fees Covered by School

The School of Music does not guarantee funding for travel costs, however students are welcome to apply for travel funding for events that they feel will be beneficial to their musical learning and development. The **form** www.cmu.edu/cfa/music/current-students/faq-how-tos/summer-opportunities.html to apply for **travel funding** from the School of Music should be submitted to **Ross Garin**, Associate Head & Director of Special Music Programs, 412-268-6627, garin@cmu.edu.

Conference Funding is a funding application process provided by GSA and the Provost's Office for students, student work groups or groups to attend a conference, whether as a participant or as a presenter. The process is managed by the Graduate Education Office. Students can find more information about the application process and deadlines at: www.cmu.edu/graduate/professional-development/index.html.

Funding Payment Schedule

Fellowships and Scholarships are placed on student accounts at the beginning of each semester.

Additional Sources for Financial Support

Student employment positions are often available in staff offices.

Tax Implications of Financial Support

Contact **Ross Garin**, Associate Head & Director of Special Music Programs, 412-268-6627, garin@cmu.edu, with specific questions regarding taxes and taxation of student funding and financial support.

Recourse if Funding is Lost

International Students Notify OIE

Graduate students who find themselves in need of immediate funds for emergency situations should contact the **Office of the Dean of Student Affairs**, www.cmu.edu/student-affairs/index.html, to inquire about an Emergency Student Loan

Outside Funding, Fellowship and Scholarship Opportunities

School of Music students are welcome to apply for the **Gindroz Prize for Travel** by filling out the form located at: www.cmu.edu/cfa/music/current-students/faq-how-tos/summer-opportunities.html

Research Funding

GSA/Provost Conference Funding

www.cmu.edu/graduate/professional-development/conference-funding/index.html

GuSH Research Funding is a source of small research grant funds provided by GSA and the Provost's Office and managed by the Office of the Assistant Vice Provost for Graduate Education. Students can find more information about the application process and deadlines at www.cmu.edu/graduate.

Department/College Policy on Outside Employment/Internships

The School of Music does not discourage outside employment that does not interfere with the student's ability to complete requirements for the degree.

Employment in the student's field of study is encouraged

Availability of Summer Employment

International students must contact the Office of International Education regarding ability to hold employment

University Financial Aid

Graduate students should consult the **graduate student financial aid information** found on The HUB website: www.cmu.edu/sfs/financial-aid/graduate/index.html. Students will find the Graduate Financial Aid Guide, information about funding options and how to apply for financial aid and other helpful links.

Graduate students who find themselves in need of **immediate funds for emergency situations** should contact the Office of the Dean of Student Affairs, www.cmu.edu/student-affairs/index.html, to inquire about an Emergency Student Loan.

APPENDIX A

Key Resources for Graduate Student Support

- **Office of Graduate and Postdoc Affairs** www.cmu.edu/graduate/index.html
- **Office of the Dean of Students** www.cmu.edu/student-affairs/dean
- **Center for Student Diversity and Inclusion** www.cmu.edu/student-diversity
- **Assistance for Individuals with Disabilities** www.cmu.edu/disability-resources
- **Eberly Center for Teaching Excellence and Educational Innovation** www.cmu.edu/teaching
- **Graduate Student Assembly** www.cmu.edu/stugov/gsa
- **Office of International Education** www.cmu.edu/oie
- **Veterans and Military Community** www.cmu.edu/veterans
- **Ethics Reporting Hotline** www.cmu.edu/hr/resources/ethics-hotline.html
- **Policy Against Retaliation**
www.cmu.edu/policies/administrative-and-governance/whistleblower.html

Key Offices for Academic & Research Support

- **Computing and Information Resources** www.cmu.edu/computing
- **Student Academic Success Center** www.cmu.edu/student-success
 - » Tartan Scholars
 - » Learning Support
 - » Peer Tutoring
 - » Academic Coaching
 - » “Just in Time” Workshops
 - » Study Partners
 - » Language and Cross-cultural Support
- **University Libraries** www.library.cmu.edu
- **Research at CMU** www.cmu.edu/research
- **Office of Research Integrity & Compliance** www.cmu.edu/research-compliance

