



Master of Music
in
Performance/Composition

HANDBOOK

FALL 2009

IMPORTANT CONTACTS

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COLLEGE OF FINE ARTS AND COMMUNICATION

The College of Fine Arts and Communication is one of six colleges of Towson University. The College, which consists of five departments (Art, Dance, Music, Speech and Mass Communication and Communication Studies, and Theatre Arts), is under the direction of the Dean of Fine Arts and Communication. Each department has a chairperson who is nominated by its faculty and appointed by the Dean.

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COLLEGE OF GRADUATE STUDIES AND RESEARCH

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WELCOME

The Department of Music at Towson University is pleased to welcome you to the Master of Music in Performance or Composition degree program. This handbook is intended to assist you in understanding the broader aspects of the program's rules, regulations, and procedures, and to guide you as you progress toward completion of the degree. You should read it thoroughly and consult it regularly.

The MM degree program has a proud history at Towson University and is fully accredited by the Middle States Association and the National Association of Schools of Music. The graduate population is diverse and represents students from a variety of backgrounds and nationalities. Graduate students have matriculated from Brazil, Canada, China, Germany, Indonesia, Korea, the Philippines, Poland, and Russia as well as from all parts of America. Since its inception in 1989, the program has offered excellent training in performance/composition supported by high-level coursework in theory and history/literature. Students graduating from the program have gone on to a variety of careers in performance, teaching, and commercial work. Others have been admitted to doctoral programs at other institutions.

The smaller graduate cohort in the MM degree program is complemented by a larger group of MS students in our music education program. Both programs offer individualized instruction as appropriate and small classes conducive to direct interaction with a faculty recognized for its excellence in performance, composition, and scholarship.

As Director, I am charged with providing details about the program, assisting you in the application process, and guiding you through your studies. I join the entire Music Faculty in saying that it will be my sincere pleasure to work with you throughout your years at Towson University.

Luis Engelke, DMA
Director, MM Degree Program

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THE MM PROGRAM IN MUSIC PERFORMANCE & COMPOSITION: AN OVERVIEW

THE PROGRAM

The Master of Music degree program is intended for talented performers or composers wanting to study with a highly-qualified applied faculty at an affordable institution. It is designed for students who exhibit special talents and have completed the undergraduate courses necessary to meet the requirements for admission. The degree prepares candidates for careers in private studio teaching, professional ensembles, and further graduate work.

GENERAL REQUIREMENTS

The MM Degree is granted upon successful completion of a program of study. Students must complete a minimum of 31 credits including 21 credits of required courses and 10 credits of elective courses. They must complete a degree recital, submit an acceptable recital research paper, and pass an oral defense of the paper.

ADMISSION

Those planning to enroll in the Master of Music program must be accepted by both the University and the Department of Music. Admission to the MM program requires a bachelor's degree in music from a fully accredited college, university, or conservatory of music. A grade point average of 3.00 (B) overall or for the last 60 undergraduate semester hours is required for full admission. Conditional admission may be granted for a minimum grade point average of 2.50. Foreign students must obtain a TOEFL score of 550 or higher. TOEFL standards for students matriculating from UMBC's Post-Baccalaureate Certificate in Contemporary American Music program are stated later in this document.

AUDITION/INTERVIEW

A personal audition/interview is required in which the professional competence in performance or composition is demonstrated. These are set up through the Assistant to the Department Chairperson and/or graduate faculty in the area of the proposed major. Entrance proficiency levels for each instrument or voice area are cited later. Applicants residing over 500 miles from Towson University may request permission to submit a video recording in place of a live audition.

THEORY AND HISTORY PLACEMENT EXAMINATIONS

Placement examinations in music history and music theory are required before beginning formal classwork. The results of these examinations are used to advise students as to their readiness for required courses. Students who score low on these examinations may be required to take courses to address any inadequacies. Information about placement examinations is given later.

MAKING APPLICATION

Please contact Dr. Luis Engelke, MM Director, at 410-704-4664 or via e-mail him at lengelke@towson.edu if you have any questions regarding the program or admission.

