

YALE UNIVERSITY
DEPARTMENT OF MUSIC

GRADUATE STUDENT HANDBOOK
2020-21 edition

This handbook is revised annually by the Director of Graduate Studies (DGS). Each revision incorporates any changes in the program voted by the graduate faculty during the previous year. The handbook current at the time of a student's matriculation sets forth the policies that govern that student's program. If program changes are made in subsequent years, students may be given the option to switch into the adjusted program, but they can also continue the program in force at the time of matriculation.

The current version was updated in July 2020 by Michael Veal.

Overview

Pursuit of a Ph.D. in Music at Yale is a full-time activity. The first two years of the program are devoted exclusively to course work and, if necessary, language study. Beginning in spring of the second year and through the summer, students prepare for the Ph.D. qualifying examination, which is administered just prior to the beginning of the third year. The third and fourth years are devoted to research and dissertation writing, as well as part-time teaching in Yale College. The fifth year is normally dedicated to full-time work on the dissertation. Students who have made satisfactory progress but not yet completed the degree are given the opportunity to teach and receive a full stipend as they complete the dissertation during the sixth year.

Students are admitted into concentrations in Music History, Music Theory, or Ethnomusicology, the distinctions among which are outlined below. Students who wish to switch or combine concentrations should submit a petition to the faculty via the Director of Graduate Studies (DGS), normally no later than the beginning of the second year of study.

Students in the joint program in Music and African American Studies

are governed by a different curriculum and set of policies.

Course Work

Course Requirements

All students take a minimum of fourteen courses. For students in Music History and Music Theory, two of those fourteen may be in other departments; this number may be raised to four upon petition, for students with significant prior graduate course-work in music. Students in Ethnomusicology take at least nine graduate seminars in music, and at least two courses in other departments.

All students take proseminars in Music History, Music Theory, and Ethnomusicology (MUSI 697, 698, and 699). Music History students take at least one course in History of Theory (MUSI 720-721). Music Theory students take both MUSI 720 and 721.

Courses outside the music department must be either graduate seminars or non-introductory undergraduate courses (normally 300-level or above). Language courses may not be used to fill the course requirements.

In any two-year period, each of the two History of Theory courses and the three proseminars will be offered once. Students should take required courses as they are offered during their two years of coursework.

Normally course work is to be completed before students take their qualifying exams in the summer before their third year. Students may audit courses during their third year and beyond.

Registration Process

Students in the first two years of the program meet with the DGS at the beginning of each semester to discuss their study plans. Students select courses using the Online Course Selection site. The DGS receives an email notification and can approve the selection or suggest revision. The course schedule must be filed by a date stipulated in the Graduate Bulletin, normally two weeks into the semester; it may be changed, with consent of the DGS, any time before mid-semester, although students may be asked to pay a small fee. No change can be made after the middle of the semester. Additional information is provided in the *Programs and Policies* Guide of the Graduate School (<http://gsas.yale.edu/academics/programs-policies>).

Grades and Minimum Honors Requirement

All graduate courses in years 1 and 2 must be taken for quality grades: H (Honors); HP (High Pass); P (Pass); and F (Fail). An Honors grade is given for work of exceptional quality and promise; a High Pass is earned for fully satisfactory graduate-level work. All work is normally due by the end of the semester, although some instructors may extend due dates into January or late May. Students unable to complete work by the due date may request a Temporary Incomplete (TI), although this can be done *in no more than one course per semester*. An instructor who grants such a request will stipulate an ultimate due date, which can be no later than the date set by the Registrar of the Graduate School. Grades for any courses not completed by that date will convert to a Permanent Incomplete (PI). It is official GSAS policy that, after they are submitted, final grades cannot be adjusted through the submission of additional work.

Any courses beyond the required fourteen, whether taken in years 1 and 2 or in later years, may be taken for quality grades, for a grade of SAT[isfactory] , or (with permission of the instructor) as an audit (AUD on the transcript).

All students must achieve a grade of H (Honors) in at least four graduate courses during years 1 and 2. Any student unable to meet this requirement cannot continue in the Ph.D. program.

Evaluation of Student Performance and Mentoring

The Music Department faculty meets after the end of each semester to discuss the performance of students in their first three semesters of course-work. Strengths and weaknesses are assessed and conveyed to each student by the DGS in writing. The faculty may at any time remove from the program a student who fails to demonstrate sufficient promise.

