

THE UNIVERSITY *of* TENNESSEE *at*
CHATTANOOGA

GRADUATE
MUSIC
STUDENT
HANDBOOK

FOREWORD

This Handbook provides a summary of pertinent information from the Graduate Catalog and other sources for students entering graduate programs in Music at The University of Tennessee at Chattanooga. In matters where this document differs from the Graduate Catalog, this Handbook represents Music Department policy.

MUSIC DEPARTMENT CONTACTS

		<u>Office</u>	<u>Phone</u>
Department Head	Dr. Lee Harris Lee-Harris@utc.edu	FAC 308	425-4601
Graduate Music Coordinator	Dr. Kevin Ford Kevin-Ford@utc.edu	Cadek 306A	425-5243
Music Education Advisor	Dr. William Lee William-Lee@utc.edu	FAC 209	425-5269
Performance Advisor	Dr. Mario Abril Mario-Abril@utc.edu	FAC 302	425-4607
Division Jury Chairman	Professor Don Zimmer Donald-Zimmer@utc.edu	FAC 206	425-4622

The University of Tennessee at Chattanooga
Music Department – 1451
615 McCallie Avenue
Chattanooga, Tennessee 37403-2598

(423) 425-4601
(423) 425-4603 FAX

Music Department web site – www.utc.edu/Music

Graduate School web site – www.utc.edu/GraduateSchool

TABLE OF CONTENTS

ACADEMIC REQUIREMENTS

Master of Music Degree.	3
Music Education Concentration.	3
Performance Concentration.	4
Admission Procedures.	4
Departmental Entrance Requirements.	5
Division Jury.	6
Advisement.	8
Faculty Advisory Committee.	8
Admission to Candidacy.	8
Comprehensive Examination	9
Capstone Courses	9
Recital (MUS 5998r)	10
Thesis/Project Options.	10
Thesis (MUS 5999r).	11
Project in Music Education (MUS 5996r)	11
Guidelines for the Prospectus	11

GENERAL INFORMATION

Professional Conduct	12
Applied Music Instruction.	12
Semester End Juries.	12
Recitals	13
Accompanists	13
Accompanist Policy.	13
Stage Crew.	14
Music Scholarships	
Performance Grants.	14
Graduate Assistantships.	14
Facilities and Equipment	
Music Library	15
Music Technology Center	15
Recital Hall Use	15
Practice Facilities	15
University Equipment	16
Instrument Lockers	16
Student Mailboxes	16
Bulletin Boards	16
Music Faculty and Staff	17

SUMMARY OF PROCEDURES18

FINANCIAL AID.19

Possible Course Sequence – M.M., Performance	20
Possible Course Sequence – M.M., Performance, Conducting Option	21
Possible Course Sequence – M.M., Performance, Collaborative Piano Option	22
Possible Course Sequence – M.M., Music Education	23
Possible Course Sequence – M.M., Music Education, Kodály Studies Option	24
Roland Hayes Concert Hall Student Use Policies.	25
Performance Grant Continuation Standards for Graduate Students.	26

APPENDICES.27

Anyone holding the baccalaureate or higher degree who wishes to take graduate courses must make formal application for admission through the Graduate School. Those who do not qualify for graduate admission or who elect to pursue a second bachelor's degree may be admitted as post-baccalaureate students.

THE MASTER OF MUSIC DEGREE

Both the Performance and Music Education concentrations within the Master of Music degree require a minimum of thirty-three (33) semester hours distributed among: (1) courses in major area (core); (2) cognate courses in music; (3) electives from designated courses in professional studies and liberal arts, and; (4) a significant major project. The significant major project consists of a recital for candidates pursuing the Performance concentration and a thesis, project, or performance for Music Education majors. Suggested course of study sequences are presented on pages 20-24.

Ensemble participation requirements may be fulfilled by participation in established Music Department ensembles or chamber music activities approved by the Advisory Committee. Credit for either of these options is established through registration in MUS 5000r.

MUSIC EDUCATION CONCENTRATION

The Music Education concentration requires fifteen hours in the major area, twelve hours of supportive courses in Music distributed among three cognate areas (Applied Music, Music History, Music Theory), five hours of elective courses and from one to three hours of thesis preparation or a recital (performance) or project. An option in Kodály Studies within the Music Education concentration enables the candidate to complete certification in the Kodály approach to music while earning the M.M. degree. This is described in the Graduate Catalog and outlined on page 24.

The course of study will be determined by the student in consultation with his or her Advisory Committee, and will be subject to the approval of the Graduate Music Coordinator and the Dean of the Graduate School. In addition, all final projects, including recitals, must be approved by the Graduate Committee in Music. Recital programs or a project prospectus must be approved no later than the semester prior to the semester in which the project will be presented. See pages 10-11 of this Handbook for details regarding recitals, theses and Music Education projects. The thesis or project prospectus must be submitted to the Graduate Committee in Music with the appropriate cover sheet (see *Appendices* section).

It should be noted that successful completion of an approved professional education concentration leads to Tennessee certification only when the applicant already holds a valid professional teacher certificate as prescribed for the endorsement being sought. Any student not holding a valid Tennessee professional certification must necessarily meet all certification requirements prescribed for initial certification at the time of official application

for Tennessee certification as well as the additional requirements of the approved master's program.

PERFORMANCE CONCENTRATION

The Performance concentration requires fifteen hours in applied music study (primary), ensemble participation, and recital preparation; twelve hours of cognate studies in music history and theory; and six hours of elective courses. The course of study will be determined by the student in consultation with his or her Graduate Advisory Committee and the Graduate Coordinator with approval by the Graduate School dean. In addition to the concentration in solo performance, there are options in Conducting or Collaborative Piano. In the former, conducting is the applied area of study. In the latter, the focus is on vocal and chamber music.

The recital requirement consists of a full-length recital on the UTC campus or at an approved venue. Students in the Conducting or Collaborative Piano options are responsible for assembling the required ensemble or chamber musicians. The recital program must be submitted with the appropriate cover sheet (see *Appendices*) to the Graduate Committee in Music for approval in the semester prior to that in which the recital will be given. The student must register for Music 5998r for the semester in which the recital is scheduled and will be subject to a pre-hearing by the Division Jury at least three weeks prior to the scheduled performance date.

ADMISSION PROCEDURES

An applicant for admission to the Graduate School must: (1) hold a baccalaureate degree from a regionally accredited college or university, and (2) have a minimum grade point average of 2.5 (based on a 4.0 scale) on all undergraduate work taken prior to receiving the baccalaureate degree, or a 3.0 in the senior year. An applicant who graduated from an unaccredited institution may be considered for admission with a 3.0 cumulative average. Completion of the required admissions exams is required if the applicant is seeking admission to a degree program. An applicant who seeks a degree but does not have the requisite grade point average may be classified as a conditional student. For complete information on conditional admission, please consult the [UTC Graduate Catalog](#).

