



**New Mexico State University  
Department of Music**

**Graduate  
Handbook**

**2023-24**

## MASTER OF MUSIC

The Master of Music degree is offered in the following areas of study: Conducting, Music Education, and Performance. Applicants are expected to have an undergraduate degree in Music or Music Education equivalent to that represented by the B.M. or B.M.E. degree from NMSU. To be admitted into the Music Education track, the student must have an undergraduate degree in Music Education complete with licensure. The Music Department does not require the Graduate Record Exam, but does expect each applicant to possess graduate-level language and writing skills.

For **admission** into the Master of Music degree program, all applicants must have an undergraduate GPA of at least 3.0 and submit at least two letters of recommendation from music professionals. An audition, either in person or by recording, is required for entrance into the Performance or Conducting program. Auditions will be based upon, but not limited to, prescribed repertory. The application deadline to be considered for a Graduate Assistantship is March 1. The application deadline for Fall enrollment is May 1. Spring and Summer admissions are possible depending on which degree track a student selects and what other classes are being offered in a given semester. Contact Dr. James Shearer, Graduate Music Coordinator, for more information on Spring and Summer application deadlines.

Note: The degree offered is a Master of Music. The student's official transcript and diploma will only indicate that degree. The area of study (Conducting, Music Education, Performance) will not be included as part of the official degree title.

### Program of Study and Committee Selection

After admission, each student must successfully complete MUSC 471 before subsequent enrollment in other music theory courses. He or she must also successfully complete MUSC 477 before subsequent enrollment in other music history courses.

During the first semester of study, a tentative Program of Study is planned, documented and filed by the student in consultation with the advisor in his or her major field. The Program of Study is subject to approval by the Music Department Head and the Graduate Music Committee. The student will also select, in consultation with his or her advisor, an advisory committee consisting of the advisor and two additional faculty members.

### Recital Requirements for Performance and Conducting

A graduate recital plus an analytical paper are required of all candidates in Performance and Conducting. Students must be enrolled in their applied area during the semester the recital is given. A minimum of 60 minutes of music is required for all Performance recitals. A minimum of three major works for the appropriate ensemble is required for all Conducting recitals. The recital may only be given after at least 6 hours of graduate applied or conducting courses have been successfully completed.

Working in conjunction with the advisor/studio instructor, each conducting and performance recital candidate will complete a scholarly analytical paper, roughly 4,000 – 6,000 words, including clear figures and score examples as needed. The paper can cover detailed information on all of the works on a given recital (or in a series of recitals for conducting students only), or it can focus on one work, composer, or style of music, again, depending on advisor approval. The paper should be written in third person only, avoid contractions, colloquialisms, and other poor forms of writing. In addition, the paper must be fully documented following the standard Turabian format with both footnotes and a bibliography page.

The final analytical paper will be evaluated by the student's recital committee and their critiques shared with the studio instructor. Along with the instructor, this committee will consist of two other faculty members from the NMSU Music Department. The committee will also attend or view the candidate's recital(s) and provide a critique to the studio instructor.

With approval of the graduate coordinator and the student's advisor, this analytical paper project can be replaced with a more detailed thesis project, which requires an extra 4 – 6 credit hours.

A suggested weighting of MUSC 540 grades will be:

60% - recital performance

10% - recital program note

30% - scholarly analytical paper

**Candidacy**

In order to qualify for candidacy the student must meet the Graduate School requirement of 12 credits of graduate work in residence (except those in the online Music Education program) and must show evidence of a satisfactory quality of work in the required courses, demonstrate the desired progress in his or her performance area and, where required, submit a recital program, thesis topic, or project proposal for approval.

**Music Education Final Capstone Project**

Students on the music education track must complete a final capstone project that is either a 4-credit hour primary research project (MUSC 598) or a more detailed 6-credit hour thesis project. All primary research projects will be assigned an advisor, and all thesis projects will work with a full committee selected by the student's primary advisor and the student. The thesis project is optional, but it is encouraged for students considering completion of a terminal degree at some point in their career. Topics in both the capstone project and the thesis can include objective survey projects, subjective analytical projects, and various specific topics as agreed to by primary advisor and/or thesis committee.

