This manual presents the basic requirements for graduate studies in folklore and ethnomusicology at Indiana University and discusses the forms and procedures necessary to document their progress. Please don't hesitate to consult a graduate adviser or the folklore/ethno graduate secretary about any questions concerning the Folklore/Ethno Program. Our *Student Record Sheet* was designed to help students keep a record of their progress towards a degree. The folklore/ethno graduate secretary keeps a copy of this form updated in the student's departmental file. Students should not hesitate to ask to compare their personal record with the departmental record at any time. This form should always be brought to an advising appointment.

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MEMBERS OF THE DEPARTMENT OF FOLKLORE AND ETHNOMUSICOLOGY

A. ADMISSION

Students may be admitted to graduate study in the Department of Folklore and Ethnomusicology concentrating in either folklore or ethnomusicology under one of three categories: (1) the M.A. Program in Folklore; (2) the Ph.D. Program in Folklore; or (3) the M.A./Ph.D. Program in Folklore. If a student does not have an M.A. degree upon applying to the Folklore/Ethno Program, he or she will be admitted to the M.A. Program. **It is a requirement of the Department of Folklore and Ethnomusicology that all Ph.D. students must have first earned an M.A. degree (in folklore or an acceptable adjacent field).** If the student has an M.A. or an M.A.T. degree at the time of application to the Department of Folklore and Ethnomusicology, he/she may be admitted to the M.A. or Ph.D. Program at the discretion of the Admissions Committee. Students will be admitted conditionally to either program if the Admissions Committee feels their record warrants such action.

Formal letters sent by the Department of Folklore and Ethnomusicology to students informing them of admission to the Department of Folklore and Ethnomusicology will typically indicate only the status of entry, that is, admission to the M.A. Program, Ph.D. Program, or the M.A./Ph.D. Program. Any questions in regard to the acceptance of previous work and/or degrees towards the Department's degrees will be dealt with individually by the Department during the first semester of the student's matriculation. Refer to the transfer of credits section in this booklet.

The following materials must be contained in the applicant's application file:

1. The completed *Application for Admission, Fellowship, and Assistantship*
2. A *Graduate and Professional Application Data Sheet*
3. Three *Recommendation for Admission, Fellowship, and Assistantship Forms*
4. Personal statement of purpose and goals
5. Transcripts from all colleges attended
6. GRE scores (TOEFL scores will be substituted in the case of international students)

For further information on admissions, please refer to the *Graduate School Bulletin*. **The *Graduate School Bulletin*, printed for the year in which the student is admitted, serves as an agreement between the student and the university.**

B. FINANCIAL AID

1. **General:** Though the Department of Folklore and Ethnomusicology does have a limited number of departmental fellowships and assistantships, all current and prospective students are encouraged to explore every possible source of financial aid outside of these few departmental sources. There are Work-Study Programs, NDEA Loans, and Guaranteed Bank Loans through hometown banks. In addition, there are Residence Hall and Mathers Museum assistantships, fee remission scholarships, and various government and private grants and fellowships. Part-time work in town or for the university should not be overlooked. Students wishing to undertake an approved area study, with an emphasis on a language, may apply for a FLAS (Foreign Language Area Studies). A FLAS will cover fees

and a stipend worth several thousand dollars. Students may apply through the particular language department of study (African Studies, East Asian Language and Culture Studies, Latin American and Caribbean Studies, Russian and East European Institute, Slavic Languages and Literatures, West European Studies, etc.). Women's Studies and American Studies are also closely related departments that offer assistantships. There are also several minority fellowships available through the University Graduate School. The Graduate School and College of Arts and Sciences also have grants that provide money for travel to conferences and for research and writing dissertations. Please be aware that students with more than 90 credit hours are no longer considered eligible for Work-Study money. The Department of Folklore and Ethnomusicology will support a student's individual efforts to seek financial aid from whatever source, **but the initiative to seek out, qualify for, and apply for such aid is the student's responsibility.**

2. **Sources to Contact:**
   a. Graduate Secretary, Department of Folklore and Ethnomusicology: information on internal sources.
   b. Assistant to the Chair, Department of Folklore and Ethnomusicology: information on assistantships, instructorships, and Work-Study.
   c. Inta Carpenter, Associate Director of Special Projects, Department of Folklore and Ethnomusicology: information on external funding grants and fellowships for pre- and post-doctoral work.
   d. Office of Student Financial Assistance, Franklin Hall, Room 208. They will see students only with an appointment. To set up an appointment, call 855-0321.
   e. University Graduate School, Kirkwood Hall, Room 111, 855-9343.
   f. Mitchell Byler, COAS, Graduate School, Kirkwood, Room 014, 855-4871.
   g. International Programs, Franklin Hall, Room 306, 855-9086: information on foreign financial aid (exchange programs, fellowships, etc.).
3. **Departmental Fellowships:** There are a limited number of university departmental fellowships available to students matriculating in the fall semesters. These fellowships are awarded on: (1) the applicant's academic record; (2) the strength of the student's commitment to folklore as a discipline; (3) the applicant's ability to express such a commitment in the statement accompanying the application; (4) evaluation by individuals acquainted with the student's capabilities; and (5) GRE scores.
4. **Departmental Assistantships:** Departmental assistantships are normally available to second- and third-year students on a competitive basis. These assistantships are awarded on the basis of the student's academic record at the Department of Folklore and Ethnomusicology, including grades and contributions to the intellectual exchange vital to an academic community and demonstrated ability to fulfill the duties involved in the assistantship. Since all assistantships require the preparation of neat and punctually correct written materials, the ability to handle these mechanical aspects of scholarly activity must be demonstrated. Incomplete or poorly presented class assignments will be taken as an indication of similar attitudes toward possible assistantship duties. **Satisfactory completion of all course work is required.** Only in exceptional circumstances will students who carry incompletes on their records be considered for assistantships. All

international students must pass the English Test for Associate Instructors before they will be allowed to teach.

No one will be eligible to hold an assistantship longer than two years unless there are insufficient qualified applicants to fill available openings. In such cases, a third year may be considered. Each year, assistantship allotments are tied to budgetary allowances and thus vary from one year to the next. Types of assistantships in the Department of Folklore and Ethnomusicology have typically included teaching assistantships in the large introductory courses (F101 Introduction to Folklore, F111 World Music and Culture, and F131 Introduction to Folklore in the United States). It is strongly recommended that students applying for assistantships seek financial aid through Work-Study by completing a Financial Aid Form obtained through the Office of Student Financial Aid; however, Work-Study eligibility is not a priority for obtaining an assistantship. Ethnomusicology assistantships are available to first-year students in the Archives of Traditional Music. Upon application for admission, all ethnomusicology students are automatically considered for assistantships in the Archives of Traditional Music. If a student has been awarded an assistantship in the ATM for a year, this fulfills one year of the two-year eligibility for an assistantship in the Department. Assistantship recipients may not hold other financial awards, exclusive of Work-Study, without the approval of the Assistantship Committee and the chair of the Department of Folklore and Ethnomusicology. All first-time Instructors and Associate Instructors in Folklore and Ethnomusicology will be required to take F801 (3 credits) before or, more typically, concurrently with taking up these positions. The faculty member teaching F801 will take charge of setting up the AI workshop for that year.