To ensure adequate consideration, the applicant should submit the completed application and supporting credentials to the Graduate School no later than one month prior to the beginning of the semester or summer term for which admission is desired. Those filing applications after the established submission dates cannot be assured their credentials can be processed in sufficient time to secure admission for that term. An applicant for admission must furnish the following materials to the Graduate School Office:

1. A completed, signed application form. The form is available at www.utc.edu/Administration/GraduateSchool/forms/Applications.php.

2. Payment of the \$25, non-refundable, application fee. This fee will be \$30 for U.S. citizens and \$35 for international applicants.
3. Two official transcripts from each college or university previously attended sent directly from the institution to the Graduate School.

If an applicant does not enter UTC in the semester or summer term for which application was made, the applicant's file will be destroyed after one year unless he/she requests and is granted permission to enter at a future date. All application materials become the property of the University and will not be returned or forwarded to other institutions.

In addition to meeting the requirements for admission to the Graduate School, students pursuing the concentration in Music Education must have a bachelor's degree in Music Education from a regionally accredited institution or a professional teacher's certificate. Students seeking the Performance degree should hold a bachelor's degree in music or the equivalent.

DEPARTMENTAL ENTRANCE REQUIREMENTS

The Graduate Theory Placement Examination and Writing Proficiency Examination are required of all students to assist in planning appropriate courses in their program of study. These examinations are administered in the Music Department and must be completed before the student will be fully admitted to the program. Prospective students should contact the Music Office to schedule a time to take these exams. Results will be reported to the student, advisors and the UTC Graduate School. Based on the results, the Graduate Committee in Music may require remedial courses in music theory and/or writing skills as prerequisites to admission to degree programs.

Applicants to the M.M. in Performance must also pass an audition for the faculty Division Jury as an entrance requirement. Students in the M.M. in Music Education concentration need only audition for the Division Jury if they intend to enroll in 5000-level applied music study.

Normally, both the audition and placement examination are completed before enrolling in any graduate courses. However, a student may enroll as a non-degree or provisional student for a limited period of time. It should be noted that such enrollment does not qualify the student for Financial Aid.

DIVISION JURY

The purposes of the faculty Division Jury are: 1) to evaluate the qualifications of students seeking admission to 5000-level (graduate) applied study and to approve or deny such applications; 2) to evaluate the preparedness of all graduate recitals and to authorize the presentation of such recitals as scheduled.

The faculty Division Jury meets on the Friday prior to the beginning of classes, on the first Thursday of each month and on the last Thursday in the fall and spring semesters. A schedule is available on the department web site. The voice faculty will recommend non-degree status, Division Jury repetition, or appropriate prerequisite courses for vocal performance majors if deficiencies in French, German, or Italian diction are noted.

Entry to 5000-Level Applied Study

- a) Normally a graduate student will audition for graduate standing in applied music before the first semester of graduate work. In any case, no student may register for 5000-level applied study without Division Jury approval.
- b) In certain cases, the Division Jury will meet to audition a graduate student for 5000-level study early in the term in which he/she begins work. Registration for 4000 level study will not be retroactively changed to 5000 level study should the audition take place at the normally scheduled Division Jury meeting in mid or later semester.
- c) The Division Jury may consider both the undergraduate Senior Recital pre-hearing and entry to 5000-level study at the same audition. The Division Jury may approve the Senior Recital while not approving entry to 5000-level study. In no case will the Jury approve entry to 5000-level study while not approving the Senior Recital.
- d) Students auditioning for the Division Jury for the purpose of admission to the 5000 level in applied music should prepare, at a minimum, the following:
 - Music appropriate for a senior recital at the undergraduate level.
 - Three selections from the standard repertoire for the instrument or voice, representing various styles, languages and tempi.
 - (for singers) selections in French, German, Italian and English.
 - (for conductors) a videotape or DVD of the applicant conducting a rehearsal or performance, shot from the perspective of the ensemble.
- e) The student must provide his/her own accompanist for the audition. In cases where providing an accompanist is impractical, the student must inform the Music Office at least two weeks prior to the audition date.
- f) Normally, students appearing before the Division Jury are represented at the audition by the appropriate applied instructor. It is strongly recommended that all applicants

for 5000-level status seek the counsel of UTC faculty regarding their audition program.

Exceptions to these regulations may be granted only on the presentation of a formal petition to the Department Head, endorsed by the advisor and applied music instructor.

A student planning a Division Jury hearing should submit six (6) completed copies of the Division Jury form (available in the Music Office and on the department web site) to the Music Office and register for a jury time on the schedule posted outside the Music Office. This must be accomplished no later than one week before the selected Division Jury date. A copy of the Division Jury form is included in the *Appendices* section of this Handbook.

DIVISION JURY SCHEDULE 2012-13

Friday, August 17, 2012	9:00 a.m.-12:00 p.m.
Thursday, October 4	1:40-3:00 p.m.
Thursday, November 1	1:40-3:00 p.m.
Thursday, November 29	4:00-6:00 p.m.
Friday, January 4, 2013	9:00 a.m.-12:00 p.m.
Thursday, February 7	1:40-3:00 p.m.
Thursday, February 28	1:40-3:00 p.m.
Thursday, March 28	1:40-3:00 p.m.
Thursday, April 18	4:00-6:00 p.m.

ADVISEMENT

Graduate students in the Music Department are assigned a program advisor according to their concentration. The Music Education advisor is Dr. William Lee. Students in the Performance concentration are advised by Dr. Mario Abril. The Program Liaison for Music, Ally Jenkins, works directly with students in matters of admission, candidacy and graduation. The Dean of the Graduate School is the general advisor for graduate students in procedural matters.

Dr. Kevin Ford, Graduate Music Coordinator, is available to all graduate students for consultation as needed. In this capacity, his signature is required on many of the forms to be submitted to the Graduate School (see *Appendices*).

FACULTY ADVISORY COMMITTEE

Students admitted to the graduate program will choose, in consultation with the program advisor, an Advisory Committee, comprised of three graduate music faculty members. The program advisor serves as Chair of the Committee. This committee will plan the student's course of study to ensure an appropriate balance of coursework. In the event a student's undergraduate record reflects areas of deficiency, the student will be assigned prerequisite coursework to strengthen the deficient areas. Although credit for such courses will not apply toward the degree, satisfactory completion of these courses will enable the student to remain in the graduate program.

In the first semester of coursework, the graduate student, in consultation with the program advisor, selects two additional graduate faculty members for the Advisory Committee. In the Performance option, one of these must be the major applied music professor. The student obtains permission from those faculty members to submit their names to the Graduate Music Coordinator for consideration as the Advisory Committee. The student submits the names of this committee in writing to the Department Head, who appoints the committee. Faculty members and graduate students are informed by memorandum of the official formation of the committee.