Students may apply online at <http://grad.towson.edu/>. Although online application is preferred, application packets may be obtained by writing the College of Graduate Studies and Research, Towson University, Towson, MD 21252 or by calling 410-704-2501. Application involves submission of the materials shown below. All materials should be sent directly to the College of Graduate Studies and Research, not the Department of Music.

Materials Required of All Applicants

- 1) General application form.
- 2) Supplemental application form specifically for the MM program.
- 3) Two reference forms with accompanying letters of recommendation. One reference must be a current or former applied music teacher.
- 4) Official transcript sent directly from the school where the undergraduate degree was/will be granted.
- 5) Audition. Scheduled audition dates are posted at www.towson.edu/music. Auditions can be arranged by emailing Luis Engelke at lengelke@towson.edu.

Additional Materials Required of International Applicants

- 5) Documentation of a score of 550 or higher on the TOEFL (Test of English as a Foreign Language) as a condition of admission. TOEFL Standards for students enrolled in UMBC's Post-Baccalaureate Certificate in Contemporary American Music program are shown later in the appended collaborative agreement.
- 6) Academic degree verification by an appropriate credential service is required of applicants with degrees from institutions outside of the United States.

Applicants will be contacted by letter regarding the ultimate disposition of their application.

AUDITION REQUIREMENTS FOR COMPOSERS

COMPOSITION

1. A selection of your work (portfolio) that provides a profile of the quality and variety of your compositional and/or arranging experience. The portfolio should include an assortment of your notated works and represent your completion of a Bachelor's degree in composition or the equivalent. The portfolio should include at least one work of substantial proportion. Your work should be presented with clear music manuscript or computer notation.
2. If available, submit recordings of the works in your portfolio. All recordings should be on a single, high quality cassette or CD with your name and repertoire clearly labeled.
3. A single-page, written statement regarding your musical background and goals. This should include a description of your prior compositional experience, a description of your compositional influences, and professional goals as a composer.

JAZZ COMPOSITION

1. A cross-section of your work (portfolio) that provides a profile of the quality and variety of your compositional and/or arranging experience. The portfolio should include an assortment of your notated works and represent your completion of a Bachelor's degree in composition or the equivalent. The portfolio should include at least one work of substantial proportion. Compositions submitted may include but are not limited to non-jazz works. Your work should be presented with clear music manuscript or computer notation.
2. If available, submit recordings of the works in your portfolio. All recordings should be on a single, high quality cassette or CD with your name and pieces clearly labeled.
3. A single-page, written statement regarding your musical background and goals. This should include a description of your prior compositional experience, a description of your compositional influences, and professional goals as a composer.

AUDITION REQUIREMENTS FOR PERFORMERS

All candidates must bring a list of their repertoire to the audition. This list should be comprehensive and include dates of performances.

VOICE

Six selections as follows (Nos. 1-5 memorized):

1. Art song in English
2. Art song in Italian
3. Art song in French
4. Art song in German
5. Operatic aria in original language and key
6. Oratorio aria in original language and key

All graduate performance candidates must perform the equivalent of an undergraduate senior vocal recital. The candidate's potential for completing the Master of Music Degree in Voice Performance will be judged according to the following criteria:

1. Musical skills: accuracy, phrasing, general musicality.
2. Basic knowledge of English, Italian, French and German diction.
3. Vocal skills appropriate for study of advanced vocal literature.
4. Performance potential: stage presence, poise, interpretation, expression, and communication.

WOODWINDS

FLUTE

Applicants must perform a 30-minute audition that features a minimum of four compositions—one each from the baroque, classical, romantic and contemporary periods. Representative literature includes sonatas by J. S. Bach, concertos by Mozart, and sonatas by Reinecke or Piston.

CLARINET

Applicants must perform a minimum of two major solo works, one from the 20th century and one from the 18th or 19th century. Orchestral excerpts from the Bonade or McGinnis Book I or II should also be included.

BASSOON AND OBOE

Applicants must perform a 30-minute audition including representative works from the baroque, classical, romantic and contemporary periods. All applicants will be asked to sight read.

SAXOPHONE

Applicants must be prepared to perform three compositions, Grade V or VI from the Maryland Band Directors Association list of graded solos. One of the compositions must be a baroque transcription. One may be an unaccompanied solo, but others must be performed with accompaniment.