C. GRADUATE CAREER PLANNING, ADVISING, TRANSFER OF CREDITS, KEYED COURSE NUMBERING, FOLKLORE PH.D. MINORS, DOUBLE MAJORS, COMBINED DEGREES, AND DOUBLE MINORS

1. **Graduate Career Planning:** The University Graduate School does maintain a file on each student admitted to our graduate program; however, the departmental file is maintained in greater detail and is more up-to-date. Nevertheless, it is the student's responsibility to check his/her records at the University Graduate School to make sure information has been properly recorded there. The graduate secretary of the Department of Folklore and Ethnomusicology maintains the student's current file. It is **IMPERATIVE** that students keep the graduate secretary informed of **ALL CHANGES** in career status and biographical information; for example, please tell the graduate secretary of any address changes, any removal of incompletes, completion of any minor and language requirements, intent to seek a minor or double major, etc. Students should keep their copy of the *Student Record Sheet* up-to-date and compare it with that of the graduate secretary at least once each semester.
2. **Advising:** It is the student's responsibility to know the requirements of the Department of Folklore and Ethnomusicology and the Graduate School (see *Graduate School Bulletin*) and to seek out advice from relevant faculty members.
   a. Incoming students will be advised by the department's Graduate Affairs Committee before the start of first semester. Typically, the committee's composition will represent

both folklore and ethnomusicology.

b. **Graduate Affairs Committee**: Twice a year, three (or minimally a quorum of two) members of the Graduate Affairs Committee (GAC) will be available as a panel to meet with students for advising prior to registration (mid-fall and mid-spring). All first-year students are required to meet with the GAC in both the fall and spring.

Each spring, all second-year-and-above students who have not yet formed an Individual Advisory Committee (see below) or a Dissertation Research Committee (see Page 22) are required to meet with the GAC for advising for the coming year. The committee and student will discuss the student's plans for both semesters for the following academic year.

During the fall semester, second-year-and-above students who have not yet formed an Individual Advisory Committee (IAC) must be advised by one faculty member (ethno, an ethno faculty) and the graduate adviser; or if they prefer, they can meet with the full GAC.

In advance of advising meetings, students are required to fill out an advising form each semester. This form is available from the folklore/ethno graduate secretary and will be kept in the student's file along with the recommendations of the Graduate Affairs Committee.

c. **Individual Advisory Committee:** Beginning the second year, a student should form an Individual Advisory Committee (IAC) which will supersede the Graduate Affairs Committee for advising. The IAC is a committee of three members organized by the student around the student's particular interests and research plans (two must be full-time members of the Department of Folklore and Ethnomusicology and one of these will be designated by the student as chair). In the case of ethnomusicology students, an ethnomusicologist would be designated as chair. Normally, this committee will not meet as a panel.

A student forms an IAC by obtaining signatures on a form that is available from the folklore/ethno graduate secretary. A student who has formed an IAC will continue to fill out his/her advising form **PRIOR** to advising and will confer each semester with the members of his/her committee; the committee chair (or acting chair) will sign the advising form. At the suggestion of either the student or committee member(s), the committee chair may periodically call meetings of the student and committee as a whole.

If the IAC chair will be absent during a given advising period, another member of the committee should be designated as acting chair and the folklore/ethno graduate secretary should be notified of the change. If two committee members (including the chair or acting chair) sign the advising form, the graduate adviser may provide the third signature in the case of an absent committee member. If, due to absences, the student is unable to obtain at least two signatures (including the chair or acting chair), then the student must see the Graduate Affairs Committee for that advising period.

d. Students wishing to add/delete members from their IAC should see the folklore/ethno graduate secretary. The graduate secretary will notify the appropriate faculty member(s) of the requested change.

3. **Transfer of Credit:** As a rule, any B.A. or B.S. degree from an accredited institution will be accepted only towards admission to the program.
   a. **Basic Rules of Credit Transfer:** Within certain limits, graduate credit from other institutions can be transferred as graduate credits towards the M.A. or Ph.D. degrees at Indiana University. All such transfer of credits must be approved by the Department of Folklore and Ethnomusicology and the University Graduate School.
      (1) Up to 8 semester hours may be transferred to apply towards the M.A. degree and up to 30 hours towards the Ph.D. degree.
      (2) All transfer courses must have a grade of B or better.
      (3) Courses must be considered graduate courses at the institution where they were taken and must be courses beyond the Bachelor's degree; that is, courses which were counted toward the Bachelor's degree cannot be transferred to count for graduate credit at Indiana University even though they may have been graduate courses.
      (4) Courses to be applied toward a student's minor must have the approval of the appropriate minor department at Indiana University.
      (5) Transfer of credits must be approved by the graduate adviser and are subject to the same time requirements as credits from Indiana University (refer to the *Graduate School Bulletin*). Credits can be transferred at any time, though it is advisable to make application as soon as possible in order to know how many credits need to be taken at Indiana University. If a student has been admitted to the M.A./Ph.D. Program, transferring of 30 hours towards the Ph.D. is not allowed until the M.A. is completed and the student has been accepted into the Ph.D. Program.
      (6) Ethnomusicology students may transfer in up to three hours each from three types of music courses: music theory, ear-training, and performance (e.g., ensemble, private lesson)—for a maximum of nine hours from the three types combined, on a case by case evaluation by the ethnomusicology faculty. (Performance courses can only be counted as electives.)
   b. **Application of outside degrees and credits to graduate folklore programs:**
      (1) Students admitted to the Department of Folklore and Ethnomusicology with an earned M.A. degree in folklore or ethnomusicology will typically be accepted into the Ph.D. Program.
      (2) Students admitted to the Department of Folklore and Ethnomusicology with an earned M.A. or Ph.D. degree in another discipline should expect to have their previous course of study individually evaluated by the department.
4. **Keyed Course Numbering:** Course numbers are keyed to the organization of the curriculum and degree requirements. An asterisk (*) before the course number indicates the course is a variable title. Students may take these courses under different titles more than once.