Incoming students can request to be assigned a faculty mentor for their first year in addition to the DGS, who remains the default advisor.

Departmental Examinations

Style and Repertory (S & R) Examination

The purpose of the S&R exam is to determine and ensure general knowledge of musical styles and repertory. The S&R examination lasts 3.5 hours and is offered twice a year, in August and January. Students must take it each time it is offered until

they pass it.

This examination comprises 12–15 brief music examples, some presented as scores and others as audio recordings. Students are asked to identify and describe the style of each extract as well as the historical period and geographic location from which it stems. The goal is not to recognize a particular piece by title, but rather to provide cogent descriptive reasons for the stylistic identification, which may include such aspects as formal structure, instrumentation, scoring/notation, harmonic and rhythmic aspects, language and style of the text (if any), etc. Past examinations are available from the departmental office.

Language Examinations

The purpose of the language exam is to ensure that students have basic capability in important languages of their discipline and/or those languages in which they plan to conduct their research. Students must pass a reading examination in two languages other than English before they are admitted to candidacy (i.e., before the end of the third year). All students are encouraged to take language courses at Yale during the academic year, and to enroll in intensive summer courses at Yale or abroad. Language exams are administered by the individual departments, and the exam schedule will be circulated to all students at the beginning of each semester. In the cases of languages not offered for study at Yale, students will be responsible for arranging examinations with a qualified instructor.

Year 3

Qualifying Examination and Dissertation Prospectus

Qualifying Examination

The purpose of the Qualifying exam is to assess the student's ability to demonstrate knowledge of the history and current literature of two special fields developed to the level needed for significant independent research. Students take Qualifying Examinations in August before their third year in the program. Past examinations are available from the departmental office.

Each student proposes two topics for examination, and asks one member of the faculty to advise each topic. The topics should be distinct, musically, geographically, chronologically, and methodologically. Either topic can be related to a future dissertation project.

- February 1 is the deadline for submitting preliminary topic proposals to the DGS for faculty approval.
- Once the topics are approved, the DGS appoints a member of the faculty to

chair the committee, along with the two faculty advisers.

- April 15 is the deadline for submitting final topic proposals and preliminary bibliographies and (where applicable) repertory lists to the committee and the DGS. The final proposal should clarify the boundaries of the topic.
- July 15 is the deadline for submission of final bibliographies and repertory lists to the DGS and the committee.

Written exams are administered in the middle of August, approximately two weeks before the start of the semester. The exam formats vary by program, as detailed below. Oral examinations, around 90 minutes in length, are scheduled for the week following the written exams. The DGS will inform the student of the result within 24 hours after the oral examination is complete. Particularly outstanding performances will be rewarded “with distinction.” Students who do not perform adequately on a given component of the exam may be asked to retake that portion of the exam within six months, or to address the requirement in some other appropriate way, while continuing on track with their remaining third-year requirements.

Theory Qualifying Examination

Students will have two days (48 hours) to write on each topic, in an “open book” format. The examination committee will determine the format of the examination for each student, both the number and type of questions and the desired form(s) of written responses.

History and Ethnomusicology Qualifying Examination

The written portion of the qualifying examination will occupy two six-hour days, one day per topic. On each day, students will be given two distinct exams of three hours. Questions may address a variety of methodological and/or contextual issues, the current state of scholarship and sources, a close reading of sound materials (be they scores, score extracts, or sound examples), and the like. The format of the exam is “closed book;” students do not have access to notes or published materials.

Dissertation Prospectus, Advisor, and Committee

During the fall semester, third-year students enroll in MUSI 998 (Prospectus Workshop). At the end of the fall semester, each student makes a preliminary presentation of topic to the department; by the time of that presentation, students should have assembled a committee of three Yale ladder faculty, one of whom may be

from another department.

During the spring semester, third-year students enroll in MUSI 999 (Dissertation Colloquium). March 15 is the deadline for submission of a draft of the prospectus to the committee. The committee sets a date for a prospectus meeting (sometimes referred to as a “defense”), to discuss and evaluate the prospectus no later than April 30. If revisions are requested, the committee may require a second meeting. August 15 is the final date for approval of the prospectus; students unable to meet this deadline may be withdrawn from the program, or their registration and stipend may be suspended.