BRASS INSTRUMENTS

TRUMPET, FRENCH HORN, TROMBONE, TUBA

Audition repertoire must include a minimum of 30 minutes of solo literature encompassing three contrasting stylistic periods and five orchestral excerpts. At least one solo work must be a complete sonata or concerto. Memorization and piano accompaniment are optional. Trumpet players must demonstrate proficiency on piccolo trumpet as well as B-flat and/or C trumpet.

STRINGED INSTRUMENTS

VIOLIN, VIOLA, CELLO, DOUBLE BASS

Applicants must perform two contrasting movements from a sonata, suite, or partita by J. S. Bach. Also required is the first movement of a major concerto and one of the following: a contrasting movement of the same concerto, a sonata movement, or a virtuoso piece.

CLASSICAL GUITAR

Applicants must perform a 30-minute audition demonstrating technical and musical proficiency using literature representative of contrasting styles. Applicants will also be asked to play scales and to sight read.

KEYBOARD INSTRUMENTS

PIANO

Applicants must perform a 30-minute audition demonstrating technical and musical proficiency using representative literature of contrasting styles. While no specific repertoire is mandated, the program should include at least three contrasting styles. Examples of representative literature include preludes and fugues from *The Well-Tempered Clavier* by J. S. Bach; Sonata in F minor, Op. 57, by Beethoven; *Andante spianato and Grande Polonaise*, Op. 22 by Chopin; and *Piano Variations* by Aaron Copland. The selections must be played from memory. The applicant may use his/her undergraduate recital repertoire as the audition. All applicants will be asked to sight read and may be asked to play scales and/or arpeggios. Applicants will be judged not only on the quality of their performance, especially with

regard to accuracy of notes, rhythm, etc., but also on the level of musicianship exhibited at the audition.

ORGAN

The audition will be in the form of a program selected by the applicant, the duration of which must be at least 30 minutes. No specific repertoire is required, but the following guide should be used, and all categories of the literature should be covered.

Audition Repertoire Guide

1. Works from early Spanish, early Italian, early French, or 17th century North German repertoire.
2. A major work of J. S. Bach (a prelude and fugue, toccata, or similar work).
3. A chorale setting of J. S. Bach which is either in trio form or a florid treatment of the chorale melody.
4. A major work of the romantic period, either French or German.
5. A contemporary work written after 1930. The style should contrast with that of the romantic-period work selected.
6. Sight Reading.

Applicants are judged not only on the quality of performance, especially in matters of accuracy of notes, rhythm, etc., but also on the level of musicianship exhibited at the audition.

JAZZ PERFORMANCE

Applicants must be prepared to perform three compositions. One of the compositions presented must be a standard jazz tune. One must be based on "I Got Rhythm" progression. The third may be a standard jazz blues, ballad, or an original composition in any jazz style. The University will provide a stereo system (turntable, cassette, or compact disk) for the audition if the applicant wishes to use a recorded rhythm track (such as the Jamey Aebersold Series). Applicants may choose to provide their own rhythm section, consisting of piano or guitar, bass, and drums. The University will have a piano available upon request.

PLACEMENT EXAMINATIONS

After being admitted to the program students must take advisory examinations in music theory and music literature. These exams are generally given in the week preceding the start of fall classes. New students will be notified by e-mail regarding the date and time. Students who score less than 70% on the theory exam and/or the literature exam will be required to take Concepts of Music Theory (MUSC 629) or Perspectives in Music History (MUSC 621), respectively. These courses can be applied to the degree as electives. Students with very low scores on either exam may be required to take undergraduate theory or literature classes that cannot be applied to the degree. Exam descriptions are shown below.

THEORY ADVISORY EXAM

The theory exam is designed to be diagnostic, and questions may be asked in a wide variety of formats. A typical exam will test the student's knowledge of part-writing, harmonic and structural analysis, musical forms and processes, and 20th-century compositional techniques. Standard music theory textbooks are suggested for review: *Techniques and Materials of Tonal Music* by Benjamin, Horvit, and Nelson; *Tonal Harmony* by Kostka and Payne; Spring and Hutcheson's *Musical Form and Analysis*.