Group I. F500-525: Required Basic Courses in Theory and Method

F501: Colloquy in Folklore/Ethnomusicology

F510 Multimedia in Ethnomusicology
F516: Folklore Theory in Practice
F517: History of Folklore Study
F523: Fieldwork in Folklore/Ethnomusicology
F525: Readings in Ethnography
F528: Advanced Fieldwork

Group II. F526-599: Folklore Forms

*F527: Folk Poetry and Folksong
F535: Ritual and Festival
*F540: Material Culture and Folklife
*F545: Folk Narrative

Group III. F600-F699: Area Courses

*F600: Asian Folklore/Folk Music
F607: Music in African Life
F608: Music in African Film
*F609: African and Afro-American Folklore/Folk Music
*F617: Middle East Folklore/Folk Music
*F625: North American Folklore/Folk Music
F634: Jewish Folklore and Ethnology
*F635: European Folklore/Folk Music
*F638: Latin American Folklore/Folk Music
*F640: Native American Folklore/Folk Music
*F651: Pacific Folklore/Folk Music

Group IV. F700-799: Theory Courses

*F714: Paradigms of Ethnomusicology
F715: English and Scottish Popular Ballads (L715 in English Department)
*F722: Colloquium Theoretical Folklore/Ethnomusicology
F730: Museums and Material Culture
*F731: Archiving Principles & Bibliography in Folklore & Ethnomusicology
*F734: Folklore and Literature
*F736: Folklore and Language
F738: Psychological Issues in Folklore
*F740: History of Ideas in Folklore/Ethnomusicology
*F750: Performance Studies
*F755: Folklore, Culture and Society
F792: Traditional Musical Instruments
*F794: Transcription and Analysis in Folklore/Ethnomusicology

Group V. F800-G901 Special Function Courses

*F800: Research in Folklore or Ethnomusicology is designed to allow advanced students to receive credit for independent work done under the supervision of a member of the faculty qualified to direct such work. **F800 should not be used to cover the content of a course which will be available during a student's course of study at Indiana University. In an unavoidable emergency, only the Director of Graduate Studies can determine if an**

F800 can substitute for a required course. It must be used sparingly and requires a contractual agreement between a faculty member and the student. ***Authorization*** is required to register for this course. **Normally, students will take no more than nine hours of F800.**

F801: Teaching Folklore is designed for all students who hold assistantships.

F802: Traditional Arts Indiana

*F803: Practicum in Folklore/Ethnomusicology is designed for individualized, supervised work in publicly oriented programs in folklore or ethnomusicology, such as public art agencies, museums, historical commissions, and archives. Relevant readings and a written report are required. **F803 has a maximum of six credit hours and requires a contractual agreement between a faculty member and the student.** ***Authorization*** is required to register for this course.

*F804: Special Topics in Folklore/Ethnomusicology

F840: Research Seminar in Folklore/Ethnomusicology **is strongly recommended** of all Ph.D. students as part of the qualifying process for Ph.D. candidacy. This seminar will only be offered in spring semesters. As part of the research seminar, a dissertation proposal will be required.

*F850: Thesis/Project/Dissertation Research. Master's students may take up to 6 credit hours for the M.A. thesis/project and Ph.D. students may take up to 30 credit hours of F850 for the dissertation.

*G901: Advanced Research. Ph.D. candidates, who have completed 90 or more hours of graduate course work applicable to the degree (this includes F850s) and **who have completed all other requirements for the degree except the dissertation**, may enroll in G901 for a maximum of six (6) semesters. G901 is a six-hour dissertation research course with a tuition break of $150. **G901 is offered first and second semesters only and carries an enrollment limit of six semesters.** ***Authorization*** is required to register for this course.

5. **Waived Courses: If a folklore/ethno course is waived, the student must still take another folklore/ethno course in its place in order to complete the required number of courses needed for an M.A. or Ph.D. degree.** Only the Director of Graduate Studies can waive a course.
6. **Ph.D. Minors, Double Majors, Combined Degrees, and Double Minors.**
   a. **Folklore Ph.D. Minor:** The Department of Folklore and Ethnomusicology offers a Ph.D. minor. The minor consists of four graduate folklore/ethno courses (12 hours). Three (3) credit hours must be in one of the required courses: F501, F516, F517, F523, or F525.
   b. Students pursuing the Ethnomusicology concentration within the Department of Folklore and Ethnomusicology may earn an internal minor in Folklore by completing four courses (for a total of 12 hours) that are outside of their major requirements and that deal with non-musical folklore topics (for example, material culture or oral narrative). Students must complete one of the following courses: F516, F517, or F525. All other courses must be approved in advance for the minor by the Director of the

Folklore Institute. Students should contact the Director of the Folklore Institute for further information on this minor.

c. **Ethnomusicology Ph.D. Minor:** The Ethnomusicology Program offers an interdepartmental minor in ethnomusicology that enables students to take courses in ethnomusicology from several departments, including the Department of Folklore and Ethnomusicology. Students pursuing the folklore concentration within the Department of Folklore and Ethnomusicology may choose this as a minor. Students wishing to enroll in the program must first consult with the Director of the Ethnomusicology Institute. An adviser from the ethnomusicology faculty will be assigned to each student, taking into consideration the academic interests of each individual.
   (1) **Courses:** Four approved courses, for a total of 12 credit hours, including two of the four core courses (Folklore F523, F714, F740, and F794) and two courses chosen from the others listed in the *Graduate School Bulletin.* All courses first must be approved by the student's ethnomusicology advisor. With the consent of the advisor, courses other than those listed below may be chosen.
   (2) **Examination:** The student's adviser from the ethnomusicology faculty must be invited to participate in both the written and oral portions of the qualifying examination. The program director may, however, waive the written portion of the examination providing the student's performance in the program has been of sufficiently high quality.

d. **Double Minors:** Some departments offer double minors; this would count as two minors.

e. **Double Majors and Combined Degrees:** Students who wish to pursue a double major or combined degree in conjunction with some other department in the university should consult the *Bulletin of the University Graduate School* [see Index: Double major (Ph.D.)] and page 17 below.

D. REQUIREMENTS FOR THE M.A. DEGREE

Briefly, the requirements are: (1) 30 credit hours (credit hours vary in dual degree programs), including specific folklore/ethno course requirements; (2) a foreign language; and (3) completing a master's project or thesis and passing the accompanying oral examination.

1. **Basic Course Requirements, depending on Folklore or Ethnomusicology specialization:**

<u>Folklore Institute M.A. Requirements</u>

(1) First year course requirements:
Fall semester:
F501 Folklore Colloquy
F516 Folklore Theory in Practice
Spring semester:
F523 Fieldwork in Folklore

F525 Readings in Ethnography –or- **F517** History of Folklore Study

(2) Other required courses:

Four additional courses (for a total of 8 courses) in the Department of Folklore and Ethnomusicology, including one forms course, one area course, and one theory course. The course descriptions available for advising will state which of the three categories – form, area, theory – a given course may fulfill. Although there will be options (for example, the course description for a given course may state that it fulfills either a form OR area requirement), the student may count any one course as fulfilling only one requirement. For the M.A. Degree, three courses, one in each of the three categories (form, area, theory), are required to satisfy the distribution requirement.

(3) Students may take up to six hours of F850 thesis/project credit.

Ethnomusicology Institute M.A. Requirements

(1) First year course requirements:

F501 Ethnomusicology Colloquy
F794 Transcription – or – **F510** Multimedia
F523 Fieldwork in Ethnomusicology – or – **F527** Systems of Meaning

(2) Second year course requirements:

Two courses from those listed above depending on what is offered that year.
F714 Paradigms

(3) Other required courses:

F803 Seminar Practicum in Performance and Research
(1-3 credits/3 total credits required)
One additional course in the Department of Folklore and Ethnomusicology

(4) Students may take up to six hours of F850 thesis/project credit.