Although each prospectus will have its own form and outline according to the nature of the project, in general a prospectus should:

1. describe the goals and methods of the project;
2. explain its potential significance;
3. indicate how the project fits into the fields of scholarship and how it draws on but is distinct from the work to which it most closely relates;
4. describe the principal sources upon which the project is based;
5. suggest an outline for the chapters;
6. do all of the above in as efficient a fashion as is appropriate to the project, with a goal of not exceeding c. fifteen pages (double-spaced, normal margins, 12 pt., etc.);
7. append a bibliography of anticipated primary and secondary sources.

Past prospectuses are available from the departmental office.

Once the prospectus is approved, both a hard copy and a pdf should be submitted to the departmental office and a pdf to the DGS. The student should also register the topic with Doctoral Dissertations in Musicology, thereby alerting other readers that the topic is reserved. Information is available at

<http://www.ams-net.org/ddm/index.php>.

Admission to Candidacy

Approval of the prospectus admits a student to candidacy, provided that all other requirements have been met, including S&R, language, and qualifying exams, courses, and the Honors-grade requirement. A student who has not been admitted to candidacy cannot register for the fourth year, except by recommendation of the

DGS and approval of the Associate Dean of the Graduate School.

Years 4 through 6: Preparing and Submitting the Dissertation

Progress Requirements

Students in years 4 and 5 register for DISR 999 in the Fall and MUSI 999 (the Dissertation Colloquium) in the Spring. They are required to present a chapter or chapter-in-progress during the spring semester at a meeting of the Dissertation Colloquium. This requirement is waived for fifth-year students registered in absentia. Students in the sixth year and beyond have the option of participating in Dissertation Colloquium with permission of the instructor. Members of the Dissertation Colloquium are expected to read and respond to the work presented by others.

By May 1, students in year 4 and beyond are required to submit at least one completed chapter, as well as an online report of dissertation progress (DPR) for approval by their advisor, the DGS, and the Associate Dean of the Graduate School. The report asks students to describe the progress made during the preceding year toward the completion of the dissertation, explain why any projected goals have yet to be met, describe the remaining work, outline a detailed schedule for the subsequent year, and predict a date of submission.

Changes of Dissertation Topic

A dissertation often evolves in unanticipated directions away from the outline given in the prospectus. Changes of focus, argument, or scope are to be expected. A complete change of topic, however, requires approval of a new prospectus by a faculty committee as well as the withdrawal of the old topic from, and registration of the new one with, Doctoral Dissertations in Musicology.

Ph.D. Process and Evaluation

Other than the official advisor(s), there is no expectation that the members of the prospectus committee will later serve as readers or evaluators of the dissertation, although that is appropriate in many instances. The role of the advisor, vis-à-vis the other members of the committee, should be determined on an individual basis. Some students will benefit most from an exclusive relationship with a single advisor and may choose to show work to additional readers only at an

advanced stage of the project. Other students will receive their most intensive and consistent guidance from the advisor but will consult and share work with other faculty members throughout the dissertation process. In still other cases, the student will benefit most from working with a set of faculty, each of whom contributes a different perspective or knowledge of a different aspect of the project; in these cases, the special role of the official advisor is largely nominal by mutual agreement.

Although the advisor selected during year 3 customarily continues in that capacity throughout the writing of the dissertation, students may request a change of advisor. Once the dissertation is completed, the DGS, in consultation with the advisor and the candidate, forms an evaluating committee of three readers, including the advisor. The second reader must be a member of Yale's ladder faculty, although not necessarily of its Music Department. The third reader need not have a Yale affiliation, in which case he or she would normally be an accomplished scholar in the area of the research. Although the department will make every effort to accommodate requests for particular readers, in some circumstances other departmental faculty may be selected.

Before approving students for sixth-year funding, the Graduate School asks departments to evaluate the progress of all students at the end of the fifth year, and certify those who are on target to complete their dissertation during year 6.

Dissertation Submission and Evaluation

Dissertations are due in the Registrar's Office (246 Church Street, Rm 317) generally by mid-October for degrees to be awarded in December, and by mid-March for May degrees. Consult the Graduate School (GSAS) calendar for the exact dates for a given year.