**Thesis**

A thesis is optional in Music Education and is encouraged for students considering completion of a terminal degree. Music Education candidates not writing a thesis must develop and complete an approved project before the oral examination.

**Final Examination**

All Master of Music candidates must take a final comprehensive oral examination that will cover your primary area of study, along with extensive consideration of the candidate's general body of knowledge in the areas of music theory and history. The final oral examination may not be scheduled until the graduate recital (with analytical paper) or the final capstone project has been completed and approved. All papers must be submitted in final form to the orals committee a minimum of two (2) weeks before the final orals examination. Note that oral exams with a full thesis require a much earlier date each semester than other projects, and students must take these deadlines into account when making final graduation plans. Check the NMSU Graduate School Calendar for detailed information regarding scheduling each semester.

Committee votes will include the options of pass, adjourn, and fail. Committees who adjourn without a final decision will indicate to the student what is required to achieve a successful passing result, along with a timeline for completion of the orals exam. Students who fail their orals exam will have a second chance to attempt the orals exam in the following semester. Students who fail their orals on their second attempt will not be awarded a degree from NMSU, and no further orals exam attempts will be allowed.

At the discretion of the primary advisor, a preliminary orals review may be required that must be passed before the student is allowed to sit for their Final Orals Examination Barrier. The preliminary review committee will consist of the primary advisor and two other graduate faculty members from the NMSU Music Department. The appointed Dean's Representative will not take part in any preliminary orals review.

**Fees**

Fees, in addition to tuition, will be assessed for all applied hours and recitals. See page 6 for details.

**Course Requirements for Master of Music**

<b>PERFORMANCE</b>	
Graduate Theory Review (MUSC 471) *	3 cr
Graduate History Review (MUSC 477) **	3 cr
Music Theory (MUSC 511, 513, or 518)	3 cr
Music History and Literature (MUSC 513, 519, 520, 521, 522, 523, or 529)	3 cr
Applied (MUSC 582)	8 cr
Ensemble (MUSC 580)	2 cr
Pedagogy and Literature (MUSC 486 and 586)	4 cr
Research Methods (MUSC 450)	3 cr
Recital and Analytical Paper (MUSC 540)	4 cr
Total	33 credits

<b>CONDUCTING</b>	
Graduate Theory Review (MUSC 471) *	3 cr
Graduate History Review (MUSC 477) **	3 cr
Advanced Instrumental Literature (MUSC 579) OR Advanced Choral Literature (MUSC 578)	3 cr
Music Theory (MUSC 511, 513, or 518)	3 cr
Music History and Literature (MUSC 513, 519, 520, 521, 522, 523, or 529)	3 cr
Conducting (Instrumental - MUSC 475, 576, and 577) (Choral - MUSC 475, 574, and 575)	9 cr
Ensemble (MUSC 580)	2 cr
Research Methods (MUSC 450)	3 cr
Recital and Analytical Paper (MUSC 540)	4 cr
Total	33 credits

<b>MUSIC EDUCATION (on campus and online)</b>	
Graduate Theory Review (MUSC 471) *	3 cr
Graduate History Review (MUSC 477) **	3 cr
Music Theory (MUSC 511, 513, or 518)	3 cr
Music History and Literature (MUSC 513, 519, 520, 521, 522, 523, or 529)	3 cr
Music Education (MUSC 530, 531, and 535)	9 cr
Research Methods (MUSC 450)	3 cr
Approved Elective	3 cr
Thesis (MUSC 599 – 6 credits) or Project (MUSC 598 – 4 credits)	4-6 cr
Total	31-33 credits

Students must make the grade of B or better in a course for it to count toward degree completion.

\* Students must make a B or better in MUSC 471 before taking additional music theory courses.

\*\* Students must make a B or better in MUSC 477 before taking additional music history courses.

NOTE: A B- is considered less than 3.0 in the university grading scale.