ADMISSION TO CANDIDACY

After successfully completing nine, but not more than eighteen, semester hours of approved graduate courses the student will make application for admission to candidacy for the degree. The Candidacy form is reviewed by the Advisory Committee and must be signed by the advisor and Coordinator of the Graduate Program prior to submission to the Graduate School. The Graduate School dean must approve the program of study, which is then used as the official plan to complete the degree. A copy of the Candidacy form is included in the *Appendices* section and may be downloaded from the Graduate School web site:

www.utc.edu/GraduateSchool/forms/CandidacyApplication.pdf

COMPREHENSIVE EXAMINATIONS

Candidates for the Master of Music degree will take written and oral comprehensive examinations during the last semester before graduation. Scheduled dates and regulations regarding procedures for comprehensive examinations may be found in the Graduate Catalog and on the Graduate School web site. The program advisor should be consulted for complete information.

Within the first two weeks of the semester in which the student intends to take the comprehensive examinations, the student will complete the appropriate application form (see *Appendices*). Since there is an oral component to the exam, the advisor assists the student in scheduling the exam date (Option #2 on the Comprehensive Exam Application form).

The completed application is due to the Graduate School at least one month before the date of the exam. The advisor will request appropriate questions for the written portion from the graduate advisory committee. Each member will provide two questions, for a total of six written questions. These questions will be available to the student on Monday, two weeks before the scheduled oral examination and will be completed by the student and returned to the committee members on Monday, one week later.

This scheduling should be accomplished in such a way that there is at least one week but not more than ten days between the time when the written questions are returned to the committee and the time of the scheduled oral examination.

For example:

February 5	Application for Comprehensive Examination due to Graduate School
February 19	Student picks up written questions from Music Office
February 26	Student returns written examination to Music Office
March 5	Oral Examination date

The written examination shall be typed, double-spaced with appropriate citations according to APA (Music Education candidates) or Turabian (Performance candidates) style guidelines. Four bound copies of the written examination are due to the Music Office on the prescribed date.

CAPSTONE COURSES

Each student is required to complete a recital, thesis or major project as the culminating experience of graduate study. Candidates in the Performance concentration perform or conduct a graduate recital (MUS 5998r), while Music Education candidates have the option of writing a thesis (MUS 5999r) or completing a major project (MUS 5996r).

RECITAL (MUS 5998r)

In addition to enrolling in MUS 5998r, students must be registered for the appropriate applied music course in the semester in which the recital is given. The proposed recital program (submitted with cover sheet) must be approved by the Graduate Music Committee. The recital pre-hearing audition for the Division Jury must occur not less than three weeks before the date of the proposed recital. Should a change in the recital program occur, a new pre-hearing will be required.

MUSIC EDUCATION THESIS/PROJECT OPTIONS

Each candidate, with the approval of the Advisory Committee, has the option of choosing one of the following final projects:

1. A master's thesis. Candidates selecting this option must submit a thesis that demonstrates an appropriate level of research and writing in the field of music education. The research should be experimental, descriptive, historical or philosophical. This option is strongly recommended for those who intend to do further graduate work. (MUS 5999r)
2. The performance of an original large composition(s) or a transcription(s) of at least twenty minutes duration intended for teaching purposes and the production of a short paper relating composition in general to larger concerns in music education. (MUS 5996r)
3. A forty-five minute recital and a short paper specifying the pedagogical problems normally encountered in teaching the instrument(s) used in the recital. (MUS 5996r)
The recital may consist of:
 - a) major instrument or voice.
 - b) major instrument and secondary instruments studied at the graduate level.
 - c) conducting school vocal or instrumental ensembles using music of Grade V or higher.
4. A major music curriculum project for a school system or the writing of a method book for voice or instrument. (MUS 5996r)
5. A forty-five minute Kodály or Orff-Schulwerk open practicum and a short paper for those who have transferred work from an accredited Orff or Kodály training center. (MUS 5996r)

All options, including conducting, must be preceded by approved coursework. Whether a candidate passes or fails an option is determined by the student's Advisory Committee. Additional opinion may be solicited by the Coordinator of Music Education. The Advisory Committee must be formed with the chosen option in mind.

THESIS (MUS 5999r)

Requirements for thesis are stated in the Graduate Catalog. Students who choose this option need to register for 5999r Thesis each fall and spring semester after the initial registration until the thesis is accepted for binding. The student must be enrolled for at least two semester hours of thesis during the semester the thesis is submitted. (Students graduating in August must register for thesis hours in the summer term.) The student's advisor should be consulted for further details.

PROJECT IN MUSIC EDUCATION (MUS 5996r)

Graduate students fulfilling degree requirements through enrollment in MUS 5996r should submit a Project Prospectus(with cover sheet) for Graduate Committee in Music approval no later than the semester before the course is completed.

GUIDELINES FOR THE PROSPECTUS

While the format of each Prospectus may differ according to the nature of the project, each should include:

1. A statement of purpose, including statements regarding limitations in the scope of the project.
2. Statements that support the need for, and value of, the project. Citations from literature, where appropriate, are encouraged.
3. Statements describing the design and methodology to be used in carrying out the project.

Matters of style will be dictated by Turabian. For purposes of the Prospectus, end notes are preferable to footnotes. The final project will follow the style formulations of Turabian or the American Psychological Association, depending on the nature of the project.

GENERAL INFORMATION

PROFESSIONAL CONDUCT

Music students are expected to exhibit professional conduct at all times and to help preserve and maintain the resources of the department. Failure to do so will result in the revocation of privileges, cancellation of scholarships and may result in suspension from the degree program.

Students are to attend all assigned classes and rehearsals, arriving promptly and prepared. Specific attendance policies are developed by each instructor and ensemble director and students are expected to abide by them.

Students may not use the name “UTC” in public performances unless granted permission by the Department Head.

APPLIED MUSIC INSTRUCTION

Graduate students enrolled in 2-4 credit hours of applied music instruction receive a 60-minute lesson each week. Each student should submit a copy of his or her schedule to the Music Office in order to be scheduled for a private lesson. In addition to the tuition and fees charged for academic credit, students will be assessed an applied music fee of \$120 per semester.

Each instructor has established studio policies governing attendance, expectations and requirements. These policies are described in the instructor’s syllabus for the course. It is the responsibility of the student to be familiar with all policies and abide by them.

SEMESTER END JURIES

Semester End Juries are required for undergraduate music majors and may be required of graduate students according to the applied instructor’s studio policy. The requirement is waived during the semester in which a student presents a recital or passes a Division Jury performance. Students should consult with the applied instructor to be informed of proper jury procedures for their area.

A Jury consists of at least three (3) members of the Music Faculty and is advisory to the applied instructor. The applied instructor will determine the final semester grade.

Sign-up sheets for jury appointments will be posted outside Fine Arts 308 one week prior to the jury date. Students may obtain the required jury forms from the Music Office, Fine Arts 308, or from the Music Department web site.

