

Carnegie Mellon University School of Music

GRADUATE STUDENT HANDBOOK 2023 – 2024



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Welcome	3	Grades and Grading	19
Carnegie Mellon University	4	University Policy on Grades	19
Vision	4	Process for Appealing Final Grades	19
Mission	4	Regular Reviews & Evaluations by the School of Music	20
Carnegie Mellon University Statement of Assurance	4	Academic Integrity	21
The Carnegie Mellon Code	5	Safeguarding Education Equity	22
University Policies & Expectations	5	Assistance for Individuals with Disabilities	22
Academic Calendar	5	Policy Against Sexual Harassment and Sexual Assault	22
School of Music	6	Gestational and Parental Accommodations	23
Mission	6	Consensual Intimate Relationship Policy Regarding Undergraduate Students	24
Graduate Student Handbook	6	Employment Eligibility Verification	24
Graduate Degrees Offered	6	Financial Support	25
Master's Degree Completion and Certification	7	Requirements of Awarding and Continuation of Funding	25
School of Music Graduate Degree Attainment	7	Fees Covered by School	25
University Degree Requirements & Degree Certification	8	Funding Payment Schedule	25
Early Competition	8	Additional Sources for Financial Support	25
Extended or Longer-than-Standard Competition	8	Tax Implications of Financial Support	25
Statute of Limitations	8	Recourse if Funding is Lost	25
Full-time Status and Part-time Status	9	Outside Funding, Fellowship & Scholarship Opportunities	26
Residency Requirements	9	Research Funding	26
Master's Degree Requirements	10	Department/College Policy on Outside Employment/Internships	26
Course Requirements and Related Policies/Protocols	10	Availability of Summer Employment	26
Petitioning for exceptions to School of Music Policy	10	University Financial Aid	26
Drop/Add/Withdraw Procedures	10	Appendix A	27
School of Music Policy for Transfer Credits	11	Key Resources for Graduate Student Support	27
Independent Study	11	Key Offices for Academic & Research Support	27
Internship/Co-op Requirement	11	Key Resources for Health, Wellness & Safety	27
The Graduate Comprehensive Project (MM in performance or composition)	12	Appendix B	28
Thesis Requirement (Master of Music Education and Master of Music Technology)	12	Registration Checklist	28
The Graduate Community Engagement Project (all Masters students)	12	School of Music Graduate Degrees	30
Research Funding Options	13	School of Music Resources	31
Resources and Regulations Governing Research	14	Community Engagement Proposal/Verification Form	32
Policies on Attendance, Leaves of Absence, & Withdrawal	15	Graduate Comprehensive Project Student Information Sheet	33
University Policies	15	Plagiarism Pledge	34
Student Leave of Absence	15	Director of Graduate Studies	
Student Professional Opportunities	15	Stephen Neely, neely@cmu.edu , HoA 131	
Advising	16	Director of Student Services	
Philosophy	16	Sharon Johnston, slj@andrew.cmu.edu , HoA 141A	
Structure	16	Associate Director of Music Admission & Student Services	
The Role of the Advisor	16	Kate Heston, kmheston@cmu.edu , CFA 108	
The Advising Process	17		
Academic Conflicts	18		

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.

Note: While this handbook is specific to your academic experience in the School of Music, there are several other resources and offices graduate students are encouraged to consult during their tenure at Carnegie Mellon University. Information about The Word (the student handbook), the Office of Graduate and Postdoctoral Affairs, the Office of the Dean of Student Affairs and, others are included in [Appendix A](#) of this handbook.

CARNEGIE MELLON UNIVERSITY

Vision

Carnegie Mellon University will have a transformative impact on society through continual innovation in education, research, creativity, and entrepreneurship.

Mission

To create a transformative educational experience for students focused on deep disciplinary knowledge, problem-solving, leadership, communication, interpersonal skills, and personal health and well-being.

To cultivate a transformative university community committed to (a) attracting and retaining diverse, world-class talent; (b) creating a collaborative environment open to the free exchange of ideas, where research, creativity, innovation, and entrepreneurship can flourish; and (c) ensuring individuals can achieve their full potential.

To impact society in a transformative way — regionally, nationally, and globally — by engaging with partners outside the traditional borders of the university campus. www.cmu.edu/about/mission.html

Carnegie Mellon University Statement of Assurance

Carnegie Mellon University does not discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status or genetic information. Furthermore, Carnegie Mellon University does not discriminate and is required not to discriminate in violation of federal, state or local laws or executive orders. Inquiries concerning the application of and compliance with this statement should be directed to the university ombudsperson, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-1018. Obtain general information about Carnegie Mellon University by calling 412-268-2000.

Carnegie Mellon University publishes an annual campus security and fire safety report describing the university's security, alcohol and drug, sexual assault and fire safety policies, and containing statistics about the number and type of crimes committed on the campus, and the number and cause of fires in campus residence facilities during the preceding three years. You can obtain a copy by contacting the Carnegie Mellon Police Department at 412-268-2323. The **annual security and fire safety report** also is available online at www.cmu.edu/police/annualreports.

Information regarding the application of Title IX, including to admission and employment decisions, the sexual misconduct grievance procedures and process, including how to file a report or a complaint of sex discrimination, how to file a report of sexual harassment, and how the university responds to such reports is available at www.cmu.edu/title-ix. The Title IX coordinator may be reached at 412-268-7125 or tix@cmu.edu.

The Carnegie Mellon Code

Students at Carnegie Mellon, because they are members of an academic community dedicated to the achievement of excellence, are expected to meet the highest standards of personal, ethical, and moral conduct possible.

These standards require personal integrity, a commitment to honesty without compromise, as well as truth without equivocation and a willingness to place the good of the community above the good of the self. Obligations once undertaken must be met, and commitments kept.

As members of the Carnegie Mellon community, individuals are expected to uphold the standards of the community in addition to holding others accountable for said standards. It is rare that the life of a student in an academic community can be so private that it will not affect the community as a whole or that the above standards do not apply.

The discovery, advancement and communication of knowledge are not possible without a commitment to these standards. Creativity cannot exist without acknowledgment of the creativity of others. New knowledge cannot be developed without credit for prior knowledge. Without the ability to trust that these principles will be observed, an academic community cannot exist.

The commitment of its faculty, staff and students to these standards contributes to the high respect in which the Carnegie Mellon degree is held. Students must not destroy that respect by their failure to meet these standards. Students who cannot meet them should voluntarily withdraw from the university. The Carnegie Mellon Code can also be found on-line www.cmu.edu/student-affairs/theword/.

University Policies & Expectations

It is the responsibility of each member of the Carnegie Mellon community to be familiar with university policies and guidelines. In addition to this departmental graduate student handbook the following resources are available to assist you in understanding community expectations:

The Word – Student Handbook	www.cmu.edu/student-affairs/theword/index.html
Academic Integrity Policy	www.cmu.edu/policies/student-and-student-life/academic-integrity.html
University Policies Website	www.cmu.edu/policies
Office of Graduate and Postdoctoral Affairs	www.cmu.edu/graduate/policies/index.html

Due to the changing nature of conditions and expectations surrounding public health safety requirements please visit: www.cmu.edu/coronavirus for the most up to date information. Please see Appendix A for additional information about The Word and University resources.

Academic Calendar

The Academic Calendar can be found at www.cmu.edu/hub/calendar/index.html and provides information on all deadlines including registration dates, class start dates, add/drop deadlines, exam dates and more.

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. Some of the policies are University-wide, and pertain to all graduate students in all programs, and some are set in place directly by the School of Music and pertain only to those students in its programs. More information on university policies can be found at:

www.cmu.edu/policies/index.html

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
 - » 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.

University Degree Requirements & Degree Certification

Carnegie Mellon graduate students are expected to complete their degree requirements within the standard length of time for their program of study as outlined in the relevant Graduate Student Handbook. Standard program lengths for graduate students vary significantly – ranging from two semesters for some full-time master's programs to several or more years for doctoral programs. Upon completion of the graduate program degree requirements, the degree will be certified by the student's academic program in the semester in which the student completes the requirements.

Early Competition

Graduate students who consider the completion of all degree requirements in less than the standard length of time for their program of study may consult with their degree-granting program or department to determine if early degree certification is allowed and under what circumstances.

Extended or Longer-than-Standard Competition

Longer-than-standard degree completion may occur due to academic interruptions in making progress toward the degree as defined by the academic program, interruptions of full-time study or progress towards the degree due to serious, documented medical issues, or other unusual or unforeseen circumstances.

Master's students who require longer than the standard time to complete their degree requirements are expected to remain in close contact with their graduate program, and will be certified at the end of the semester in which they have completed their degree requirements. Students shall reference CMU Policy on Master's Student Statute of Limitations: www.cmu.edu/policies/student-and-student-life/masters-students-statute-of-limitations.html regarding guidelines and restrictions which place an upper limit on the maximum length of time allowable for master's degree completion and certification.

Statute of Limitations

As outlined in the master's students **Statute of Limitations**, www.cmu.edu/policies/student-and-student-life/masters-students-statute-of-limitations.html, students must complete all requirements for the master's degree within a maximum of seven years from original matriculation as a master's student, or less if required by a more restrictive department, school or college policy. Once this time-to-degree limit has lapsed, the person may resume work towards a master's degree only if newly admitted to a currently offered master's degree program under criteria determined by that program.

Under extraordinary circumstances, such as leave of absence, military or public service, family or parental leave, or temporary disability, a school or college may, upon the relevant department's recommendation and with the written approval of the dean (or designate), defer the lapse for a period commensurate with the duration of that interruption. Students who are pursuing a master's degree as part-time students for all semesters of their program, as approved by their program, may also appeal to their program or department for extension of the time to degree limit.

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

Internship/Co-op Requirement

An internship or co-op is not required but can be taken as an elective. For more information, contact the **Director of Student Services**.

Expectations – if the experience will have units attached to it, the program should have deliverables from the student commensurate with the number of units they are taking. This can be in the form of interim and final reports on the experience, presentations in the following semester regarding the experience, assessments of their experience as it relates to their course of study, etc.

International students must consult with the Office of International Education for eligibility requirements before seeking an internship/co-op or signing any contracts.

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

Resources and Regulations Governing Research at Carnegie Mellon

- Office of Sponsored Research
www.cmu.edu/osp
- Office of Research Integrity & Compliance
www.cmu.edu/research-compliance
- Intellectual Property Policy
www.cmu.edu/policies/administrative-and-governance/intellectual-property.html
- Policy on Restricted Research
www.cmu.edu/policies/research/restricted-research.html
- Human Subjects in Research Policy
www.cmu.edu/research-compliance/human-subjects-research

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 Director of Student Services and Associate Director of Music Admission and Student Services follow 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. As academic advisors, the Director and Associate Director of Student Services monitor the student's progress in the School, and alert 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 Professional Advisor, the Director of Student Services, 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 and give written documents to the Director of Student Services 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 Director of Student Services 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.

Academic Conflicts

Protocol for Review/Redress of Academic Conflicts

The School of Music follows the university policies for avenues available to graduate students who feel the need to address an academic concern, as summarized below. The procedure for appealing any of the University or School of Music policies is outlined in the **Summary of Graduate Student Appeal and Grievance Procedures**. www.cmu.edu/graduate/policies/appeal-grievance-procedures.html

Summary of Levels of Appeal for Final Grades

- Informal discussion with the faculty member
- Formal written appeal to the Director of Graduate Studies
- Formal written appeal to the Dean
- Dean issues final non-appealable decision

See also **Carnegie Mellon University Grading Policies**
www.cmu.edu/policies/student-and-student-life/grading.html