2. **Grade Requirements:**
   a. The Department of Folklore and Ethnomusicology will accept no course for credit towards a degree in which the grade is lower than B-.
   b. **All students must earn a B (3.0) or better in the required basic and the required advanced folklore/ethno courses.** Students who fail to obtain at least a B should consult with the graduate adviser and they will be required to repeat the course.
   c. The Graduate School will accept no grade for graduate credit lower than a C (2.0); however, grades lower than a C will affect the student's grade-point average. If a student's GPA falls below a 3.0, the student will be placed on academic probation by the Graduate School.
   d. Typically, students enrolled in the Department of Folklore and Ethnomusicology will be expected to maintain a GPA of at least 3.2 to remain in good standing in our degree programs.
   e. **Time Limit: A course may not be counted for graduate credit if it has been taken earlier than five years prior to awarding the M.A. degree.**

3. **Dual Master's Degrees**
   a. **Dual M.A./M.L.S. and M.A./M.I.S. Folklore and Ethnomusicology**

Dual Master of Arts and Master of Library Science Degrees (Dual M.A./M.L.S.)
Study for these two degrees can be combined for a total of 51 credit hours rather than the 66 credit hours required for the two degrees taken separately. Students take at least 30 graduate credit hours in library science and at least 21 credit hours in folklore and ethnomusicology. See specific course requirements below.

Dual Master of Arts and Master of Information Science Degrees (Dual M.A./M.I.S.)
The joint program consists of a total of at least 57 credit hours: a minimum of 36 graduate credit hours in information science and a minimum of 21 credit hours in folklore and ethnomusicology. See specific course requirements below.

Dual M.A./M.L.S. and M.A./M.I.S. Folklore and Ethnomusicology Course Requirements
F501; one of the following: F516, F517, or F714; and either F523 or F525; four additional approved courses in the department. Students must fulfill the language requirement and submit a thesis/project.

   b. **Dual Master of Arts Degree: Journalism and Folklore and Ethnomusicology**

The School of Journalism and the Department of Folklore and Ethnomusicology offer a joint Master of Arts Degree. This degree is intended for a wide range of students, including those interested in community-based journalism, management and public relations work at various arts organizations, and other areas. See specific course requirements below.

Dual Master of Arts Degree: Journalism and Folklore and Ethnomusicology Course Requirements
A total of 24 credit hours, F501; one of the following: F516, F517, or F714; and either F523 or F525; five additional approved courses in the department. A final project or presentation that integrates the folklore/ethnomusicology and journalism facets of the course of study. This project or presentation must be done as an independent study for 2 additional credit hours (in either folklore and ethnomusicology or journalism) and must be approved and supervised by a committee of three, including at least one folklore/ethnomusicology professor and at least one journalism professor. Students must fulfill the language requirement and submit a thesis/project (it is assumed that the 2 credit joint project will lay the basis for the thesis/project).

4. **Foreign Language Requirements:**
   a. Reading proficiency in one foreign language is required for the M.A. degree. The

language taken to meet the requirement may be any modern language. Early in their program, students should indicate which language they intend to offer in response to this requirement. Be sure that the language department sends written notification to the folklore/ethno graduate secretary of the Department of Folklore and Ethnomusicology verifying proficiency and specifying how proficiency was demonstrated (e.g., by completing course work or by passing exams.)

b. Basic courses in most modern languages are offered by the language departments (usually in sequence, first and second semester). **In most cases, these courses do not carry graduate credit.** Students must register for the courses and earn the required grade (B or higher) in order to meet the proficiency requirement (see *Graduate School Bulletin*).

c. **Alternative:** Students can fulfill a language requirement by passing the GSFLE (Graduate School Foreign Language Exam). Students should check with language departments to see if they are offering an alternative to taking courses in order to achieve proficiency. Students should make sure that language departments send written notification to the folklore/ethno graduate secretary of the Department of Folklore and Ethnomusicology verifying a student's proficiency and specifying how proficiency was demonstrated (e.g., by completing course work or by passing exams).

5. **Substitution of English as a Foreign Language.** If a student's native language is not English, he/she may petition to use English as a foreign language. A *Request to Substitute English as a Foreign Language Form* must be submitted to the College. This form is available from the folklore/ethno graduate secretary. The approval and the TOEFL (Test of English as a Foreign Language) score must be submitted to the Center for English Language Training for verification of proficiency. Be aware that students may enroll at Indiana University (and not be required to take additional English language training) if they score 500 or better on the TOEFL; however, students must score 550 or better if they wish to use English to fulfill a graduate level foreign language requirement. The Center for English Language Training can supply TOEFL application forms and information regarding TOEFL test dates.

6. **M.A. Students Applying to Ph.D. Program: Portfolio:** An M.A. student seeking admittance to pursue a Ph.D. degree will compile and submit a portfolio. Portfolios will be accepted only once a year, on the first Monday in November. Requests for extensions must be submitted to the Director of Graduate Studies by October 1 of the second year. By the time of submitting a portfolio a student minimally should have formed an Individual Advisory Committee and begun discussing an M.A. topic. A portfolio should include: (1) a detailed statement (3-5 pages) of the student's educational plans and trajectory toward the degree, including the names of faculty with whom the student has worked and/or intends to work; (2) two examples of research completed at Indiana University; (3) a current transcript; (4) a statement on the status of the M.A. thesis/project; and (5) a list of the student's IAC or M.A. committee members. The faculty as a whole will meet to review the portfolios. Students will receive a letter of evaluation. (See also #9 Admission to Ph.D. Program.) Admission to the Ph.D. Program will be granted contingent on completion of the M.A. degree by the end of the first semester of the third year. Students failing to meet this

deadline must apply to the Graduate Affairs Committee for admission to the Ph.D. Program upon completion of the M.A. degree. The GAC will normally require students more than a semester late in finishing the M.A. (i.e., students who have not finished by the end of Spring semester of the third year) to submit another portfolio as set out in the "alternative application procedure" described next. A student who chooses not to submit a portfolio in his/her second year and who has not obtained in advance an extension of the portfolio deadline must follow an alternate application procedure if s/he later decides to seek admission to the Ph.D. program. In such a case application may be made only after the student has fully completed the M.A. degree. The student will submit a portfolio (at least 3 weeks before a normally scheduled faculty meeting.); the portfolio in this case will consist of a copy of the completed M.A. thesis/project, a transcript, a statement of proposed Ph.D. research, and three letters from members of the Department of Folklore and Ethnomusicology recommending admission and indicating willingness to serve on the student's dissertation research committee should the student be admitted. Students who take course work beyond the M.A. requirements prior to official admission to the Ph.D. program do so at their own risk.

7. **M.A. Master's Project Option or M.A. Thesis Option:** All students pursuing the M.A. degree will be expected to complete a master's project or thesis.
   a. **Master's Project Option:** This work should demonstrate the student's ability to carry out original field and/or library research and to present it in the form of a publishable paper, multi-media cd-rom, museum exhibit, or other form of public presentation. Those who choose an exhibition or presentation should expect to write accompanying documents for the exhibition. Students should contact the folklore/ethno graduate secretary for the *M.A. Thesis/Project Approval Form* and the *M.A. Thesis/Project Proposal Form*.
   b. **M.A. Thesis Option:** Students should consult with the folklore/ethno graduate secretary for information regarding general university requirements for an M.A. thesis and obtain the following: (1) *M.A. Thesis/Project Approval Form,* (2) *M.A. Thesis/Project Proposal Form, and* (3) *A Guide to the Preparation of Theses and Dissertations.*
   c. **Thesis/Project Research Committee:** The student and his/her chosen thesis/project chair (folklore or ethno) will select two additional folklore or ethno faculty members to serve as the Thesis/Project Research Committee. Ethnomusicology students will choose a chair from the ethnomusicology faculty.
      (1) Once a committee has been selected, the *M.A. Thesis/Project Approval Form* is completed and submitted to the graduate adviser for a signature of approval. The Thesis/Project Oral Exam may not be scheduled until the committee has been approved by the graduate advisor (i.e. Director of Graduate Studies). This form should be returned to the folklore/ethno graduate secretary.
      (2) Typically, the selection of the committee and formal statement of intention should occur no later than the student's third semester of graduate study in the folklore program.
      (3) **Of the total 30 hours required for the M.A. degree, six hours of credit may be**

earned through the M.A. F850 Thesis/Project.

d. **Thesis/Project Oral Exam:** The Department of Folklore and Ethnomusicology requires that during the week in which the thesis/project is approved, the student will be given a one-hour final oral examination upon the program of study pursued for the degree. This examination is not a defense of the thesis/project but rather an oral examination of a comprehensive nature administered by the thesis/project director and two other faculty members. Failure to pass this oral examination will entail remedial work to be determined by the thesis/project committee.

e. **Approval of Thesis/Project:** All requirements for the master's degree must be met by the time the thesis/project is submitted for approval.
   (1) **Thesis:** Upon approval of the thesis, itself, the Graduate School receives the original (bound) and one copy (bound), and the Department of Folklore and Ethnomusicology receives one copy (bound). (Total of three copies.)
   (2) **Project:** Upon approval of the project, itself, the Department of Folklore and Ethnomusicology receives one copy of any multi-media and/or written supporting documentation.

8. **Application for Advanced Degree:** During the semester in which a student plans to complete the M.A. project or submit the final bound copy of a thesis, he/she should go to the Graduate School and complete an *Application for Advanced Degree Form*. At the same time, he/she should make any inquiries concerning the graduation ceremony.

9. **Admission to Ph.D. Program:** Students admitted to the M.A./Ph.D. Program will advance into the Doctoral Program once they have satisfactorily completed all requirements for the M.A. degree. Students who were admitted to the M.A. Program and who are judged (on the basis of their second-year portfolios – see #6 above) to have made superior progress will be admitted to the Ph.D. Program contingent upon satisfactory completion of the M.A. degree by the end of the first semester of the third year. Students failing to meet this deadline must apply to the Graduate Affairs Committee for admission to the Ph.D. Program upon completion of the M.A. degree. **Students who, prior to official admission to the Ph.D. Program, take course work beyond the M.A. requirements do so at their own risk.** If the department decides to admit the student to the Ph.D. Program, then a *Change of Status Form* will be initiated and sent to the Graduate School.

10. **Time Period, Graduate Level Courses, F850, and Registration Requirements:**
    a. **Time Period:** All M.A. degree requirements must be completed within five years from the date of initial admission.
    b. **Graduate Level Courses:** All folklore/ethno courses with the number of 500 or above will automatically carry graduate credit. Normally, a course listed in the *Graduate School Bulletin* carries graduate credit.
    c. **F850:** Of the total 30 hours required for the M.A. degree, six hours of credit may be earned through F850 thesis/project hours. A.I.'s with fee scholarships for summer hours should consult the graduate adviser on what courses to take during the summer.
    d. **Registration Requirements:** Currently, master's students are not required to register for continuing enrollment but must simply complete the requirements for the M.A. degree within the five-year period.

E. REQUIREMENTS FOR THE PH.D. DEGREE

Briefly, the requirements are: (1) an M.A. degree (may comprise 30 of the 90 required credits); (2) 90 credit hours, including specific folklore/ethno course requirements; (3) at least one minor; a second is optional; (4) two foreign languages; (5) successful completion of the Ph.D. qualifying exam; and (6) a dissertation.

1. **An M.A. Degree**
2. **Basic Course Requirements:**
   a. **90 credit hours, including:**
      (1) A minimum of 60 graduate credit hours of course work. This can include transfer hours but does not include F850 and G901 (with a grade of "R").
      (2) The following required courses, depending on Folklore or Ethnomusicology specialization:

Folklore Institute Ph.D. Requirements

36 credit hours of courses in the Department of Folklore and Ethnomusicology, including:

F501 Folklore Colloquy
F516 Folklore Theory in Practice
F523 Fieldwork in Folklore
F525 Readings in Ethnography
F517 History of Folklore Study
Twenty-one additional credit hours in the Department of Folklore and Ethnomusicology, including two forms courses, two area courses, and two theory courses. A maximum of one of the six form/area/theory courses may be fulfilled by an F800 readings course. The course descriptions available for advising will state which of the three categories – form, area, theory – a given course may fulfill. Although there will be options (for example, the course description for a given course may state that it fulfills either a form OR area requirement), the student may count any one course as fulfilling only one requirement. For the Ph.D. Degree, six courses, two in each of the three categories (form, area, theory), are required to satisfy the distribution requirement.

Ethnomusicology Institute Ph.D. Requirements

30 credit hours of course work in the Department of Folklore and Ethnomusicology, including:

F501 Ethnomusicology Colloquy
F794 Transcription
F510 Multimedia
F523 Fieldwork in Ethnomusicology

F527 Systems of Meaning
F740 History of Ideas
F714 Paradigms
F803 Seminar/Practicum in Performance and Research
(3 total credits required)
F528 Fieldwork II
One additional course in the Department of Folklore and Ethnomusicology, and an additional nine hours in a track to be chosen from:
(1) social and cultural theory
(2) preservation and presentation
(3) world area

(3) Students may take up to 30 credit hours of F850 thesis credit. **Ph.D. students who are not yet candidates may take F850 credits with their advisers' approval.** Normally, a student who is not yet a candidate should take no more than three credit hours of F850 per semester under this special accommodation. Exceptions to this rule require the approval of the graduate adviser.

(4) Students may include 30 credit hours of approved transferred credits among the required 90 hours.

(5) Students may include the graduate credit hours earned through our folklore/ethno M.A. degree among the 90 required.

b. **Grade Requirements:**

(1) The Graduate School will accept no grade for graduate credit lower than a C (2.0); however, grades lower than a C will affect the student's GPA. If a student's GPA falls below a 3.0, the student will be placed on academic probation by the Graduate School.

(2) The Department of Folklore and Ethnomusicology will accept no course for credit towards a degree in which the grade is lower than B-.

(3) **Students must earn at least a B (3.0) in the required basic and required advanced folklore/ethno courses.** Students who fail to obtain a B or better should consult with the graduate adviser, and they will be required to repeat the course.

(4) Typically, students enrolled in the Department of Folklore and Ethnomusicology will be expected to maintain a GPA of at least 3.2 to remain in good standing in the Department's degree programs.

c. **Course Time Limit: No course may be counted for graduate credit if it has been taken earlier than seven years prior to admission to Ph.D. candidacy.** Courses over the seven-year time limit will have to be revalidated. Students should consult the graduate adviser for procedures on revalidation.

3. **Minors; Double Minors; Double Majors; Combined Degrees**

a. **Minors:** All folklore/ethno majors seeking Ph.D. candidacy must take at least one minor. (See also information on minors in Section C, # 6, Ph.D. Minors, Double Majors, Combined Degrees, and Double Minors, Page 9.) The purpose of the minor(s) is to augment a student's course of study in folklore/ethno.

(1) Students should consult with their advisers on the selection of a minor(s); however, it is the student's responsibility to contact the appropriate adviser of the minor department (initially the chair). The minor department has complete control over all matters relating to the outside minor. Unless it is waived, the minor department, not the Department of Folklore and Ethnomusicology, gives the qualifying exam in the field of the selected minor.

(2) Students are responsible for contacting their minor department regarding admission to their minor program, course requirements, and examinations. An outline of the minor requirements should be placed in the student's file.

(4) **When students have completed the requirements for a minor, they are responsible for requesting that a memo be sent to the folklore/ethno graduate secretary indicating that they have completed the requirements for the minor.** This memo should come from their minor adviser.

b. **Double Minors:** Some departments offer a double minor; this would count as two minors.

c. **Double Majors or Combined Degrees:** Some students may wish to pursue a double major or combined degree (e.g., American Studies) in conjunction with some other department in the university. The requirements and procedures for double majors and combined degrees are described in the *Bulletin of the University Graduate School* [see Index: Double major (Ph.D.) and entries for specific combined degree programs]. Students pursuing a double major or combined degree need not take a minor; the second major is treated as a double minor.

4. **Foreign Language Requirements**

a. Proficiency in two foreign languages is required for the Ph.D. degree. Any of the modern foreign languages may be taken to meet the requirement, subject to the approval of the graduate adviser. Students whose native language is not English may petition to use English as a foreign language. (See below)

b. Basic courses in modern languages are offered by the language departments. Usually, these language courses are offered in sequence, first and second semesters. **In most cases, these courses do not carry graduate credit.** Students must register for the courses and earn the required grade (B or higher) in order to meet the proficiency requirement (see the *Graduate School Bulletin*.)

c. **Alternative:** Students can fulfill a language requirement by passing the GSFLE (Graduate School Foreign Language Exam). Students should check with language departments to see if they are offering an alternative to taking courses in order to achieve proficiency. Students should make sure that language departments send written notification to the folklore/ethno graduate secretary verifying a student's proficiency and specifying how proficiency was demonstrated (e.g., by completing course work or by passing exams).

5. **Substitution of English as a Foreign Language:** If a student's native language is not English, he/she may petition to use English as a foreign language. A *Request to Substitute English as a Foreign Language Form* should be submitted to the College. This form is available from the folklore/ethno graduate secretary. At the same time, the TOEFL (Test

of English as a Foreign Language) score must be submitted to the Center for English Language Training for verification of proficiency. Students may enroll at Indiana University (and not be required to take additional English language training) if they score 500 or better on the TOEFL; however, they must score 550 or better if they wish to use English to fulfill a graduate level foreign language requirement. The Center for English Training can supply TOEFL application forms and information regarding TOEFL test dates.

6. **Ph.D. Qualifying Process**:
   a. Each student must complete the qualifying process before being admitted as a candidate for the Ph.D. degree. **The qualifying process consists of a written exam followed by a conjoined oral exam and proposal hearing.** Eligibility consists of the following COMPLETED requirements:
      (1) 60 credit hours of required course work
      (2) Proficiency in two foreign languages
      (3) Outside minor(s)
      (4) Transfer of any applicable credits

      Certification (proof) of the completion of these requirements must be in writing in the student's file. It is the student's responsibility to check with the folklore/ethno graduate secretary to make sure he/she has proof of completion of all requirements for taking the exams. **An eligible student should request a Qualifying Procedure Form from the graduate secretary.**

      Normally, the exam/hearing will be held after or during the semester in which all the requirements are completed. Students who have not been FORMALLY admitted to the Ph.D. Program are ineligible for the exam/hearing.
   b. **Written Exam:** Members of the student's Ph.D. Exam Committee (minimum of three members) who are members of the Department of Folklore and Ethnomusicology will administer the Ph.D. qualifying process. These will be faculty members who have agreed that they will serve on the student's Dissertation Research Committee (DRC) and must meet those criteria (the Dissertation Research Committee is officially created following completion of the exam, see Page 22, #8). The Dissertation Research Committee Chair will contact the student's minor-department representative to determine the nature of any participation in the reading list, exam, and/or proposal-hearing. For purposes of the following description, the exam-giving committee will be referred to as the Ph.D. Exam Committee, with the understanding that this committee in some cases may, in other cases may not, include member(s) from the student's minor department(s). The Director of Graduate Studies (DGS) will supervise the exams generally.
   c. When the student has decided on a dissertation research topic, s/he, in consultation with the Ph.D. Exam Committee chair, will schedule a meeting of his/her Ph.D. Exam Committee at least three (3) months (the Department recommends six [6] months) before the date of the exam/hearing to discuss the proposed dissertation research and the scheduling, format, and specific foci of the examination. The first part of the Qualifying Procedure Form will be filled in at this meeting; the form will be returned to the graduate secretary to hold until the exam. All meetings and the exam/hearing will

occur during the regular fall and spring semester sessions in the academic year.

d. Once the specific foci of the examination are agreed upon, the student will prepare reading lists for each area of coverage to be submitted for the approval of the members of the Ph.D. Exam Committee. Once the reading list has been approved by the Ph.D. Exam Committee, and at least two months before the exam, the Committee Chair will forward the list (with an indication of committee approval) to the Director of Graduate Studies for approval. Once it is approved by the Director of Graduate Studies, the student will give a copy of the reading list to the Graduate Secretary, to be placed in the student's file.

e. Examination questions will be based on the approved reading lists determined by the student and the Ph.D. Exam Committee and approved by the DGS. The Ph.D. Exam Committee chair will solicit questions from Ph.D. Exam Committee members and together they will compose the examination. The examination will be in three parts, organized in terms of the following general foci:
   (1) general disciplinary (folklore and/or ethnomusicology) history, theory, and method;
   (2) a folklore/musical genre or set of cultural forms;
   (3) a culture area and/or historical period.

   The format of the examination will consist of a question or series of questions addressed to each of the general foci enumerated above, according to the specific interests of the student and his or her approved reading lists.

f. Once the examination has been written, the Ph.D. Exam Committee chair will in timely fashion (at least one week before the exam) submit the questions, and notice of the exam date to the DGS. **All exams must be approved by the DGS before being given to the student.** After completion, the exam questions will be available in the Main Office of the Department of Folklore and Ethnomusicology.

g. The written examination will be administered on a take-home basis, with the student having one week to complete the three-part exam. The student is free to consult sources (apart from the Ph.D. Exam Committee that is administering the exam) and should anticipate a written exam of approximately 15-20 double-spaced pages per question. In all cases, it is expected that the essays will be the student's own work. Exams will be picked up from and turned in to the folklore/ethno graduate secretary. Copies of the exam will immediately be sent to the members of the Ph.D. Exam Committee for evaluation, with one copy kept in the student's file.

h. **Proposal:** While preparing for the qualifying exam, students will complete a dissertation proposal.
   (1) Dissertation proposals, in short and expanded drafts, are normally to be written in conjunction with the F840 Research Seminar in Folklore/Ethnomusicology. This seminar will be offered only during the spring semester.
   (2) Students may take F840 and schedule the exam/hearing during the same semester. If a student fails the comprehensive examination, he/she may continue in F840 but will be required to retake the exam.
   (3) The dissertation proposal will be accomplished in two different drafts, a short draft

and an expanded draft. Each draft should set out the problem to be investigated, the methodological and theoretical perspectives to be employed, and the scholarly significance of the research. The expanded draft will develop each of these elements in greater depth.

(4) Students will work closely with their Ph.D. Exam Committee in preparing the dissertation proposal.

(5) **The final proposal that is submitted to the Graduate School, along with the Nomination of Research Committee for the Ph.D Form, must be no more than two (2) pages long.** See the folklore/ethno graduate secretary for the *Ph.D. Dissertation Proposal Form*.

(6) The proposal hearing offers an opportunity for formulating and discussing research plans and methods and also provides a basis on which faculty members may write letters of recommendation regarding the proposed research. Students who set out to do the main part of their dissertation research prior to achieving candidacy do so at their own risk.

i. A minimum of one week before picking up the take-home questions from the folklore/ethno graduate secretary, the student will submit a completed 10-15 page research proposal to all members of the Ph.D. Exam Committee.

j. **Oral Exam and Proposal Hearing:** Under ordinary circumstances, the combined oral examination and dissertation proposal hearing will be scheduled within two weeks of submission of the written examination.

The exam/hearing will be attended by the student and the student's Ph.D. Exam Committee. The exam will occur first followed by the proposal hearing (except that in cases in which the exam grade is "fail," the hearing will normally not be held). The oral examination may cover issues raised on the written exam as well as other matters relating to the approved reading lists.

The Ph.D. Exam Committee chair will notify the DGS about the date and, then, the result of the oral exam. The Ph.D. Exam Committee decides whether the student passes or fails the exam. A conditional pass, contingent on successful completion of remedial work, may be awarded; in this case the Ph.D. Exam Committee will set out the requirements and assess the results of the remedial work. Should the committee wish to nominate the exam for "distinction," the written exam and a letter of recommendation should be submitted to the DGS for approval prior to any announcement to the student. Should the student fail the exam, the Ph.D. Exam Committee will decide the procedures for a second exam. No more than one reexamination will be given.

The student will also complete any revisions of the research proposal that are required on the basis of the hearing. A copy of the final version of the proposal (including any necessary revisions), will be signed by the chair of the Ph.D. Exam Committee and kept in the student's file. It is also recommended that students take care of the following three items before leaving town: these are all in addition to the form filled out to take the Ph.D. exam.

- Nomination to Candidacy Form (see #7 below)

- Human Subjects: must be approved before beginning research (see #8d below)
- Nomination of Research Committee form (see #8 below)

7. **Nomination to Candidacy and Sequential Registration:**
   a. After a student has passed the qualifying procedure, the folklore/ethno graduate secretary will process the *Nomination to Candidacy Form*. When the Graduate School approves this form, a student is considered a doctoral candidate (as opposed to a doctoral student) and will receive a *Certificate of Candidacy* in the mail.
   b. The *Nomination to Candidacy Form* must be approved by the Graduate School **at least eight months prior** to the defense of the dissertation**.**
   c. **Candidacy Time Limit:** The Graduate School considers doctoral candidacy to begin on the date that the last qualifying procedure is passed. Students have seven years from this date to submit their final bound dissertation to the Graduate School. No extensions are possible beyond this seven-year period. If candidacy is allowed to expire, students must petition the Department of Folklore and Ethnomusicology and the Graduate School for reinstatement, which typically involves retaking the Qualifying Exam.
   d. **Continuous Enrollment:** After admission to candidacy, students **must** enroll each fall and spring semester for at least one credit hour of thesis F850 (or six hours of G901, if applicable) until the final copy of the dissertation has been handed in to the Graduate School. If the final copy of the dissertation is submitted during the summer, students must enroll for that summer session. Students registering retroactively for missed semesters will have to pay the tuition for the semester(s) missed and a retroactive registration fee for **each** semester missed.
   e. **G901 Advanced Research:** Ph.D. candidates, who have completed 90 or more hours of graduate course work applicable to the degree (this includes F850s) and **who have completed all other requirements for the degree except the dissertation**, may enroll in G901 for a maximum of six (6) semesters. G901 is a six-hour dissertation research course with a tuition break of $150. **G901 is offered first and second semesters only and carries an enrollment limit of six semesters.**
   e. **In Absentia Registration:** During registration, students who live 50 miles or more from campus or who have left Bloomington to conduct research are eligible to register in absentia. It is important to make arrangements with the folklore/ethno graduate secretary before leaving town concerning in absentia registration.
8. **Nomination of Dissertation Research Committee:**
   a. The candidate and his/her chosen Dissertation Research Committee chairperson will decide on a dissertation topic and appropriate committee membership.
   b. The rules governing composition of the Dissertation Research Committee (DRC) are as follows:
      (1) The committee must be composed of at least **four** members.
      (2) All members of a Dissertation Research Committee must be either full or associate members of the Graduate Faculty. (See this booklet for faculty status.)
      (3) At least half (2-of-4 or 3-of-5) of the Dissertation Research Committee must be full

members of the Graduate Faculty.

(4) The majority of Dissertation Research Committee members (including the director and two others) must be folklore/ethno faculty. Joint and adjunct folklore/ethno faculty can serve on a committee.

(5) The committee should include a representative from each minor field. In the event that the dissertation research does not involve the area(s) of the minor(s) whether outside or inside the department the major department may request, with the consent of the minor-field representative(s), the substitution of a representative or of representatives from some other field(s) more appropriate to the topic of the dissertation.

(6) In the case of double minors or combined degrees, the Dissertation Research Committee must consist of equal representation from both departments. Check with the folklore/ethno graduate secretary for specific forms and regulations.

(7) Dissertation Research Committees are usually to be chaired by full members of the Graduate Faculty. In certain unusual cases, a dissertation may be directed and/or chaired by an associate member of the Graduate Faculty with the special permission of the dean on recommendation of the departmental chair. Ordinarily, these would be cases where an associate member of the Graduate Faculty has special or unusual expertise in an area not represented by a full member of the Graduate Faculty in the same area. Such requests should be presented by a separate memo.

(8) Ethnomusicology students will select an ethnomusicology faculty member to chair the Dissertation Research Committee. Ethnomusicology faculty members from other departments may serve as co-chairs with a folklore faculty member. Ethnomusicology students should follow additional requirements for the dissertation which are available from the Ethnomusicology Program.

c. Obtain a *Nomination of Research Committee for the Ph.D. Form* from the folklore/ethno graduate secretary. The two-page *Ph.D. Dissertation Proposal Form* and the clearance from Human Subjects must accompany the *Nomination of Research Committee for the Ph.D. Form* when it is submitted to the Graduate School.

d. **Human Subjects Approval:** Approval from the Human Subjects Committee is required only when human subjects are involved in research, or an existing data set that contains individual records is being used. If this statement applies to your research, you need to contact the Human Subjects Committee (855-3067) in Carmichael Center LL03. If you fall into the above category, **Dissertation Research Committees WILL NOT be approved by the Graduate School until research projects receive approval from the Human Subjects Committee**.

e. **The candidate's committee and proposal must be approved by the Graduate School at least six months prior to the dissertation defense.**

f. **Change of Committee:** Students wishing to add/delete members from their DRC should see the folklore/ethno graduate secretary for the appropriate form. The graduate secretary will notify the appropriate faculty member(s) of the requested change.

9. **The Ph.D. Dissertation and Defense:**
Obtain from the Graduate School or the folklore/ethno graduate secretary *A Guide to the Preparation of Theses and Dissertations*. Students should check with the Ph.D. recorder in the Graduate School and the folklore/ethno graduate secretary for specific university and departmental requirements concerning the defense, dissertation format, and fees. Contact the Ph.D. recorder in the Graduate School for forms and information on microfilming and copyrighting of the dissertation.
   a. **Distribution of Drafts:** A candidate should discuss with his/her committee chair the appropriate time to distribute the first (partial or complete) drafts of the dissertation to his/her committee members.
   b. **Setting the Defense:**
      (1) The defense is normally based upon an acceptable draft of the dissertation.
      (2) After a reasonable length of time is allowed for the committee to read the dissertation **(at least one month)**, the committee chair will contact each committee member concerning their readiness to set a defense.
      (3) When committee approval for the defense has been granted, the student should contact each committee member to coordinate a time and place for the defense. The Dissertation Committee Chair will forward to the Graduate Secretary a memo indicating the time and place of the exam, and attesting that all committee members and the student have agreed to these. It is the responsibility of the student to maintain a close working relationship with the committee during this time concerning revisions that are needed before the defense.
      (4) Defenses and reading of dissertations may not be scheduled during the period beginning two weeks after grades are due for Spring semester and ending the first day of classes for the Fall semester. Exceptions will be granted for serious reasons and must be approved by the Chair of the Department.
   c. **Announcement: One month prior to the defense, the student must submit to the Graduate School a one-page announcement of the final examination.**
      (1) The announcement must follow the format shown in *A Guide to the Preparation of Theses and Dissertations*. The announcement should contain a summary of the dissertation (no more than 300 words) which is informative and contains a brief statement of the principle results and conclusions.
      (2) If the candidate has published any scholarly articles, bibliographical references should be included in the summary.
      (3) The announcement must have the signature of the chair of the Dissertation Research Committee.
      (4) When the announcement has been signed and approved, it should be given to the folklore/ethno graduate secretary for processing. A copy of the announcement will be given to each committee member and the original will be sent to the Graduate School.
   d. **Dissertation:** Once a final draft has been submitted, it is the student's responsibility to remain in a close working relationship with the committee (especially the

chairperson) concerning any revisions that are needed prior to the defense.

e. **Defense:** At the Ph.D. defense, the Dissertation Research Committee will determine which of the following apply:
   (1) No revisions
   (2) Minor revisions
   (3) Major revisions
   (4) Failure (another defense required)

   If revisions are required, a date for the completion of any revisions will be mutually agreed upon.

Note: The following is in accordance with Graduate School Policy regarding graduate student audiences at defenses: Graduate students wishing to sit in on a defense must submit their names to the chair of the Dissertation Research Committee and receive prior approval from the chair. The chair must submit these names to the Graduate School for approval. The Graduate School will then inform the candidate of these names and request the candidate's approval.

Signatures to be obtained at the defense:

(1) **Removal of R Forms*:*** The chair of the committee signs the forms for F850 thesis hours and G901 dissertation research hours. These forms should be returned to the folklore/ethno graduate secretary.

(2) **Ph.D. Dissertation Defense Form:** Full committee signs this form which indicates what revisions are needed and a time limit for revisions. This form should be returned to the folklore/ethno graduate secretary.

(3) **Abstract:** If revisions are needed, some or all of the committee may or may not sign the abstract. **Three signed** copies of the abstract are needed, in addition to **one (1) unsigned** abstract (for the unbound copy that is submitted to the Graduate School).

(4) **Acceptance Page:** If revisions are needed, some or all of the committee may or may not sign the acceptance page. **Three signed** copies of the acceptance page are needed.

If signatures are withheld at the defense, the **abstract** and the **acceptance page** should be returned to the folklore/ethno graduate secretary. If no revisions are to be made, the student may take the abstract and acceptance page.

f. **After the Defense:** After a successful defense, **three copies** of the final dissertation are to be submitted: one **bound** copy to the Department of Folklore and Ethnomusicology; one **bound** copy to the Graduate School; and one **unbound** copy to the Graduate School. Following is a partial check list:
   (1) All copies of the dissertation must be on 100% cotton rag. If photos are used or copies of photos, have the quality of the copies pre-approved at the Graduate School. See *A Guide to the Preparation of Theses and Dissertations* for other detailed requirements.
   (2) **The unbound original** of the dissertation should be submitted to the Graduate School in a box, 9 inches x 11 ½ inches in size.

(3) **Abstract:** One **signed** abstract for each copy of the dissertation (a total of three). Make sure this page is numbered (small Roman numerals). The abstract should be approximately 350 words, double-spaced. Student's name and dissertation title should appear on the abstract. In addition, the Graduate School requires **one** additional copy of the abstract **(unsigned)** to be turned in with their **unbound** copy. (Do not number the unsigned abstract.) The **unsigned** abstract is published in *Dissertation Abstracts*.

(4) **Acceptance Page:** One **signed** acceptance page for each copy of the dissertation (total of three). Make sure this page is numbered (small Roman numerals). An acceptance page is placed after the title page in each dissertation. Spaces should be provided for the signature of each member of the student's committee beneath a simple statement confirming the acceptance of the dissertation.

(5) **Vita Page:** One for each copy of the dissertation (total of three). A vita page is placed at the end of each copy of the dissertation. (Do not number this page.)

(6) **Copyright Page:** If the dissertation is being copyrighted, a copyright page must be in all copies, including the original--use three lines:

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See the Ph.D. Recorder in the Graduate School, Kirkwood 111, for information on copyrighting.

(7) **Microfilm** contract and survey form (both signed). Contact the Ph.D. Recorder in the Graduate School, Kirkwood 111, for this contract.

(8) **Fee** receipt (microfilm and/or copyright).

(9) In order for diplomas to be mailed, students should make sure the Registrar's Office, Franklin Hall, Room 100, has a correct mailing address.

(10) Once the bound copies of the final **approved** version of the dissertation have been turned in, the Graduate School will recommend the candidate to the Board of Trustees for the Ph.D. Degree