RECITALS

Students planning to present a recital should request a date and performance hall as soon as possible, but not fewer than two (2) months prior to the requested date. The reservation is not finalized until the student has passed the Division Jury audition. Programs and stage crew will be provided by the Department for all required recitals. These services will be provided at a nominal rate for non-degree recitals. Program information must be submitted to the Music Office at least three (3) weeks prior to the performance date (i.e., when the student auditions for Division Jury. Materials submitted after this date will not be guaranteed for the performance date. All printed programs must receive Department Head approval. An audio recording of the recital is available for a \$10 fee payable to the Music Department.

ACCOMPANISTS

Student accompanists are compensated at \$10.00 per hour; professional accompanists receive \$20.00 per hour. For required performances and juries, the Music Department will provide compensation for an accompanist for a prescribed number of rehearsals, depending upon the nature of the performance. In the case of collaborative recitals involving several instrumentalists or singers, the total paid shall not exceed the normal compensation provided for a single accompanist. For additional rehearsals or performances, students are responsible for any accompanist compensation. This program is administered through the Music Office.

“Rehearsals” means both rehearsal time with the accompanist and time spent in the applied lesson with the accompanist. Students may find it more feasible to ask the accompanist to work in half-hour segments.

ACCOMPANIST POLICY

1. The student contacts an accompanist from the approved departmental list, available from the Music Office or his/her applied instructor. Do not wait until the last minute. Difficult repertoire requires advance preparation on the pianist's part. We suggest a minimum of two months ahead of time for recitals and three weeks for all other performances.
2. Students schedule rehearsals, lessons and performance times directly with the accompanist.
3. Both the student and the accompanist should keep a written account of rehearsal hours in order to plan time wisely and ensure correct billing.
4. The accompanist is responsible for submitting invoices to the department. The Music Department will pay for the following services:
 - Division jury (includes two hours of rehearsal)
 - Recital (includes six hours of rehearsal)
 - Semester end jury (includes two hours of rehearsal)
 - Seminar performance (includes two hours of rehearsal)

5. If students wish to have additional rehearsal time beyond what is provided by the Music Department, they must pay the accompanist out of their own funds. For major recitals, students may wish to give the accompanist a little performance “bonus” (amount discretionary).

STAGE CREW

The Music Department Stage Crew provides technical assistance for all faculty, ensemble, and required student performances. Arrangements for non-degree student recitals must be made at least two weeks prior to the performance date. Any costs associated with non-required performances are the responsibility of the student.

MUSIC SCHOLARSHIPS

PERFORMANCE GRANTS

Performance grants are available to entering and continuing graduate music students. Grants are renewable each semester if performance grant continuation standards have been satisfied (see *Appendices*). It is the responsibility of the recipient to understand and comply with these standards. Participation in a major ensemble and applied study is required. Auditions for the following academic year are held in February. Current students should audition for a performance grant on the fall semester end jury. To obtain an application and to schedule an audition, contact Ms. Nancy Leamon, Fine Arts 308.

GRADUATE ASSISTANTSHIPS

The Music Department currently awards two one-half graduate assistantships each year, funded by the Graduate School. Each half assistantship waives 6 hours of graduate tuition and provides the student with a stipend of \$1,375 per semester. In exchange, the graduate assistant is given a 10-hour per week work assignment in the Music Department.

Assistantships are typically held for two years. Students interested in a graduate assistantship should complete an application form available from the Graduate School website at www.utc.edu/GraduateSchool (see *Appendices*).

FACILITIES AND EQUIPMENT

MUSIC LIBRARY

Scores, books, and recordings are housed in the Lupton Library. Recordings are available for limited circulation. Contact the Library for hours of operation.

MUSIC TECHNOLOGY CENTER

The Technology Center is housed in Fine Arts 307. It includes ten (10) stations, each equipped with a Macintosh or Dell computer, CD-Rom player, color monitor, and MIDI keyboard or synthesizer. All stations are networked with a laser printer. Students are required to supply their own headphones when working in the Lab. Students must supply their own floppy discs for storing their work. **Work may not be saved on the hard drives in the Lab.**

Hours of operation for the Computer Lab are posted on the door of FAC 307. Student assistance will be available on a limited basis. Any software or hardware problems should be reported to Dr. McNair or to the Music Office as soon as possible.

RECITAL HALL USE

Student use of the Roland Hayes Concert Hall and Cadek Recital Hall must be approved by the Department Head, and requires written endorsement of the applied instructor or other faculty member. Students are not permitted to use the recital hall without authorization. Guidelines for the use of Roland Hayes are found on page 25.

PRACTICE FACILITIES

Practice rooms should be reserved for student use via the weekly schedule posted on each door. Percussion students should contact Dr. Coulter to arrange for practice facilities. Organ students should contact Dr. Tsai to arrange for practice facilities. Students who have difficulty securing adequate practice time should consult with the Music Department Head. Piano majors and students approved by Dr. Tsai may obtain a practice room key from the Music Office.

The Fine Arts Center hours are 7:00 AM to 10:00 PM on weekdays, 8:00 AM to 10:00 PM on weekends. When the University is in session, music majors desiring to use practice facilities during times when the Fine Arts Center is normally closed should contact Campus Police for access. Only students on the approved Music Department access list will be admitted. **Students are not permitted to teach private lessons in the practice rooms.**

UNIVERSITY EQUIPMENT

Students using University-owned instruments in ensembles, methods, or applied study are responsible for their maintenance and safe return. Instruments are assigned by faculty members of appropriate ensembles/classes.

If an instrument or other equipment checked out to a student is lost or damaged, the student is responsible for its replacement or repair and his/her UTC account will have a hold placed on it for the required amount. This includes sheet music, parts, scores and choral octavos issued to students.

Piano, computer, or audio equipment maintenance requests should be submitted to the Music Office.

INSTRUMENT LOCKERS

A limited number of instrument lockers are available for student use. Students in need of a locker may obtain an application in the Music Office. Assignments will be made each fall by the Department Head. Students will be notified of their locker assignments no later than the end of the first full week of classes. If a locker becomes available during the year, the Department Head will assign the locker to a new occupant based upon applications already received.

Locks are provided by the Music Department. Locks and contents of lockers must be removed no later than the Friday prior to Commencement (Graduation). Students graduating in December must vacate their lockers before the Monday following Commencement. After these deadlines, lockers will be opened and contents disposed.

BULLETIN BOARDS

Information concerning Division Juries, Seminars, and general notices will be posted outside the Music Office, FAC 308. Bulletin boards on the first floor of the Fine Arts Center provide space for student and faculty announcements and notices of upcoming concerts and recitals. Students wishing to post notices on these boards should obtain permission from the Music Office. Posting of notices is not permitted on walls, windows, or doors in the Music Office or in the halls.