## **ACADEMIC REQUIREMENTS FOR GRADUATE ASSISTANTS**

Graduate Assistants must be enrolled in nine credit hours. Graduate Assistants in their last semester may file a request for waiver allowing them to take six credit hours rather than nine.

## **WORKLOAD**

A. It is understood that bargaining unit members are engaged in professional activities of such a nature that the output produced, or the result accomplished, cannot be precisely standardized or measured in relation to a given period of time and that the time necessary to accomplish an assignment will vary.

B. The appointment level shall be based on the appointing department's determination of the amount of time it should normally take to perform the assigned duties. For example, a 0.50 FTE is an average of 20 hours per week and a bargaining unit member appointed at 0.50 FTE will not normally be expected to work more than 20 hours per week on a continual basis. However, the average number of hours per week over the course of a full appointment period is an estimate rather than an exact time specification. Bargaining unit members should address concerns regarding workload with their immediate supervisor at any time the bargaining unit member anticipates or experiences any workload related issues.

## **INTERNATIONAL STUDENTS**

International graduate students should consult with ISSS for additional information.

<https://isss.nmsu.edu/>

## **HEALTH AND SAFETY**

The University shall provide a safe working environment that complies with State and Federal laws. Students shall notify the University in writing of any safety or health concerns. If the Union determines a safety issue exists that has not been resolved by the immediate supervisor, a Union steward may request a labor management meeting to address the safety concerns.

## **GRIEVANCE PROCEDURE**

A. The purpose of this procedure is to secure at the lowest possible level, mutually satisfactory resolutions to grievances, which may arise during the term of this Agreement and are subject to resolution under this Agreement. This grievance procedure shall be the sole and exclusive method of resolving disputes involving the application and/or interpretation of the terms and provisions of this Agreement and waive any right to challenge any right or benefits set forth in this Agreement in another forum. Alleged violations of statutes or regulations that do not allege a violation of this collective bargaining agreement may be filed with the enforcing agency or applicable University office and are not waived.

B. A "grievance" is defined as an alleged violation, misapplication, or misinterpretation of a specific Article or Section of this Agreement, University policy, rules, regulations, or mid- contract termination of an assistantship. Not offering subsequent assistantships or termination based on academic reasons are not grievable.

C. A "grievant" is a bargaining unit member or a group of bargaining unit members making a claim.

D. "Days" shall mean business days in which the University business offices are open.

E. A written grievance must contain a statement of the grievance, the name of the bargaining unit member(s) or designation of entire bargaining unit or group of bargaining unit members as the

grievant, the supervisor/administrator alleged to have committed the violation, the circumstances and facts upon which it is based, the date of the alleged violation, the date of submission of the grievance, the specific section of this agreement, University policy, rule, or regulation allegedly violated, and the specific remedy being sought. Statements such as “to be made whole”, without the additional specification of a remedy, shall not constitute sufficient notice of the remedy being sought by the grievant.

F. Grievances affecting a group of bargaining unit members in more than one School, College, or Research Center may be initiated at Step Two.

G. Grievances and responses are considered filed on the date they are sent via email or received via hand-delivery.

H. A grievance shall be filed within ten (10) days following the date the grievant knew or should have known of the act or the condition which gave rise to the grievance. Failure to timely file the grievance will constitute forfeiture of the right to file. Furthermore, any grievance determination not appealed to the succeeding level within the time limits expressed herein shall be considered null and void and closed. When it is mutually agreed by the parties in writing, the time limits expressed herein may be extended. A grievance may be withdrawn at any step of this procedure by the grievant.

I. Should the University fail to respond to a grievance within the time limits expressed herein, the Union/grievant may appeal to the next level of the grievance procedure within the time limits set forth as if the University had timely responded.

J. A bargaining unit member grievant may be accompanied by a Union steward, selected or approved by the Union, at any stage of the grievance procedure. Nothing herein contained shall be considered as limiting the rights of a bargaining unit member to discuss or process their grievance as an individual. In such cases, the bargaining unit member will provide the Union with a copy of the grievance at the same time it is filed with the University. An individual pursuing a grievance without Union representation will be responsible for all associated costs. In such cases the Union has the right to be present at all levels as a party in interest. No resolution of any individually processed grievance shall be inconsistent with the terms of this Agreement.

K. Grievances shall be presented as outlined below:

Informal Step – A bargaining unit member who believes that they may have a grievance, shall meet with the bargaining unit member’s immediate supervisor and/or department head in a good faith attempt to resolve the grievance. If the grievance is not resolved within ten (10) days of the date the grievant knew or should have known of the act or condition giving rise to the grievance, the bargaining unit member may file the written grievance at Step One as set forth in G., above.

Step One – A bargaining unit member shall file a written grievance with the bargaining unit member’s Dean of the College in which the grievant is employed within the time limit described in G. above. A meeting with the Dean or designee will be held within seven (7) days of the filing of the grievance. The Dean/designee will provide a written response to the grievance within ten (10) days following receipt of the grievance. If the matter is not resolved to the satisfaction of the bargaining unit member within ten (10) days of the date of the Dean/designee’s response, the bargaining unit member may file a written grievance at Step Two.

Step Two – Within ten (10) days of the date of the Dean/designee’s written response at Step One, the written grievance must be filed with the Provost. A meeting with the Provost or designee will be held within seven (7) days of the filing of the grievance. The Provost/designee will provide a written response to the grievance within ten (10) days following receipt of the grievance.

#### Arbitration Step:

A. In the event the grievant is not satisfied with the decision at Step Two of the Grievance Procedure, the decision may be appealed to arbitration by filing a written appeal with the Provost with a copy to General Counsel within twenty (20) days of receipt of the Provost/designee's decision along with a copy of the request for arbitration panel that the grievant has filed with the Federal Mediation and Conciliation Service (FMCS) within fifteen (15) days of receipt of the Provost/designee's decision. The request to FMCS shall demand a panel of seven (7) arbitrators from the region that includes New Mexico. Each party retains the right to request a second panel of seven (7) arbitrators from the region that includes New Mexico within five (5) days of receipt of the panel. The parties will meet to strike names from the list of arbitrators within fifteen (15) days of receipt of the list. Each party will strike one name followed by the other party striking one name until a single name remains, who shall become the Arbitrator. The party required to strike the first name will be the grievant.

B. If an issue of arbitrability exists, the Arbitrator shall determine such issues by briefs prior to scheduling the merits hearing. If the Arbitrator determines the grievance to be arbitrable, the case will proceed to a hearing on the merits. If prehearing briefs are not submitted, the grievance will advance to arbitration. A hearing on the merits of the grievance shall occur within three (3) months of notification of selection of the Arbitrator. Failure of the grievant and/or union to advance the grievance to a hearing within this time limit will render the matter closed and not subject to arbitration.

C. The Arbitrator is limited to interpreting and applying the language in the agreement. The Arbitrator shall not add to, subtract from, or alter the Agreement in any way, nor shall the Arbitrator substitute their discretion for the University where such discretion is retained by the University. The Arbitrator's decision is limited to the precise issue submitted for arbitration. The Arbitrator shall prepare and submit a written decision to the parties, which shall include the decision, rationale, findings of fact, conclusions of law, and if appropriate, relief, within thirty (30) calendar days after the close of the hearing, which may include submission of post-hearing briefs. The decision of the Arbitrator is final and binding on the parties, subject to appeal as set forth in the Uniform Arbitration Act for compulsory arbitration.

D. The Arbitrator's charges for services and costs for a Court Reporter and transcripts, if requested by the Arbitrator, shall be shared equally by the parties.

E. Each party is responsible for its representation and witness costs.

F. A bargaining unit member who must miss work to attend an arbitration as a grievant, witness, or representative shall request leave without pay from the member's immediate supervisor and provide documentation of their required attendance as soon as possible after learning their presence is required. A teaching assistant shall be responsible for arranging at least twenty (20) calendar days in advance for a suitable replacement to teach the class, subject to the approval of the replacement by the department chair or immediate supervisor.