Summary of Levels of Appeal for Academic Actions

- Seek informal resolution within department, unit, or program
- Formal written appeal to the Dean
- Decision rendered by the Dean
- Formal written appeal to the Provost
- Provost issues final non-appealable decision

Summary of Levels of Appeal for Academic Disciplinary Actions

- Academic disciplinary penalty imposed by faculty and/or department
- Formal written appeal to the President
 - » President issues final non-appealable decision

Summary of Levels of Appeal for General Grievances

- Seek informal resolution within department, unit, or program
- Formal review by the appropriate department, unit, or program head, or director or designated committee.
- Formal written appeal to the Dean
- Formal written appeal to the Provost
- Provost issues final non-appealable decision

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 a cumulative QPA of at least a 3.0 or higher and no grade below a “B”, 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.

See **Carnegie Mellon University Transfer Credit Evaluation and Assignment Policy** www.cmu.edu/policies/student-and-student-life/transfer-credit-evaluation-and-assignment.html for university guidelines for transfer credits. Carnegie Mellon University offers students the opportunity to take courses for credit through a cross-registration program and through the receipt of transfer credit from other accredited institutions. See **Pittsburgh Council on Higher Education (PCHE) and Cross-registration** www.cmu.edu/hub/registrar/registration/cross for more information. The Carnegie Mellon University transcript will include information on such courses as follows: "Carnegie Mellon courses and courses taken through the university's cross-registration program will have grades recorded on the transcript and be factored into the QPA. All other courses will be recorded on this transcript indicating where the course was taken, but without grade. Such courses will not be taken into account for academic actions, honors or QPA calculations." (Note: Suspended students may take courses elsewhere; however, they may receive transfer credit only if their college and department's policies allow this.)

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.

Academic Integrity

Please review the University **Policy on Academic Integrity** www.cmu.edu/student-affairs/ocsi/academic-integrity/index.html The policy includes the University expectations around academic integrity and provides definitions of cheating, plagiarism, and unauthorized assistance.

A review of the University's **Academic Disciplinary Actions** procedures www.cmu.edu/student-affairs/theword/academic-discipline/index.html is also recommended. These procedures outline the process for investigating, reporting, and adjudicating violations of the University Policy on Academic Integrity. The procedures also outline the appeal process.

School Expectations on Academic Integrity are in line with the University policies listed above. The School of Music reserves the right to impose more severe penalties than those outlined in the University policies. Violations of Academic Integrity will be handled by the Director of Graduate Studies on a case-by-case basis.

SAFEGUARDING EDUCATION EQUITY

Assistance for Individuals with Disabilities

www.cmu.edu/education-office/disability-resources/

The **Office of Disability Resources** at Carnegie Mellon University has a continued mission to provide physical and programmatic campus access to all events and information within the Carnegie Mellon community. We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Sections 503 and 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations can begin the process through **Disability Resources secure online portal** www.cmu.edu/disability-resources/students/obtaining-accommodations.html or email access@andrew.cmu.edu to begin the interactive accommodation process.

Students with disabilities are encouraged to self-identify with the Office of Disability Resources and request needed accommodations. Any questions about the process can be directed to **Catherine Getchell**, 412-268-6121, getchell@cmu.edu.

Policy Against Sexual Harassment and Sexual Assault

The University prohibits sex-based discrimination, sexual harassment, sexual assault. Dating/domestic violence and stalking. The University also prohibits retaliation against individuals who bring forward such concerns or allegations in good faith. The policy can be viewed in its entirety at: www.cmu.edu/policies/documents/SA_SH.htm. If you have been impacted by any of these issues, you are encouraged to make contact with any of the following resources:

- **Office of Title IX Initiatives**, www.cmu.edu/title-ix/, 412-268-7125, tix@cmu.edu
- **University Police**, 412-268-2323
- **University Health Services**, 412-268-2157
- **Counseling & Psychological Services**, 412-268-2922

Additional resources and information can be found at: www.cmu.edu/title-ix/

Gestational and Parental Accommodations

www.cmu.edu/graduate/programs-services/maternity-accommodation-protocol.html

Providing holistic student support is a top priority at Carnegie Mellon. The protocols on this page are designed to support the parental needs of students and their families.