MUSIC FACULTY AND STAFF

<u>Full-time Faculty</u>	<u>Office</u>	<u>Phone</u>	<u>Email</u>
Dr. Lee Harris, Professor and Head	FAC 308	4601	Lee-Harris@utc.edu
Dr. Mario Abril, Professor	FAC 302	4607	Mario-Abril@utc.edu
Mr. Jooyong Ahn, Professor, Director of Orchestras	FAC 305	4614	Jooyong-Ahn@utc.edu
Dr. Stuart Benkert, Professor, Director of Bands	FAC 205	4736	Stuart-Benkert@utc.edu
Dr. Roland Carter, Professor, Holmberg Chair	FAC 303	4609	Roland-Carter@utc.edu
Dr. Monte Coulter, Professor	FAC 106	4647	Monte-Coulter@utc.edu
Dr. Kevin Ford, Assoc. Prof., Director of Choral Activities	CAD 306A	5243	Kevin-Ford@utc.edu
Dr. William Lee, Professor, Music Education Coordinator	FAC 209	5269	William-Lee@utc.edu
Dr. Jonathan McNair, Professor, Theory Coordinator	FAC 304	4679	Jonathan-McNair@utc.edu
Dr. Erika Schafer, Assistant Professor, Assistant Band Director	FAC 104	4641	Erika-Schafer@utc.edu
Dr. Paul Shurtz, Lecturer, music history, Cadec Conservatory	CAD 206	4678	Paul-Shurtz@utc.edu
Dr. Rebecca St. Goar, Professor, Vocal Coordinator	CAD 210	4596	Rebecca-St-Goar@utc.edu
Dr. Nikolasa Tejero, Assistant Professor	FAC 208	4630	Nikolasa-Tejero@utc.edu
Dr. Sin-Hsing Tsai, Assoc. Professor, Piano Coordinator	CAD 305	4330	Sin-Hsing-Tsai@utc.edu
Mr. Perry Ward, Assistant Professor, Opera Director	CAD 301	5309	
Dr. Kenyon Wilson, Associate Professor	FAC 103	4620	Kenyon-Wilson@utc.edu
Mr. Don Zimmer, Associate Professor	FAC 206	4622	Donald-Zimmer@utc.edu
 <u>Staff</u>			
Ms. Nancy Leamon, Administrative Assistant	FAC 308	4601	Nancy-Leamon@utc.edu
Mr. Terry Sanford, Administrative Specialist	FAC 310	4645	Terry-Sanford@utc.edu
Ms. Marion Perkins, Administrative Support Assistant	CAD 307	4612	Marion-Perkins@utc.edu
 <u>Part-time Faculty</u>			
Ms. Jan Cochrane, voice, MUS 1110	FAC 207	4626	Jan-Cochrane@utc.edu
Dr. Robert Dean, MUS 1110, Band	Dr.'s Bldg.	5579	Robert-Dean@utc.edu
Mr. Robert Hansel, class guitar, MUS 1110	FAC 202	4616	Robert-Hansel@utc.edu
Mr. Eric Hanson, double bass	FAC 211	4637	Eric-Hanson@utc.edu
Ms. Deanne Irvine, piano	CAD 304	4337	Deanne-Irvine@utc.edu
Mr. Gordon James, horn, brass quintet	FAC 211	4637	Gordon-James@utc.edu
Ms. Nora Kile, MUS 1110	CAD 208	4680	Nora-Kile@utc.edu
Ms. Linda Pennebaker, oboe	Home	4601	Linda-Pennebaker@utc.edu
Mr. Clint Schmitt, saxophone, MUS 3170	FAC 202	4616	Clint-Schmitt@utc.edu
Dr. Heather Small, flute, MUS 1110, Woodwind Methods	Stag 110	4587	Heather-Small@utc.edu
Ms. Janet Sump, class piano	CAD 211	4328	Janet-Sump@utc.edu
Mr. David Walters, piano	CAD 303	4594	David-Walters@utc.edu
Ms. Floy Wang, viola	FAC 211	4637	Elizabeth-Wang@utc.edu
Ms. Jenny Wilkes, cello	CAD 308	4601	Jenny-Wilkes@utc.edu

SUMMARY OF PROCEDURES

<u>Procedure</u>	<u>Under Direction of</u>	<u>Deadline</u>
Admission to Graduate School	Dean of the Graduate School	Prior to initial registration
Admission to degree program • Writing Proficiency Exam • Theory Placement Exam • Audition (MM Performance)	Director of the Graduate School Graduate Music Coordinator	Prior to completing more than 9 hours of graduate coursework
Establish Advisory Committee	Program Advisor	In first semester of residence
Apply for admission to candidacy in order to establish requirements for the degree	Program Advisor Advisory Committee Graduate Music Coordinator Dean of the Graduate School	Prior to completing more than 18 hours of graduate coursework
Apply for comprehensive examinations	Program Advisor Graduate Music Coordinator Director of the Graduate School	Application must be approved by Graduate School one month prior to examination date
Submit Prospectus for Thesis or Project, or Recital Program	Program Advisor Advisory Committee Graduate Committee in Music	In the semester before the project is submitted or recital is scheduled
Place name on graduation list	Registrar	One semester prior to expected graduation date
Apply for degree	Registrar	Prior to registration for the semester in which degree requirements will be fulfilled

FINANCIAL AID FOR GRADUATE STUDENTS

The following abbreviations will be used in this table of financial aid opportunities:

FAFSA – Free Application for Federal Student Aid

<u>Type of Aid</u>	<u>Application</u>	<u>Who is Eligible?</u>
Performance Grants	UTC Music Department	All graduate students
Graduate Assistantships	Graduate School	Graduate students who plan to enroll at least half-time
Graduate Opportunity Assistantships	Graduate School	Full-time students who meet the criteria
Part-time employment for students who do not meet the federal guidelines for employment under the College Work Study program	UTC Placement Office Financial Aid Office	All students
Subsidized Stafford Loans Unsubsidized Stafford Loans	UTC, FAFSA	All students enrolled at least half-time
Scholarships	Graduate School	All students who meet the criteria

Possible Graduate Course Sequence – M.M., Performance

This sequence shows a total of 36 hours, although only 33 are required for the degree. Full-time enrollment of nine graduate hours per semester will qualify the student for financial aid.

Semester	Hours	Cumulative hours
Fall- semester 1		
MUS 5xxx Applied Instruction	2	
MUS 5000 Ensemble	1	
MUS 5020* Seminar in Music History	3	
MUS 5050** Seminar in Music Theory	<u>3</u>	
	9	9
 Spring – semester 2		
MUS 5xxx Applied Instruction	2	
MUS 5000 Ensemble	1	
MUS 51xx* Music History	3	
MUS 5xxx Elective	<u>3</u>	
	9	18
 Fall – semester 3		
MUS 5xxx Applied Instruction	2	
MUS 5000 Ensemble	1	
MUS 5070** Advanced Analysis	3	
MUS 5500 Vocal or Instrumental Literature	<u>3</u>	
	9	27
 <u>Spring – semester 4†</u>		
MUS 5xxx Applied Instruction	3	
MUS 5000 Ensemble	1	
MUS 5xxx Elective	3	
MUS 5998 Recital	<u>2</u>	
	9	36

†Take Comprehensive Examinations in the last semester of study.