Students intending to submit their dissertations should familiarize themselves with the required procedures and formatting in good time before putting their dissertation into final form. Procedural information as well as all requirements regarding style, format, copyright, microfilming and the like can be found at <http://gsas.yale.edu/academics/dissertations/submission-process>.

In general, several weeks before the due date, students must notify the Department of their intention to submit their dissertation (an electronic copy of the relevant form can be found at the above URL). The initial submission should be delivered to the Dissertation Office of the Graduate School both as a hard-copy in a temporary binding and as a pdf. (NB: This may change, as the GSAS is currently converting the submission process to an online interface.) The Dissertation Office requires students to pay fees for binding, printing, and registration.

The GSAS will distribute copies of the dissertation to the advisor and the two other evaluators, each of whom submits a report detailing comments and approval or

corrections/revisions as necessary and appropriate. It is recommended that the student also send a pdf file to the DGS who will distribute soft copies to the readers for more expeditious access. The dissertation must be approved by vote of the faculty of the Department and subsequently by both the Humanities Degree Committee and the faculty of the Graduate School. In each case the advisory reports submitted by the committee of evaluators will form the basis of the discussion. These reports will also be made available to the student. There is no oral defense of the dissertation. Distinction is awarded upon the unanimous recommendation of the three evaluators. After this departmental vote, students may be asked to edit and amend their dissertation prior to final submission. The details for this final submission are also described in the GSAS materials. As of this writing, three copies of the final approved dissertation should be submitted: one each for the Archives of the University, the Music Library, and for electronic conversion via Proquest.

Beyond Year 6

At the end of the sixth year of study, automatic eligibility for continuing registration expires. Students who have not yet submitted their dissertation ordinarily may enter Dissertation Completion Status (DCS), for up to four additional terms. Students granted DCS maintain their Net ID, Yale email account, and electronic access to Yale resources, including the libraries. The fee for this status in 2018-19 was \$650 per semester. DCS students are not registered full-time and thus, are not eligible for Yale Health and may not be able to defer payments for some student loans. There are no employment restrictions associated with DCS. International students with this status are not eligible for student visas.

As a result of the interruption of study due to the Coronavirus pandemic during the Spring 2020 semester, temporary provisions have been made for more general seventh year study, which includes all of the benefits of regular registration. Please consult the DGS for more specific information about this.

Unregistered students who decline to enter DCS status can receive borrowing privileges from and physical access to Yale libraries for a nominal fee by virtue of their status as alumni (having received an *en route* M. Phil. degree), but do not have off-site electronic access to library resources.

Sixth-year students may apply for extended registration for the seventh year. These requests will be granted only to students whom the faculty considers to have made significant progress towards completion in years 5 and 6, and who present convincing evidence of being on track to complete the degree during year 7. Students whose registration is extended are eligible for teaching-fellow positions, health awards

supporting treatment at Yale Health, and access to Yale library and internet services. Students granted extended registration are charged the Continuing Registration fee, which in 2018-19 was \$650 per semester. This fee is waived for teaching fellows.

Summary Schedule

Year 1	August - September	S&R examination, language examinations
Year 2	March - April	Submit approved qualifying exam topics
	Mid-summer (by July 1)	Submit final bibliographies and repertory lists for the exams as required
Year 3	August	Qualifying exams
	February	Deadline for retaking exams (as needed)
	December 1	Deadline for forming Prospectus Committee
	March 15	Deadline for Prospectus submission
	April 30	Deadline for Prospectus defense
Year 4	August 15	Final date for Prospectus approval
	1 September	Deadline for passing language exams and S&R Exam; Admission to Candidacy
	January - April	Chapter presentation in Dissertation Colloquium
	May 1	Chapter submission; Progress report (DPR)
Year 5	January - April	Chapter presentation in Dissertation Colloquium
	April-May	Chapter submission; Progress report (DPR)
Annually	Mid-October	Deadline for Fall Dissertation Submission
	Mid-March	Deadline for Spring Dissertation Submission

Undergraduate Teaching and Courses Available

Each year Yale College employs a number of graduate students as Teaching Fellows (TFs) and Part-Time Acting Instructors (PTAIs). The practice of employing graduate students as teachers has mutual benefits: it enhances the College's ability to offer quality instruction to Yale undergraduates, and it gives teaching experience to Yale graduate students. For graduate students enrolled in the Department of Music, teaching is usually concentrated in the third and fourth years. The Department may also offer teaching to more advanced graduate students, including guaranteed teaching for sixth-year students who have been certified to complete as described on page 11 above.

Teaching Fellowships (TFs) for the coming academic year are publicized in the spring semester of every year. There are several different TF types: Part-Time Acting Instructor (PTAI), discussion section leader, grader/tutor, grader without contact, and lab leader. In May, students complete a form indicating preferences, which are then considered by a committee consisting of the Departmental Chair, the DGS, the Director of Undergraduate Studies, other members of the faculty, and at least one advanced graduate student, ineligible for teaching, appointed by the Chair. In recommending these assignments the Committee considers the following:

- the accomplishments of the student as represented by course work and, possibly, by a record of previous teaching;
- the student's area of interest and special skills;
- the desire of the Department to give each student a broad teaching experience prior to the completion of the Ph.D. degree.

Once the Committee has made its decisions, the DGS or chair will notify students of their assignments.

Resources for Teacher Preparation

The Poorvu Center for Teaching and Learning offers teacher preparation programs designed to improve teaching skills and to contribute to professional development. It provides peer-led training workshops, presents pedagogy forums and lectures, publishes a handbook, maintains a resource office, and conducts classroom visitations. Music Department students who serve as Graduate Teaching Fellows conduct teaching workshops that specifically address the challenges associated with the teaching of music in the college classroom. See:

<http://ctl.yale.edu/teaching/pre-faculty-professional-development>

Master's Degree Program

Terminal MA

The Master of Arts Program in Music is a one-year program for students who wish to augment previous graduate study or prepare for further study beyond the Master's in one of the musical disciplines such as music history, music theory, ethnomusicology, music librarianship, performance, or composition, or to acquire a background for non-academic careers in journalistic criticism, curatorship, broadcasting, recording, music administration, arts administration, and other fields. Current faculty at other institutions may continue to supplement their education in this program on a full or part-time basis.

Each student, in consultation with the DGS, will devise a program of seven courses forming a coherent plan directed toward the student's goal. One course during the second semester, which may be a tutorial in the student's area of special interest, will lead to a major project, the Master's Thesis. A grade average of High Pass, including at least one term-course grade of Honors, must be attained. Each student must also pass an examination in one modern foreign language appropriate to the program of study.

Degrees *en route* to the Ph.D.

Students enrolled in the Ph.D. program qualify for the MA degree upon the successful completion of seven courses, at least six of which are seminars given in the Department, along with the passing of the Style & Repertory exam and an examination in one foreign language. Of the six departmental seminars, at least two grades must be Honors. Students enrolled in the Ph.D. program qualify for the M.Phil. degree upon passing the Ph.D. qualifying examination and all other requirements except the dissertation.

Degree petition forms are available at:

<http://www.yale.edu/graduateschool/home/forms.html>

Graduate-Student Advocacy Groups

The Music Department Graduate-Faculty Liaison Committee advocates on behalf of the student body to department faculty regarding issues of departmental climate and progress through the PhD program. This committee also serves a mediating role: students who need to report intradepartmental concerns anonymously may ask the

graduate-faculty liaison committee to bring their concerns to the director of graduate studies. The committee comprises three individuals who are elected to two-year terms. At any given time, one student in the first or second year represents students in coursework, one student in the third or fourth year represents students in the middle stages of the program, and one student in the fifth year or beyond represents advanced students. Nominations and elections are held at the beginning of each year, and periodic town-hall style meetings are held with the student body to report back to students on how department faculty have worked to address matters raised previously, and to allow students to come forward with new feedback regarding departmental climate and progress through the program. The committee holds regular meetings with the DGS and other relevant faculty, including the department chair and director of undergraduate studies as needed.

The Graduate Student Assembly (GSA) provides a forum for students to address issues across the Graduate School and University; see <http://gsa.yale.edu/>. Representatives consult regularly with the Dean and other administrators about concerns expressed by the student body and nominate the student members of all Graduate School Standing committees. For current issues and accomplishments, see the GSA website. There is proportional representation by department (1 member per 40 students), with new members elected each spring in various departments or degree programs.