Students seeking any of the Parental Accommodations described below must register with the Office of the Dean of Students by contacting the office for an appointment by calling 412-268-2075.

Students are encouraged to register with the Office of the Dean of Students ninety (90) days in advance of the anticipated arrival of the child as applicable in the individual circumstance. At the time of registering, students will have the opportunity to consult about resources, procedures, funding options and preparation for discussing academic accommodations with the student's academic department. Students should also consult with their academic advisors either before or in conjunction with registering with the Office of the Dean of Students.

Accommodations for Gestational Parents

The birth of a child is a significant life event that may require time away from academic pursuits for delivery and recovery from delivery of a newly born child. Students whose anticipated delivery date is during the course of a semester may need to take time away from their academic responsibilities. Carnegie Mellon students seeking time away are afforded two options as possible accommodation:

- **Short-Term Accommodation for Gestational Parents** – A short term absence from academic responsibilities up to a maximum of six (6) weeks. Short-Term Accommodation may be extended by two (2) weeks, for a total of eight (8) weeks, where a longer absence is medically necessary. Prior to the absence students must work with relevant university faculty and staff to adjust their course work, research, teaching and other academic responsibilities during the period of absence. This may include extensions of time to complete assignments, incomplete grades, and/or dropping courses, shifting research responsibilities and adjusting TA assignments. Students who take a Short-Term Accommodation will remain enrolled.
- **Formal Leave of Absence** – A formal leave of absence under the Student Leave Policy. Generally, the Student Leave Policy permits students to take a leave of absence for a full-semester, mini-semester, or for the time remaining in the semester during which the leave is taken. Students who take a Formal Leave of Absence (www.cmu.edu/policies/student-and-student-life/student-leave.html) drop all remaining courses for the semester and are unenrolled for the semester. International students must consult with the Office of International Education (www.cmu.edu/oie/) before considering this option due to visa implications.

Financial Assistance for Student Parents

Carnegie Mellon also offers the following options for financial assistance to students who become parents while enrolled:

Interest Free Loan – Any student who becomes a parent is eligible to apply for an interest-free parental loan (www.cmu.edu/student-affairs/dean/loans/) from the Office of the Dean of Students.

Consensual Intimate Relationship Policy Regarding Undergraduate Students

www.cmu.edu/policies/student-and-student-life/consensual-relationships.html

This policy addresses the circumstances in which romantic, sexual or amorous relationships/interactions with undergraduate students, even if consensual are inappropriate and prohibited. The purpose of this policy is to assure healthy professional relationships. This policy is not intended to discourage consensual intimate relationships unless there is a conflicting professional relationship in which one party has authority over the other, as in the policy.

Employment Eligibility Verification

"If you are receiving a stipend, are a TA, or are planning to have a position with CMU then Employment Eligibility Verification is required. Form I-9 must be completed within 3 business days of beginning work for any type of compensation (stipend or employment). Additional details are highlighted below. To ensure compliance with federal law, Carnegie Mellon University maintains the Employment Eligibility Verification (I-9) Policy [pdf] covering the university's I-9 and E-Verify requirements:

- Every individual receiving a stipend from CMU or employed by CMU must comply with the I-9 Policy by completing the Form I-9 within three business days following the first day of stipend start date/employment.
- Individuals who expect to work on a federally funded project are further responsible for submitting an E-Verify Processing Request Form to the Office of Human Resources if required.
- For more information, please see CMU's Guidance for Completing the Form I-9 and E-Verify Requirements at CMU [pdf], or visit the Human Resources Service website to learn more about Form I-9 and E-Verify and to schedule an appointment to complete the Form I-9.

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
- 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: _____