Major area courses	15 hours
*Cognate: Music History	6 hours
**Cognate: Music Theory	6 hours
Electives	<u>6 hours</u>
TOTAL	33 hours

Possible Graduate Course Sequence – M.M., Performance Conducting Option

This sequence shows a total of 36 hours, although only 33 are required for the degree. Full-time enrollment of nine graduate hours per semester will qualify the student for financial aid.

Semester		Hours	Cumulative hours
<u>Fall- semester 1</u>			
MUS 5280	Advanced Conducting (Elective)	2	
MUS 5000	Ensemble	1	
MUS 5020*	Seminar in Music History	3	
MUS 5050**	Seminar in Music Theory	<u>3</u>	
		9	9
<u>Spring – semester 2</u>			
MUS 5630	Applied Conducting	3	
MUS 5000	Ensemble	1	
MUS 51xx*	Music History	3	
MUS 5xxx	Elective	<u>2</u>	
		9	18
<u>Fall – semester 3</u>			
MUS 5630	Applied Conducting	2	
MUS 5000	Ensemble (Conducting Assistant)	1	
MUS 5070**	Advanced Analysis	3	
MUS 5500	Vocal or Instrumental Literature	<u>3</u>	
		9	27
<u>Spring – semester 4†</u>			
MUS 5630	Applied Conducting	3	
MUS 5000	Ensemble (Conducting Assistant)	1	
MUS 5xxx	Elective	3	
MUS 5998	Conducting Recital	<u>2</u>	
		9	36

†Take Comprehensive Examinations in the last semester of study.

Major area courses	15 hours
Cognate: Music History*	6 hours
Cognate: Music Theory**	6 hours
Electives	<u>6 hours</u>
TOTAL	33 hours

Possible Graduate Course Sequence – M.M., Performance Collaborative Piano Option

This sequence shows a total of 36 hours, although only 33 are required for the degree. Full-time enrollment of nine graduate hours per semester will qualify the student for financial aid. The three additional hours are divided among applied study (MUS 5511, 4th semester) and ensemble (MUS 5000, 3rd and 4th semesters).

Semester	Hours	Cumulative hours
<u>Fall- semester 1</u>		
MUS 5511 Applied Piano	2	
MUS 5000 Ensemble	1	
MUS 5020* Seminar in Music History	3	
MUS 5005** Seminar in Music Theory	<u>3</u>	
	9	9
<u>Spring – semester 2</u>		
MUS 5511 Applied Piano	2	
MUS 5000 Ensemble	1	
MUS 51xx* Music History (Period)	3	
MUS 5500 String Literature (Elective)	<u>3</u>	
	9	18
<u>Fall – semester 3</u>		
MUS 5511 Applied Piano	2	
MUS 5000 Ensemble	1	
MUS 5090** Musical Styles	3	
MUS 5500 Vocal Music Literature	<u>3</u>	
	9	27
<u>Spring – semester 4†</u>		
MUS 5511 Applied Piano	3	
MUS 5000 Ensemble	1	
MUS 5500 Woodwind Literature (Elective)	3	
MUS 5998 Recital	<u>2</u>	
	9	36

†Take Comprehensive Examinations in the last semester of study.

Major area courses	15 hours
*Cognate: Music History	6 hours
**Cognate: Music Theory	6 hours
Electives (Music Literature)	<u>6 hours</u>
TOTAL	33 hours

Possible Graduate Course Sequence – M.M., Music Education

<u>Semester</u>		<u>Hours</u>	<u>Cumulative hours</u>
<u>Summer (1)</u>			
MUS 5350	History and Philosophy	3	
MUS 5000	Applied Ensemble – Master Chorale	$\frac{1}{4}$	4
<u>Fall (2)</u>			
MUS 5020*	Seminar in Music History	3	
MUS 5080	Research Methods	$\frac{3}{6}$	10
<u>Spring (3)</u>			
MUS 5200	Studies in Music Curricula	3	
MUS 5050**	Seminar in Music Theory	$\frac{3}{6}$	16
<u>Summer (4)</u>			
MUS 5210	Psychology of Music	3	
MUS 5000	Applied Ensemble – Master Chorale	1	
MUS 5xxx	Elective	$\frac{2}{6}$	22
<u>Fall (5)</u>			
MUS 5220	Seminar in Music Education	3	
MUS 5xxx	Applied Instruction	1	
MUS 5xxx	Elective	$\frac{3}{7}$	29
<u>Spring (6) †</u>			
MUS 5xxx	Applied Instruction	1	
MUS 5996	Thesis/Performance/Project	$\frac{3}{4}$	33

†Take Comprehensive Examinations in the last semester of study.

Major area courses	15 hours
Cognate: Applied Music	4 hours
Cognate: Music History*	3-6 hours
Cognate: Music Theory**	2-5 hours
Electives	5 hours
Thesis/Performance/Project	<u>1-3 hours</u>
TOTAL	33 hours

Possible Graduate Course Sequence – M.M., Music Education
Kodály Studies Option

Semester		Hours	Cumulative hours
<u>Summer (1)</u>			
MUS 5300	Kodály Level I	3	
MUS 5000	Applied Ensemble – Master Chorale	<u>1</u>	4
		4	
<u>Fall (2)</u>			
MUS 5020*	Seminar in Music History	3	
MUS 5080	Research Methods	<u>3</u>	
		6	10
<u>Spring (3)</u>			
MUS 5200	Studies in Music Curricula	3	
MUS 5050**	Seminar in Music Theory	<u>3</u>	
		6	16
<u>Summer (4)</u>			
MUS 5310	Kodály Level II	3	
MUS 5000	Applied Ensemble – Master Chorale	<u>1</u>	
		4	20
<u>Fall (5)</u>			
MUS 5220	Seminar in Music Education	3	
MUS 5xxx	Applied Instruction	<u>1</u>	
		4	24
<u>Spring (6)</u>			
MUS 5xxx	Applied Instruction	1	
MUS 5350	History and Philosophy of Music Ed	<u>3</u>	
		4	28
<u>Summer (7)</u>			
MUS 5320	Kodály Level III	3	31
<u>Fall (8) †</u>			
MUS 5210	Psychology of Music	3	
MUS 5996	Thesis/Performance/Project	<u>1</u>	
		4	35

†Take Comprehensive Examinations in the last semester of study.

Major area courses	15 hours
Cognate: Applied Music	4 hours
Cognate: Music History*	3 hours
Cognate: Music Theory**	3 hours
Kodály Certification	9 hours
Project	<u>1 hour</u>
TOTAL	35 hours

ROLAND HAYES CONCERT HALL STUDENT USE

Booking

1. All events and rehearsals must be reserved through the Music Department office.
2. No rehearsals or events can be held unless the hall is reserved and a faculty member or stage crew member is present.
3. Stage crew members are not allowed to let anyone in the hall unless it is reserved.
4. All events must be on the books at least two weeks before the date of the event.