The Yale Graduate and Professional Student Senate (GPSS) represents over 5,000 graduate and professional students in eleven schools at Yale. Its goal is to foster interaction between Graduate and Professional students through the congregation of student groups at the Graduate and Professional Student Center at Yale (GPSCY), the sponsorship of academic, intellectual, and social events, and through community service and charitable events. <http://gpss.yale.edu/>.

Department-Wide Scholarly Events and Other Activities

[NOTE: This text refers to the pre-pandemic order; the 2020-21 event schedule is dependent upon general University policy during the pandemic]

Works-in-Progress Series

Most Friday afternoons during term, members of the Department gather in Stoeckel 106 for informal presentations. The Work-in-Progress (WiP) Series provides an opportunity for graduate students, faculty, and visitors to present in-progress work, including seminar projects, conference papers, and dissertation or book chapters, to the broader community. Presentations should last about 25-30 minutes, followed by c. 30 minutes for questions and discussion. All graduate students are encouraged to attend and to give presentations.

Visiting Lecturers

Several times each semester, distinguished music scholars are invited to Yale to present formal lectures for the Department. Usually, the lecturer is honored with a reception directly after the talk, and then is accompanied to dinner by interested students and faculty. This is an excellent opportunity for students to meet scholars from other universities on an informal basis. A committee of graduate students is involved in selecting and introducing the visiting lecturers.

Performing Opportunities

All graduate students in music are encouraged to pursue their interests in performance and/or composition as time allows. The campus enjoys an unusually rich musical life thanks to the Yale School of Music and to the Institute of Sacred Music. For qualified musicians, there are numerous opportunities for participation in performing ensembles of all kinds: Yale Schola Cantorum (professional), Yale Camerata, Russian Chorus, Yale Symphony Orchestra, chamber orchestras, Javanese ensemble - Gamelan Suprabanggo, Yale-New Haven Regular Singing, lab choruses, Medieval Song Lab, graduate *a cappella* ensembles, chamber groups, etc. More information can be found on the School of Music website: <http://music.yale.edu/>.

Many graduate students participate in the Yale *Collegium Musicum*, founded in the 1940s by Paul Hindemith and dedicated to the performance of early music, focusing primarily on choral repertoire. The group rehearses weekly and normally presents a concert at the end of each semester; recent concerts have included works by Monteverdi and Banchieri, Lasso, Janequin, Ockeghem, sixteenth-century French

chansons, and music from Renaissance Spain and colonial Latin America.

McDougal Graduate Student Center

While much of graduate student life tends to be based in the Department of Music, the McDougal Center, with Common Room, Cafe, Program Room for conferences, film series, etc., offers a place where graduate students from across campus can meet and share interests, as well as a variety of activities open to the graduate school community. Its website <<http://gsas.yale.edu/life-yale/mcdougal-graduate-student-center>> provides information relating to graduate student life.

Yale Graduate Music Symposium (YGMS)

The YGMS was founded to promote collegiality and the exchange of ideas between graduate students in all areas of music research both at Yale and with people from other universities. The sixth biennial conference took place on February 28–29, 2020 at Yale University's Stoeckel Hall. See the program at: <http://ygms.yale.edu/>. The next conference is scheduled for spring 2022.

Funding Opportunities for Research, Language Study, and Conference Travel

Most of our graduate students need to procure additional funding at some point in their careers on campus. There are many sources for funding; see the options at <https://yale.communityforce.com/Student/Default.aspx>.

Students are encouraged to travel and engage in language study or some kind of pre-dissertation research in the summer between their first and second years and after they have advanced to candidacy. Students with external funding who take a semester or year away from campus to study a language or to prepare for their prospectus can apply for non-continuous registration. This ensures that this time away from campus does not count toward the years to graduation total.

Music Ph.D. students are eligible to apply for MacMillan Center International Conference Travel Grants to support their travel to recognized scholarly conferences, workshops, and meetings as a program participant. The meeting may be in the United States or abroad and the student must be on the program as a presenter, session chair, or discussant speaking “on an international topic.” More information about the MacMillan Center International Conference Travel Grants and the application requirements can be found on the [Yale Students Grants and Fellowships Database](#) by searching for “conference grant”.

The GSA offers a regular competition, at least once a semester, for funding to help students travel to present their research at conferences; see <http://gsa.yale.edu/ctf>. The Department also offers students a modest sum to help pay for conference travel. These funds are available to all students. Each person may apply for Departmental travel funding once each year.