For further information contact:

Dr. Jonathan Leshnoff
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Towson University
Towson, MD 21252
410-704-2845
jleshnoff@towson.edu

MUSIC HISTORY PLACEMENT EXAM

Materials for the music history exam are drawn from all style periods from medieval music through the contemporary period. The exam is comprised of four sections:

1. Matching definitions of musical terms with terms and appropriate composers' names selected from a list of each. Matching names of standard works with composers' names selected from a comprehensive list.
2. Identification of selected pages from musical scores by appropriate style period, type of work, and a possible composer. In addition you will select several of these to discuss in essays of style analysis.

3. Identification of a number of listening examples played on tape by appropriate style period, type of work, and a possible composer.
4. An essay on an historical topic (Western Music History or Jazz History as appropriate).

For study and review please consult: Wold, Milo and Edmund Cykler. *An Outline History of Music*, 6th edition. Dubuque Iowa: William C. Brown, 1990. Standard histories of music such as Burkholder/Grout may also be used.

For further information contact:

Dr. Carl B. Schmidt
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Towson University
Towson, MD 21252
410-704-2830
cschmidt@towson.edu

MM DEGREE REQUIREMENTS

All requirements must be completed within a 7-year period. A minimum average of 3.0 in all courses is required. No more than two C grades or three 500-level courses can be applied to the graduation total.

TRANSFER CREDIT

6 credit hours of electives may be transferred (see UMBC Collaborative Agreement for exceptions that may apply to students matriculating from that program). As a rule, required courses and applied lessons credits must be completed at Towson University. Degree recitals cannot be transferred. All decisions regarding credit transferability rest with the MM Director and the Department of Music Graduate Committee.

REQUIRED COURSES (21 credits)

Applied Lessons - (one-hour private lessons)	12 credits
Advanced Theory (MUSC 631)	3 credits
Music Bibliography & Research (MUSC 685)	3 credits
Ensembles	2 credits
Recital	1 credit

ELECTIVE COURSES (10 credits)

Electives must be selected from 500-600 level music courses with the approval of the MM Director. In general, elective course work should have a direct association to the student's major. A maximum of four elective credits may be applied lessons and/ or ensembles. Concepts of Music Theory (MUSC 629) and/or Perspectives in Music History (MUSC 621) may be counted as elective courses.

Performance students whose undergraduate coursework has not included a pedagogy course must take one of the following courses as appropriate:

MUSC 542 (Vocal Pedagogy)	3 credits
MUSC 543 (Instrumental Pedagogy)	1 credit
MUSC 560 (Piano Pedagogy)	3 credits
MUSC 562 (Guitar Pedagogy)	3 credits

RECITALS AND JURIES

Since the graduate recital is the culminating project for the MM degree, it is normally performed in the student's final semester. Students must enroll in applied music during the semester in which the recital is presented. End-of-semester jury examinations are a condition of enrollment in applied music, except during the recital semester. Enrollment in MUSC 797 (Graduate Recital) requires completion of a pre-recital jury, passage of which constitutes permission to perform the recital.

GRADING OF RECITALS

Evaluation of the performance is based on technical ability, repertoire, and interpretation.

Grade of A - Recital demonstrates performance commensurate with a Master of Music Degree at a distinguished level.

Grade of B - Recital demonstrates performance commensurate with a Master of Music degree at an acceptable level.

Grade of F - Recital does not demonstrate a performance level commensurate with a Master of Music degree. The performance reveals inadequate technical ability, repertoire, and/or interpretation.

OTHER EXIT REQUIREMENTS FOR THE MM DEGREE

Candidates must produce a recital research paper acceptable to a faculty committee and successfully defend the paper before that committee. Detailed information regarding the paper and oral examination follow later in this document.

GRADUATION

Candidates must notify the MM Director in writing of their intention to complete the program before the beginning of the last semester of study. They must submit a Request for Graduation Review to the Graduate Office by the deadline published yearly in the Academic Calendar. If the application is submitted late, graduation will be postponed until the next graduation date. All graduation requirements, including resolution of incomplete grades and acceptance of the final project, must be completed by the last day of the semester in which a student has applied for graduation. If the student does not complete graduation requirements as anticipated, the application must be resubmitted when he/she again seeks graduation in a subsequent semester.

MM RECITAL PAPER AND ORAL EXAMINATION

The starting point for completion of the recital paper is a meeting between the student and the MM Director. The student retains responsibility for arrangement of the meeting, which should take place early in the semester prior to the one in which the paper will be completed. The student's committee will be formulated at the meeting along with a tentative timeline for completion of the paper. The committee will normally consist of a specialist in music literature, a theorist, and the student's applied instructor. When the MM Director deems it appropriate, a fourth faculty member can be appointed. A majority of the committee members must be full-time faculty. The MM Director will appoint one member of the committee to serve as principal advisor, who will constitute the student's primary point of contact for writing the initial draft of the paper. The student is also advised to consult other members of his/her committee throughout the process.

For performance majors, the research paper will address historical, theoretical, pedagogical, and bibliographical aspects of the recital repertoire. For composition majors, it will address constructive aspects, stylistic content, and compositional influences of two complete pieces selected from the original music presented on the recital. When the specific focus of the paper has been determined and approved by the principal advisor, the candidate will submit the title together with a one-page description of the paper to the Graduate MM Coordinator.

For performance majors, a polished draft of the research paper is due to the principal faculty advisor no later than the 2nd Friday of the final semester of study. For composition majors, it is due no later than seven full weeks prior to the date of the student's graduate recital. The advisor will review the paper and, within a three-week period after receipt, notify the student in writing that he/she 1) accepts the paper, 2) accepts the paper pending specified changes, or 3) rejects the paper. Unconditional acceptance clears the paper to go forward for review by all members of the student's committee. When changes are required, they must be accomplished to the advisor's satisfaction within the three-week period that follows the notification. In all circumstances, the final deadline for submission of an approved paper to the full committee will be the 8th Friday of the final semester of study. Papers that go forward to the full committee must be presented to each member of the committee in hard copy. The principal advisor may choose or not choose to accept the original draft as an electronic submission. Papers originally rejected by the principal advisor cannot be resubmitted in the semester in which they were rejected. The student can appeal rejection decisions to the MM Program Director. If the Director feels that the appeal has merit, he or she will forward it to the Graduate Committee for disposition.

Committee members who receive a paper accepted by the principal advisor will, within three weeks, notify the student that they 1) accept the paper, 2) accept the paper pending minor specified changes, or 3) reject the paper. When a majority of the whole committee has voted to accept the paper or accept it pending minor changes, the MM Director will schedule an oral defense. All changes to the paper must be completed to the satisfaction of the faculty member(s) concerned prior to the date of the defense. The paper will not be considered successfully completed until a final copy, signed by a majority of the student's committee, is delivered to the MM Director for placement in the student's file. Students

may not formally submit a recital paper more than twice during their tenure in the MM program. Second submissions will be made no more than one semester after the initial submission unless an exception is petitioned to and granted by the Graduate Coordinator. A paper that fails on the second submission will automatically result in the candidate's termination from the program.

Twenty-five pages are considered a minimum finished length for the paper. Research papers for both majors will adhere to a style sheet approved by the Graduate Committee and should feature polished, scholarly writing. The Graduate Committee currently requires use of Mark A. Radice's *Irvine's Writing about Music*, 3rd ed. (Portland, OR: Amadeus Press, 1999). Copies are generally available from the TU student bookstore.

The student's oral defense must take place no later than the final day of classes for that semester. The exam will last one hour only; questions will be directly related to research, analysis, etc. disseminated by the student in his/her paper. The principal advisor will give the student a leadoff question, approved by all committee members, one week prior to the exam. The committee will deliberate immediately following the exam and notify the student of one of three outcomes: 1) oral exam passed with honors, 2) oral exam passed, or 3) oral exam failed. Failed oral exams must be repeated prior to the end of the final examination period. A second failure of the oral defense will automatically result in the candidate's termination from the program.

MM RECITALS

A pre-recital jury is required at least two weeks prior to presentation of the degree recital in performance. The student's private instructor and other full-time faculty (generally from the performance area) will compose the jury. A passing grade on that jury constitutes permission to perform the recital. Upon successful completion of the recital, an archival CD and a program copy must be submitted to the MM Director for retention in the student's permanent file. Students are allowed to repeat MUSC 797 (Graduate Recital) only one time—second failure of a graduate recital will result in termination from the program.

The MM recital for composition majors will consist of works completed during the student's graduate tenure at Towson University. The total performance shall be no less than 30 minutes of music. The recital program will be drawn from works in the student's Master's portfolio (see below). The program for the recital is subject to approval by the composition faculty. The recital will be evaluated on musical excellence and organizational skill as evident in the student's ability to compose the music, find performers, organize rehearsals, and present the recital.

The student must formally apply to present his/her recital no later than eight weeks prior to the expected recital date. This process involves completing the Graduate Composition Approval for Recital Form, selecting the works to be programmed, making bound photocopies of the scores and all performance parts, and submitting these materials to the student's main composition teacher. Submitted materials should include a complete set of scores, performance parts, completed necessary performance software (if used), and cover

form indicating that all compositional work is completed and that the student is prepared to enter the rehearsal and production stage of the recital. The student's proposal is reviewed by the composition faculty, and the student will receive a written response indicating if the proposed recital is to be presented. This process assures that the student is prepared to present the degree recital. Students must be enrolled in composition lessons during the semester in which the recital is presented.

At the completion of the last semester of 600-level composition lessons, graduate composition students will present to the composition faculty a portfolio of at least four compositions completed during work toward the Master of Music degree at Towson University. The portfolio should be accompanied by a completed Composition Portfolio Acceptance Form. The Master's portfolio is to be of the highest quality in artistic merit and presentation and must contain at least one work of significant scope. The portfolio should demonstrate compositional proficiency with works for a variety of media. The selection of works that make up the portfolio is subject to approval by the composition faculty.

The portfolio is due the last day of classes during the final semester before graduation. The student's primary composition teacher and a second member of the composition faculty will review the portfolio and, if it meets all requirements, will sign a verification of acceptance for the portfolio before the student may graduate. The requirements for portfolio presentation should be discussed with the composition teacher. Each work should be carefully notated, photo-copied back-to-back, and spiral bound with a title page, information page(s) and front and back cover stock. Recordings should be submitted on CD-R with all appropriate information, including titles, date of performance, performer names, clearly presented on the label. In addition to the hard copy items in the portfolio, it is also required that the portfolio be turned in as a DVD-ROM with all score files in both Finale and PDF format and with a web page that links to streaming audio files, to PDF files of scores, and to program notes for each work. The department will keep these portfolios.



PROPOSAL FOR COLLABORATIVE MASTER OF MUSIC DEGREE IN PERFORMANCE PROGRAM

Towson University and University of Maryland Baltimore County

November 10, 2005

Background

The University of Maryland Baltimore County enrolls a number of highly qualified foreign students in their Post-Baccalaureate Certificate in American Contemporary Music program. This is a one year program in which performance students study contemporary American music through intensive private study and coursework such as seminars in American Chamber Music and American Music History. These students also engage in intensive English language study at UMBC. UMBC has no minimum TOEFL proficiency requirement for the admission of foreign students to this program. However, students are required to submit TOEFL scores prior to matriculation. Scores for the current year's class ranged from 415 to 495.

Students in the certificate program possess a high level of performance skill—many are graduates of Japanese conservatories. Some of them are interested in pursuing a graduate degree at an American institution following completion of the certificate program. Some have successfully auditioned for schools such as New England Conservatory but have been denied admission because their TOEFL score fell below 550 at the date of their application. The collaborative program outlined in this document attempts to provide a mechanism for allowing such students to enroll in the MM program at Towson University while working to bring their TOEFL scores up to the 550 level currently required for full admission to that program. UMBC has requested that any collaborative program meet the specifications that follow:

1. Towson University will accept (contingent upon educational credentials and successful audition) students whose TOEFL scores are lower than 550 at the time of application. Those who cannot reach 550 prior to matriculation will be allowed to work toward the MM while taking intensive English language coursework at Towson. These students must achieve TOEFL 550 prior to graduation from Towson's MM program.
2. Students will be allowed to transfer up to 12 credit hours of graduate-level coursework or applied music from UMBC to Towson.

Towson music faculty voted unanimously at an August 26, 2005 meeting for further exploration of the UMBC proposal. Citing recent experiences, some voiced concern regarding the ability of sub-550 students to function successfully in Towson's academic curriculum. The suggestion was offered that such students be required to produce a 550 TOEFL score prior to commencing academic coursework. The issue was remanded to the department Graduate Studies Committee for exploration. The proposal that follows has been unanimously approved by that committee and by the Towson University music faculty. It also has been approved by representatives of Towson's College of Graduate Education and Research. It adheres to the assumption that after one year on the UMBC campus, students will be able to complete their MM at Towson within a period no greater than two additional years.

Proposal

The Towson University Department of Music will encourage interested UMBC certificate students to apply for admission to our MM program. Those who hold a TOEFL score of 550 or above at the time of application will be granted full admission for the coming fall if their Department of Music audition is successful and they possess the other credentials necessary for acceptance as a graduate student at Towson. Students who have not achieved TOEFL 550 will be classified as "Eligible for Admission" if:

1. their Department of Music audition is successful;
2. they possess the undergraduate academic credentials required for acceptance as a graduate student at Towson;
3. they successfully interview with representatives from Towson's Theory/Composition, History/Literature, and Applied Music Divisions.

Students so classified will be admitted "With Conditions" to Towson's MM program if they present a TOEFL score between 500 and 550 prior to May 31 of the academic year in which their application is made. They will enroll in applied music, ensembles, and intensive English during their initial semester at Towson; their primary goal during that time will be elevation of the TOEFL score to 550. These students will be retested at the end of their initial semester. Those who score 550 will be granted full admission and will be eligible for the complete range of graduate courses at Towson. Those who do not score 550 will need to petition Towson's MM Program Director for continuation in the program. The Program Director will consult the Music Department Graduate Studies Committee, other concerned music faculty, and Towson's English Language Center in making his/her decision. Under no circumstances will a student be allowed to continue as conditionally admitted for more than two semesters, and one semester will normally form the limit.

Towson will accept, subject to approval by the MM Program Director, up to 12 graduate-level transfer credits from UMBC. The MM Program Director will develop, in consultation with faculty from other areas, an individualized course of study for each student. Students will be obliged, at a minimum, to complete the requirements that follow on the Towson campus:

Applied Lessons	10 credits
Advanced Theory (MUSC 631)	3 credits
Music Bibliography & Research (MUSC 685)	3 credits
Ensembles	2 credits
Recital	1 credit
Recital Paper and Oral Exam	

Transfer students will be tested in music theory, history, and literature shortly before their first semester as a fully-admitted student. Those who do not attain a passing score in music theory will be required to complete Concepts of Music Theory (MUSC 629) prior to taking MUSC 631. Those who do not attain a passing score in music history/literature will be required to complete Perspectives in Music History (MUSC 670) prior to enrollment in MUSC 685. Those who do not present pedagogical experience or coursework in pedagogy at the time of admission will also be required to complete the applicable course shown below:

Vocal Pedagogy (MUSC 542)	3 credits
Instrumental Pedagogy (MUSC 543)	1 credit
Piano Pedagogy (MUSC 560)	3 credits
Guitar Pedagogy (MUSC 562)	3 credits

Any items above that depart from the degree description and procedures shown in Towson's *Master of Music in Performance/Composition Handbook* represent the only such departures. In all other ways, student progress toward the MM degree will be governed by the stipulations of the *Handbook* and those of the applicable *Towson University Graduate Catalogue*. The special procedures outlined in this proposal pertain only to students who attempt to transfer from the UMBC certificate program.

REQUEST TO VIEW STUDENT DEPARTMENTAL RECORD

In accordance with both federal law and university policy, students have access to appropriate portions of their departmental file upon written request. To access the file, the student must complete the "Request to View Student Departmental Record" form, which is available in the Music Office (FA374). The form details the regulations regarding student files. The process usually takes several days as files must be inventoried before they can be transmitted.

EXCEPTIONS TO MM HANDBOOK POLICIES

Exception to any policy, procedure, etc. stated in this document must be approved by the Music Department Graduate Committee. Any request for such exception should be addressed in writing to the MM Director who will forward it to the committee for consideration.