Rehearsals

1. Please be on time to a rehearsal.
2. If you are more than 20 minutes late to a rehearsal and have not called, the stage crew member will lock the hall and leave.
3. Rehearsals will run only as long as the time reserved on the calendar. Do not ask stage crew members to stay late.
4. Any special considerations for the rehearsal (shells, piano, extra stands, sound equipment) need to be submitted, in writing, to the Music Office at least one week before the rehearsal.

Events

1. Please arrive at the time for which you have booked the hall.
2. Any special considerations for an event (shells, piano, extra stands, sound equipment) must be submitted, in writing, to the Music Office no later than one week before the event scheduled.
3. All events must end by 11 p.m.

Miscellaneous

1. Receptions do not fall under the responsibility of stage crew. They must be scheduled with Aramark Food Services prior to the recital (425-4200).
2. Remember to take everything with you. Anything left on the stage after an event will be thrown away.
3. **The stage crew is not responsible for set up or tear down of a rehearsal space other than the Roland Hayes Concert Hall, Cadek Recital Hall or a university-approved performance venue. If you use another room and move anything, you must reset it after the rehearsal or event.**

The University of Tennessee at Chattanooga

Department of Music

Performance Grant Continuation Standards – Graduate Students

Performance grant continuation is based upon, but not limited to, the following criteria:

1. A minimum GPA of 3.0 (on a 4-point scale).
2. A course load of at least 6 graduate credit hours.
3. A semester grade of “A” in the major ensemble(s).
4. A semester grade of “B” or higher in applied study.
5. Compliance with the guidelines set forth in the Graduate Music Student Handbook.

Verification that Continuation Standards for the current semester have been met will be accomplished twice each semester: 1) after the first full week of classes; 2) between the release of final grades and the beginning of the next semester. Students who fail to comply with the Continuation Standards will have their performance grants cancelled. If Continuation Standards are met, the performance grant may be automatically renewed for up to three years, under the period defined in the Performance Grant Contract.

A performance grant may be cancelled at any time during the semester at the discretion of the Department Head.

APPENDICES

Division Jury Form (Music)

Recital/Prospectus Approvals Cover Sheet (Music)

Thesis Committee Form

Application for Admission to Candidacy

Application for Revision to Candidacy

Application for Comprehensive Examination

Application for Graduate Assistantship



**MUSIC DEPARTMENT
DIVISION JURY FORM**

THIS FORM MUST BE FILLED OUT COMPLETELY. Instructor endorsement required.

Student: _____

Date: _____

Instructor: _____

Semester/Year: _____

Instrument/Voice: _____

Degree Program: _____

Projected Recital Date: _____

Applied Instructor's Signature: _____

<p>Recital Type (<i>check one</i>):</p> <p>Graduate: _____</p> <p>Senior: _____</p> <p>Junior: _____</p> <p>B.A. Experience: _____</p>
--

<p>Purpose of this Division Jury Audition: <i>Check all that apply.</i></p> <p>Recital Pre-hearing: _____</p> <p>Advancement to 4000 Level: _____</p> <p>Admission to 5000 Level: _____</p>	<p>5000 Level Applicants Complete the Following:</p> <p>Previous degree: _____</p> <p>Institution: _____</p> <p>Desired Program: _____ <i>(check one)</i></p> <p>M.M. Performance: _____</p> <p>M.M. Music Education: _____</p>
--	--

All performers must list compositions to be performed. Transfer students must also attach a typed repertoire list. Recitalists music attach the following: 1) a typed program listing all works in recital format; 2) a typed outline of the lecture component of the recital. **Six completed copies must be presented to the jury panel.**

1. Recital Pre-hearing

Performance: Approved: _____ Not Approved: _____ Abstain: _____

Lecture Outline: Approved: _____ Revisions Needed: _____

2. Advance to 4000 Level

Passed: _____ Retained: _____ Abstain: _____ Recommend Additional Study: _____

3. Advance to 5000 Level

Passed: _____ Retained: _____ Abstain: _____ Recommend Additional Study: _____

Departmental Requirements: _____

Comments: _____

Signature of Division Jury Member: _____

**THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA
DEPARTMENT OF MUSIC**

**APPROVALS COVER SHEET
Graduate Recital Programs
Thesis Prospecti
MUS 5996 Project Proposals**

Recital programs and prospecti must be approved by the Graduate Committee in Music no later than the semester before the recital is performed or the thesis or project is completed. Programs submitted to the Graduate Committee in Music must be accompanied by three (3) copies of this cover sheet with signatures, comments and approvals from the program advisor and members of the Advisory Committee.

Copies of this cover sheet will be returned to the program advisor, Graduate Music Coordinator and Head.

In the event of disapproval by the Graduate Committee in Music, cover sheets, programs and prospecti will be returned to the program advisor with written comments. Students may submit revised programs or prospecti at the next meeting of the Committee.

Student Information

Name: _____ UTC ID#: _____ Concentration: _____

Recital Program _____ Music Education Thesis Prospectus _____ MUS 596 Prospectus _____

Title of Thesis or Project _____

Graduate Advisory Committee

Program Advisor _____ Date _____ Approve ___ Disapprove ___

Comments: _____

Committee Member _____ Date _____ Approve ___ Disapprove ___

Comments: _____

Committee Member _____ Date _____ Approve ___ Disapprove ___

Comments: _____

Graduate Committee in Music

Action: Approve _____ Disapprove _____

Graduate Coordinator in Music _____ Date _____

Comments: _____

THESIS/DISSERTATION COMMITTEE APPOINTMENT

**The Graduate School
The University of Tennessee at Chattanooga**

1. **Thesis Committee**

Dissertation Committee

**SUBMIT TO THE UTC
GRADUATE SCHOOL**

2. Student Information

(Student ID Number) (Phone #) (Cell #)

(Name)

(Address)

(City, State, Zip)

Degree: _____ Program: _____

Department Head (Approved)	Date

Graduate School (Approved)	Date
_____	_____
Entered into Database	Thesis/Dissertation Enrollment Semester

3. Committee Members: Type or print name and department. Signature indicates both acknowledgement of request and willingness to serve. All committee members must be members of the graduate faculty, and the chair must have FULL membership status with master's or doctoral directive status. See www.utc.edu/graduateschool (graduate faculty) for a list of eligible faculty.

Name	Department	Signature
_____ (Chairperson)	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Title of Thesis or Dissertation: _____

5. Projected Completion Date: Fall 20____ Spring 20____ Summer 20____

6. Prospectus/Abstract (Include this information here or attach a description to this form):

7. Human Subjects (IRB)/Animal Subjects

- This project does not require review by either board.
- I have submitted an application to the IRB. It has been approved Yes No
The approval number is _____.
- I have submitted an application to the Animal Subjects Committee. It has been approved Yes No
The approval number is _____.