Key Resources for Health, Wellness & Safety

- **Counseling and Psychological Services** www.cmu.edu/counseling
- **University Health Service** www.cmu.edu/health-services
- **Campus Wellness** www.cmu.edu/wellness
- **Religious and Spiritual Life Initiatives** www.cmu.edu/wellbeing/resources/religious-spiritual.html
- **University Police** www.cmu.edu/police
- **Shuttle and Escort Services** www.cmu.edu/parking/shuttle/index.html
- **The WORD** www.cmu.edu/student-affairs/theword

APPENDIX B

Registration Checklist

1. Check your enrollment status! Make sure that you are financially cleared and that your academic information is correct.
 - a. Check **Student Information On-line (SIO)** at www.cmu.edu/hub/sio/about.html to confirm your enrollment status, class level and home department.
2. View the School of Music Class Schedule or University Class Schedule to locate specific classes.
 - a. The School of Music Registration and Scheduling Information:
www.cmu.edu/cfa/music/current-students/registration/index.html
The Carnegie Mellon University schedule is at:
enr-apps.as.cmu.edu/open/SOC/SOCServlet
 - b. Class type (music support, etc.) is found on the School of Music Class Schedule. Course descriptions and notes are found on the University Class Schedule by clicking on the course number. In addition to department, the University Class Schedule can be searched by mini courses only, course level, instructor, starting time, and keyword.
3. Draft your class schedule on the Registration Worksheet on Student Information Online (SIO) at www.cmu.edu/hub/sio
4. The Music Curriculum Checklists, Registration Checklist, Registration Class Instructions, Registration Worksheet, and other registration information can be found in CFA 108 and/or at www.cmu.edu/cfa/music/current-students/registration/index.html
5. Make an appointment to meet with your School of Music graduate academic advisor, to discuss your scheduling options.
6. Double check to make sure that the classes you are taking are applicable to your curriculum requirements!
 - a. It is wise to review your Music Curriculum Checklist prior to making any final decisions on which classes to take and to then discuss any questions or concerns you may have with your academic advisor.
7. Be aware of exceptions that may affect you.
 - a. If you anticipate registering for an overload (depending on your current QPA, over 58 or 70 units for undergraduate students, or over 48 units for graduate students), please complete and submit an overload request petition BEFORE you register.
 - b. If you are a graduate student and anticipate registering for a class with an undergraduate course number only, please complete and submit an undergraduate credit petition BEFORE you register. You may register for up to 12 units of undergraduate classes as electives without special permission – certain restrictions apply.

Registration Checklist, continued

8. Once you have checked your enrollment status, drafted your schedule, and double checked your requirements, go online and register.
 - a. Online Registration is located at: Student Information Online (SIO)
www.cmu.edu/hub/sio
 - a. Registration dates and times are located at: Student Information Online (SIO)
www.cmu.edu/hub/sio on the Plan Course Schedule page under the Course Schedule tab
 - b. All students must register at their assigned times. You must be enrolled (registered and financially cleared) by the first day of the semester. You may continue to add classes until the add deadline.
 - c. You should register first for what you're behind in, second for what you need now, and third for what you want now.
9. Register as soon as possible.
 - a. Don't procrastinate! You may not get a space in your preferred section of a class, or in a class with limited spaces. In some instances, you may need to schedule an appointment with your academic advisor to discuss registering for a specific class. Do this as soon as possible in order to avoid the possibility of being put on a class waitlist. Once you are on a waitlist, it is not assured that a space will be reserved for you in that specific class. If the class is needed for graduation or for any other critical purpose, schedule an appointment with your academic advisor to discuss your options.
10. Once you have completed your registration, you can change it.
 - a. If you want to add or drop a course, speak first with your academic advisor. If it is a required music course, petitioning to drop the course is required. Then, go to SIO and either add or drop the course.

School of Music Graduate Degrees

The degree will appear on the diploma or certificate as follows:

Graduate Degree Programs

Master of Music

- Instrumental Performance
- Keyboard Performance
- Vocal Performance
- Composition
- Collaborative Piano

Master of Music in Music Education

Master of Science in Music & Technology

Graduate Certificate Programs

Advanced Music Studies Certificate

- Instrumental Performance
- Voice Performance
- Composition
- Conducting
- Audio Recording and Production
- Piano Maintenance
- Music Entrepreneurship
- Dalcroze Pedagogy

Music Education Certificate

Artist Diploma

School of Music Resources

School Directory

www.cmu.edu/cfa/music/people

Mailboxes for students and staff are in the HoA Mail Room

Practice rooms

Available to all School of Music students on a first-come, first-served basis

Piano Practice rooms, Cello Room, Percussion Practice Rooms and Studio and Tuba Room are locked – students who need access to any of these areas will be issued a key by the Office of Student Services

Key Distribution

See the receptionist at HoA 102

Building Security, Repairs and Services

Contact **Tabitha Pflieger**, Director of Operations for the School of Music
412-268-8131, tpflieger@andrew.cmu.edu

Piano Maintenance

Contact **Peter Stumpf**, Piano Technician, pstumpf@andrew.cmu.edu

Student Organizations

Graduate Student Assembly www.cmu.edu/stugov/gsa

COMMUNITY ENGAGEMENT PROPOSAL/VERIFICATION FORM

Name: _____

Major: _____

Date of Application: _____

Expected Month/Year of Graduation: _____

PART 1 - Community Engagement Proposal — to be submitted for approval via the Community Engagement CANVAS portal

Outreach Performance Site: _____

Event Date and time(s): _____

Event Description and Program: _____

PART 2 - Community Engagement Verification

With this signature, I certify that the above named musician performed at my facility.

Site Representative Name and Title: _____

Site Representative Signature: _____

PART 3 - Student Reflection

At the completion of the Community Engagement event, please submit (1) this form with Part 2 signed by the site representative and (2) attach to this form a one-page reflection on the experience of preparing for and conducting the community engagement.

Return completed form to Director of Graduate Studies

GRADUATE COMPREHENSIVE PROJECT STUDENT INFORMATION SHEET

*** Sign and submit one copy of this form to the assigned **Analysis Advisor** and one copy to the assigned **Program Note Advisor** by the deadline (see timetables on pages 4-5 of the Guide to the Graduate Comprehensive Project)***

NAME: _____

SIGNED: _____

DATE: _____

Collaborative Piano, Instrumental and Vocal Performance

Performance: _____

Date of Recital: _____

Work(s) to be Analyzed: *(composer, title, opus number, and movement to be analyzed)*

Work(s) to be researched for program notes:

Composition

20th or 21st -century work to be analyzed and researched for paper: *(composer and title)*

PLAGIARISM PLEDGE

*** Initial, Sign and submit one copy of the Plagiarism Pledge through CANVAS to the **Director of Graduate Studies** by the deadline (see timetables on pages 4-5 of the Guide to the Graduate Comprehensive Project) ***

- I hereby pledge not to plagiarize any part of my Graduate Comprehensive Project.
_____ (initials)
- I understand plagiarism is a form of cheating.
_____ (initials)
- I understand that plagiarism is defined as the use of work or concepts contributed by other individuals without proper attribution or citation. Unique ideas or materials taken from another source for either written or oral use must be fully acknowledged in academic work to be graded.
_____ (initials)
- I understand that plagiarism can occur when cutting and pasting from a web resource directly into a document without providing quotation marks and proper citation of the source.
_____ (initials)
- I understand that original work is required of the Graduate Comprehensive Project.
_____ (initials)
- I will show good faith in avoiding plagiarism by documenting my sources and consulting with faculty when I am unsure about what requires documentation.
_____ (initials)
- I understand that the penalty for committing plagiarism may include ejection from the University and the withholding of degree. See the Carnegie Mellon University Policy on Academic Integrity at www.cmu.edu/policies/student-and-student-life/academic-integrity.html
_____ (initials)

Name: _____

Date: _____

Signed: _____