Application for Admission to Candidacy for the Degree

The Graduate School
The University of Tennessee at Chattanooga

Name: _____ UTC ID#: _____

Address: _____ Telephone: _____

Master, Specialist, or Doctor (circle one) of _____ Major: _____

Concentration: _____ Graduation Date: _____

UTC Email: _____

Note: See back of this form for directions on completing this form.

<u>Term/Year</u>	<u>Department/Course #/Title</u>	<u>Hours</u>	<u>Grade</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Credit transferred from:

Is the Comprehensive Exam Required? **Yes/No** **Total Hours** _____

Students are also required to apply for graduation in the Records Office one semester prior to the anticipated semester of graduation.

 Applicant's Signature Date

 Major Advisor's Signature Date

 Director/Coordinator of Program's Signature Date

_____ Dean of Graduate School Date
_____ Candidacy Expiration Date

Direction for Completion of the Application for Admission to Candidacy for the Degree

- Prior to completing this form, consult with your advisor and refer to the regulations for master's, specialist, and doctoral degrees in the *Graduate Catalog* to assess your eligibility for admission to candidacy.
- List all courses completed as well as courses to be completed that will meet the requirements for the degree as specified by the catalog currently in effect.
- No course beyond the expected date of graduation and the six-year time limit for the degree should be included on this form.
- Coursework for which a student has earned a grade of D or F is not accepted toward candidacy.
- In order to be eligible for admission to candidacy, the student must have a B average (3.0 GPA) on all courses taken for graduate credit and have completed prerequisite and designated courses as required by the major department or school.
- All courses must be taken for graduate credit.
- Any proposed change(s) in this approved program must be submitted on the Revision to Candidacy form and be approved by the advisor and the Director of the Graduate School.
- **Candidacy forms must be typed or word-processed.**
- Candidacy forms are to be completed after 9 hours and prior to the completion of more than 18 hours.
- A maximum of nine hours of approved graduate credit earned in 400-level courses may be included in any master's degree program.
- **Courses listed on the candidacy form that are substituted for a required course should have the required course listed in parenthesis on the same line as the substituted course.**

APPLICATION FOR REVISION TO CANDIDACY

The Graduate School
The University of Tennessee at Chattanooga

Name: _____	UTC ID#: _____
Address: _____ _____	Telephone: _____
Program: _____	
Student's Signature: _____	Graduation Date: _____

I request permission to make the following change(s) in my graduate program as stated on my approved Application for Admission to Candidacy form:

DELETE Course # and Title:	Hours
_____	_____
_____	_____
_____	_____
_____	_____

ADD Course # and Title	Hours
_____	_____
_____	_____
_____	_____
_____	_____

Approval Signatures:	
_____	_____
Program Advisor	Date
_____	_____
Program Coordinator	Date
_____	_____
Director The Graduate School	Date

The Graduate School* Dept 5305* 103 Race Hall * 423-425-4666 * 615 McCallie Avenue * Chattanooga, TN 37403

Application for Comprehensive Examination

The Graduate School
The University of Tennessee at Chattanooga

Name: _____ UTC ID#: _____
Address: _____ Phone: (h) _____
_____ (w) _____
E-mail: _____
Proposed Degree: _____ Major: _____
Concentration: _____ Date of Graduation: _____

Prior to completing this form, consult with your major adviser. You should plan to take the examination in your final semester of course work. This form, with the required departmental signatures, must be submitted to The Graduate School office at least one month prior to the requested examination date.

Circle the Examination Date Requested:

November 1, 2008 March 1, 2008 July 12, 2008

Circle the Number of the Option Requested:

1. Written Examination: Administered on the date indicated above. Consult with your advisor regarding the time and place for the examination.
2. Oral Examination: Administered by arrangement only. When you are approved for this option, consult with your advisor for a schedule.
3. Oral Examination Utilizing Education 598/599: Available only to eligible M.Ed. candidates. This option cannot be approved unless, at the time of submitting this application, you have completed a minimum of 21 hours of UTC graduate coursework and have a 3.5 or higher graduate grade point average. When you receive approval for this option, consult with your advisor to schedule the examination on your research.

Applicant	Date
Major Adviser	Date
Co-coordinator of Graduate Program in Major Department	Date
Director, The Graduate School	Date
Approved _____ Denied _____	

For Graduate School Use Only:
_____ GGPA
_____ Completed UTC Hours
_____ Candidacy Form Submitted
_____ Degree Seeking

THE GRADUATE SCHOOL
The University of Tennessee at Chattanooga

Application for Graduate Assistantship

Directions: Please complete the information in the Student Section of this page and the information requested on page 2. Return the completed application to The Graduate School (Dept. 5305), 103 Race Hall. **The priority deadline is February 15.**

Student Section:

Name: _____ UTC ID#: _____

Address: _____ UTC E-mail: _____

_____ Other E-mail: _____

Phone: (h) _____

(w) _____

(c) _____

(Should your address change, particularly in summer, please inform the graduate office immediately.)

Proposed Graduate Degree Program:

Degree _____ Concentration _____
Availability: Full Time _____ (20 hours per week) Part Time _____ (10 hours per week)

Term of Entry: _____ UGPA: _____ UG Major: _____

Circle the term(s) during which will be able to work: Fall Spring Summer

GMAT Score: _____ MAT Score: _____ GRE Scores: (V)_____(Q)_____(A)_____

NTE Scores: (P)_____(G)_____(C)_____ PPST/CBT Scores: (R)_____(W)_____(M)_____

I am interested in being considered for a graduate assistantship and realize that the number of awards is limited. There are many factors involved in selecting graduate assistants, including academic merit, work skills, and needs of the department/program. I hereby authorize the release of my academic records for use by the Graduate School Office.

Signature _____ Date _____

For Graduate Office Use Only

Residency: _____ GGPA: _____ Admission Status: _____

Application forwarded to:

Recommendation of Dean/Graduate Coordinator/Department Head

(Please indicate the terms of this award)

Award* (per semester): Full-Time Half-Time Semester(s): Fall Spring

Department Charged: _____ Account Number: _____

Nature of Work Assignment:

Signature of Dean/Graduate Coordinator/Department Head _____ Date _____

*Full-Time: \$2,750 Stipend/9 hours fee waiver/20 hours departmental work, Half-Time: \$1,375 stipend/6 hours fee waiver/10 hours departmental work

The Graduate School ♦ <http://www.utc.edu/gradstudies> ♦ 423-425-4666 ♦ Dept. 5305 ♦ 103 Race Hall ♦ 615 McCallie Ave ♦
Chattanooga, TN 37403

Student Skills:

Please check any special skills you currently possess:

- Data Management
- Desktop Publishing
- Editing
- Grant Writing
- Library Research
- Statistical Analysis
- Tutoring
- Word Processing
- Others-Explain: _____

Explain why receiving a graduate assistantship is important to you:
