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Welcome to Folklore and Ethnomusicology!

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.

Because each student follows a unique progression through our program based on their area of interest(s), it is the student's responsibility to be proactive in understanding the requirements, procedures, and forms outlined in this manual, as well as the more general policies and procedures outlined in the [University Graduate School Bulletin](#). Please do not hesitate to consult a graduate advisor or the Department's Graduate Recorder about any questions concerning the Folklore and Ethnomusicology program.

Our *Student Record Sheet* (see Appendix C) is designed to help students keep a record of their progress towards a degree. The Graduate Recorder keeps a copy of this form in the student's departmental file and updates it on a regular basis. Students should not hesitate to ask to compare their personal record with the departmental record at any time. This record sheet should always be brought to an advising appointment.

Admission

Students may be admitted to graduate study in the Department of Folklore and Ethnomusicology, concentrating in either folklore or ethnomusicology. The Department accepts students in both areas for graduate work starting in the Fall semester (September) every year, under one of the following categories:

- The M.A. Program in Folklore or Ethnomusicology
- The Ph.D. Program in Folklore or Ethnomusicology
- The M.A./Ph.D. Program in Folklore or Ethnomusicology

If a student does not have an M.A. degree upon applying to the Folk/Ethno Program, he or she will be admitted to the M.A. Program only. **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 ethnomusicology, or an acceptable adjacent field).**

If a student has an M.A. or a Master of Arts in Teaching (M.A.T.) degree at the time of application to the Department, he or 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 to students informing them of admission to the Department 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.

For more details about Admissions, please refer to the Admissions & Financial Aid Booklet.

Financial Aid & Funding Opportunities

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 resources. The information below may help you find the funding you need to pursue graduate studies. Please note that some of the awards listed below are for advanced students; first-year students may not be eligible.

Departmental Fellowships

There are a limited number of departmental fellowships available to students who are admitted for the fall semesters. All incoming admitted students are automatically considered for these fellowships, which are awarded based on:

- The applicant's academic record
- The strength of the student's commitment to folklore or ethnomusicology as a discipline
- The applicant's ability to express such a commitment in the personal statement accompanying the application to the program
- Evaluation by individuals acquainted with the student's capabilities (letters of recommendation)
- GRE scores

If awarded, the student will normally receive a stipend, tuition remission, and health insurance for one year, and then two to three years of guaranteed assistantship (see "Departmental Assistantships" below). Stipend amounts and financial packages vary from year to year and are subject to funding.

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, or students whose native language is

not English, must pass the Test of English Proficiency for International Associate Instructor Candidates (TEPAIC) 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. 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.

All first-time Instructors and Associate Instructors in Folklore and Ethnomusicology **will be required to take F801 Teaching Folklore/Ethnomusicology (3 credits)** before or, more typically, concurrently with taking up these positions.

There will be an AI workshop prior to the beginning of each Fall semester; all students appointed to an AI position are required to attend.

Assistantships in the Department have typically included the following:

- Teaching assistantships in the large introductory courses:
 - F101 Introduction to Folklore
 - F111 World Music and Culture
 - F131 Introduction to Folklore in the United States
- IUPUI Instructorships
 - These vary by semester and academic year, but in the past have included:
 - F101 Introduction to Folklore
 - F360 Indiana Folklore
 - F364 Children's Folklore
- [Archives of Traditional Music \(ATM\)](#) assistantships
 - Available to first-year ethnomusicology students
 - Upon application for admission, all ethnomusicology students are automatically considered for these ATM assistantships
 - If awarded, this fulfills one year of the two year eligibility for an assistantship in the Department
- [Archives of African American Music and Culture \(AAAMC\)](#) assistantships
 - Available to students with an interest in African American music
 - Generally awarded to 2nd and 3rd year students

Assistantship opportunities may arise in other departments; information regarding those will be sent out as it becomes available.

College of Arts & Sciences Fellowships

The following is a list of graduate fellowships and awards administered by the Graduate Office of the College of Arts & Sciences. Follow the links below for information on each fellowship. **Please note that application materials must be submitted to the Department's Graduate Recorder by the internal departmental deadline listed below, not the deadline listed on the linked websites.** Applications submitted after the deadline will not be considered. Announcements will be sent out regarding the details of the fellowships and awards as the application deadlines approach.

- [Delores Zohrab Liebman Fellowship](#)
 - Three awards for graduate students who have outstanding undergraduate records, demonstrated a need for financial assistance, and are citizens of the United States to the University Graduate School. The fellowship covers the cost of tuition, includes a stipend, and is renewable for a maximum of three years.
 - **Deadline to submit application to Graduate Recorder:**
 - **Wednesday, December 10th, 2008, 5 pm**

- [Dissertation Year Research Fellowship](#)
 - For outstanding M.F.A. or Ph.D. candidates - selection criteria include demonstrated academic excellence, proposed use of fellowship funds, and potential for significant research contributions. These fellowships include a \$15,000 stipend, **but do not include fee scholarships**; fellowship winners are expected to devote full time to research.
 - Applications entered online (follow the link on the College's website)
 - Online application period begins:
 - February 1st, 2009
 - **Deadline to submit application online:**
 - **Friday, February 20th, 2009, 12 noon**

- [Forrest E. & Frances H. Ellis Summer Fellowships](#)
 - For students who are studying in the academic disciplines of Germanic Studies, History, or Religious Studies, with emphasis on the period of 1400-1700 or the Lutheran Church. Summer Fellows will receive \$2,500 in stipend, plus a 6 credit hour fee scholarship.
 - **Deadline to submit application to Graduate Recorder:**
 - **Wednesday, February 18th, 2009, 5 pm**

- [John H. Edwards Fellowship](#)
 - Awarded on: good citizenship, character, especially attitude toward public service and the likelihood of future usefulness to society, scholastic ability, intellectual capacity, and upon such other bases and qualifications, and in such manner, as the Trustees of Indiana University in their discretion and judgment may determine from time to time, but always without regard to consideration of religion, creed, race, national origin, color, sex, or political affiliation.

- **Deadline to submit application to Graduate Recorder:**
 - **Monday, February 2nd, 2009, 5 pm**
- [Mikal Lynn Sousa Award for Excellence in Graduate Scholarship](#)
 - For a graduate student in the Department of History and Philosophy of Science (or Department of History if there are no other applicants), with a strong preference for a woman but with no preference for area of study. Candidates may be nominated by faculty or candidates may nominate themselves following approval of doctoral candidacy.
 - **Deadline to submit application to Graduate Recorder:**
 - **Wednesday, February 18th, 2009, 5 pm**
- [Travel Award Competition](#)
 - Aids students who have been invited to present papers at national or international conferences and who have been recommended by their departments to receive such awards. Awards are usually in the range of \$300.
 - Applications entered online (follow the link on the College's website)
 - **Fall Competition:**
 - Online application period begins:
 - September 1st, 2008
 - **Deadline to submit application online:**
 - **Wednesday, September 24th, 2008, 5 pm**
 - **Spring Competition:**
 - Online application period begins:
 - March 1st, 2009
 - **Deadline to submit application online:**
 - **Monday, March 23rd, 2009, 5 pm**

University Graduate School Fellowships

The following is a list of graduate fellowships and awards administered by the University Graduate School. Follow the links below for information on each fellowship. **Please note that application materials must be submitted to the Department's Graduate Recorder by the internal departmental deadline listed below, not the deadline listed on the linked websites.** Applications submitted after the deadline will not be considered. Announcements will be sent out regarding the details of the fellowships and awards as the application deadlines approach.

- [Adam W. Herbert Graduate Fellowship](#)
 - Supports graduate study at IU for graduates of Historically Black Colleges and Universities (HBCUs).
 - **Deadline to submit application to Graduate Recorder:**
 - **Wednesday, January 21st, 2009**

- [CIC FreeAp Program](#)
 - A program that can waive the Graduate School application fee (financial need must be shown).
 - Apply through the CIC website (link above)
 - **Application period:**
 - **August 15th, 2008 – November 15th, 2008**

- [Educational Opportunity Fellowship](#)
 - The award is for new/incoming M.A. or Ph.D. students (financial need must be shown). \$1,500 award, renewable for one year.
 - **Deadline to submit application to Graduate School (if new student, the deadline refers to submitting the Application for Admission)**
 - **January 15th, 2009**

- [Esther Kinsley Master's Thesis Award](#)
 - Must have completed Master's Thesis during the previous academic year; one \$1,500 award.
 - **Deadline to submit application to Graduate Recorder:**
 - **Wednesday, October 1st, 2008, 5 pm**

- [Esther Kinsley Ph.D. Dissertation Award](#)
 - Must have completed Ph.D. degree during the previous academic year; one \$1,500 award.
 - **Deadline to submit application to Graduate Recorder:**
 - **Friday, January 30th, 2009, 12 noon**

- [Future Faculty Teaching Fellowship](#)
 - For advanced IU Bloomington doctoral and MFA students to enhance their career preparation by experiencing faculty life in another academic environment, either within or outside of Indiana.

- **Deadline to submit application directly to Graduate School (application is not submitted to the Department):**
 - **Friday, October 10th, 2008**
- [Graduate Scholars Fellowship](#)
 - The award is for new/incoming Ph.D. students, or current M.A. students bridging into the Ph.D. Program
 - **Deadline to submit application to Graduate School (if new student, the deadline refers to submitting the Application for Admission)**
 - **January 15th, 2009**
 - **Current M.A. students bridging to the Ph.D. Program must approach the Admissions and Graduate Affairs Committee to be nominated for this fellowship**
- [Grant in Aid of Doctoral Research](#)
 - For advanced Bloomington graduate students for unusual expenses incurred in connection with doctoral dissertation research.
 - **Fall Competition:**
 - **Deadline to submit application to Graduate Recorder:**
 - **Wednesday, October 1st, 2008, 5 pm**
 - **Spring Competition:**
 - **Deadline to submit application to Graduate Recorder:**
 - **Friday, January 30th, 2009, 12 noon**
- [Indiana University Credit Union Dissertation Fellowship \(NEW!!!\)](#)
 - **Provides stipend support (\$10,000) for graduate students in the final year of their dissertation.**
 - **Deadline to submit application: Wednesday, March 25th, 2009**
 - **This is a new award - more information forthcoming from the Graduate School.**
- [Ronald E. McNair Graduate Fellowship](#)
 - The award is for new/incoming M.A. or Ph.D. students, or current M.A. students bridging into the Ph.D. Program
 - **Deadline to submit application to Graduate School (if new student, the deadline refers to submitting the Application for Admission)**
 - **January 15th, 2009**
 - **Current M.A. students bridging to the Ph.D. Program must approach the Admissions and Graduate Affairs Committee to be nominated for this fellowship**
- [Wells Graduate Fellowship](#)
 - One doctoral or M.F.A. student who exemplifies the characteristics of Chancellor Wells; single-year award of \$30,000 that must be used the year it is granted.
 - **Deadline to submit application to Graduate Recorder:**
 - **Friday, November 21st, 2008, 12 noon**

Grad Grants Center

The [GradGrants Center \(GGC\)](#) is a free service that provides Indiana University graduate students with one-on-one assistance with grant proposal writing (by appointment) and a centralized area to access funding information.

Other Indiana University Funding Resources

- [African American Arts Institute](#) Assistantships
- [Foreign Language and Area Studies \(FLAS\) Fellowships](#)
 - Fellowships have been available through the following world area departments at Indiana University:
 - [African Studies Program](#)
 - [Center for Latin American and Caribbean Studies](#)
 - [Center for the Study of Global Change](#)
 - [East Asian Studies Center](#)
 - [Inner Asian and Uralic National Resource Center](#)
 - [Russian and East European Institute](#)
 - [West European Studies National Resource Center](#)
 - Apply through the world area department.
 - Application materials should be sent to the appropriate world area director.
 - At your request (at least two weeks in advance), the Graduate Recorder can forward copies of official transcripts and GRE/TOEFL/IELTS scores to the world area department(s) to which you are applying.
 - **Deadline is usually February 1st.**
- [Graduate and Professional Student Organization \(GPSO\)](#)
- [International Programs](#)
 - For information on foreign financial aid (exchange programs, fellowships, etc.).
- Latin American Fellowship Competition, [Office of the Vice President for International Affairs](#)
- [Mathers Museum of World Cultures](#) Assistantships
- [National Graduate Student Services, Organizations, and Societies](#)
- [Office of Student Financial Assistance](#)
 - [Free Application for Federal Student Aid \(FAFSA\)](#)
 - Should be filed by March 1st for the next academic year, and must be renewed every year.
 - Word Study Programs
 - Eligibility determined by FAFSA application.
- Residence Hall Assistantships
 - Contact [Residential Programs and Services \(RPS\)](#) for information.
 - [Travel and Research Grants, Project on African Expressive Traditions \(POAET\)](#)

External Awards Frequently Awarded to Indiana University Students

The following is a list of fellowships, grants, and awards that have been awarded to Indiana University students in the past. These awards are external, so you must apply to them on your own. Check on the web for details on the award, application, and deadline for each:

- [Ford Foundation Postdoctoral Fellowship for Minorities](#)
- [Graduate Assistance in Areas of Academic Need](#)
- [Jacob K. Javits Fellowship](#)
- [National Science Foundation Graduate Research Fellowship](#)

Other External Awards

The following is a list of fellowships, grants, and awards that you may be eligible for. These awards are external, so you must apply to them on your own. Check on the web for details on the award, application, and deadline for each:

- [American Anthropological Association Minority Dissertation Fellowship Program](#)
- [American Antiquarian Society Fellowships](#)
- [American Association of University Women \(AAUW\) Dissertation Fellowships](#)
- [American Council of Learned Societies \(ACLS\) Fellowships](#)
- [American Councils for International Education ACTR-ACCELS Programs](#)
- [American Institute for Yemeni Studies Arabic Language Training Grants](#)
- [American Philosophical Society Library, Library Resident/Research Fellowships](#)
- [Andrew W. Mellon Postdoctoral Fellowship in the Humanities](#)
- [Ann Plato Pre/Post-Doctoral Diversity Fellowship at Trinity College](#)
- [Blakemore Foundation: Blakemore Freeman Fellowships for Advanced Study of Asian Languages](#)
- [Blanton Owen Fund Award, American Folklife Center](#)
- [Carter G. Woodson Institute for Afro-American and African Studies, Univ. of Virginia Residential Research Fellowships](#)
- [Center for Arabic Study Abroad \(CASA\)](#)
- [Charlotte W. Newcombe Doctoral Dissertation Fellowships](#)
- [Chiang Ching-kuo Foundation Dissertation Fellowships](#)
- [Council for European Studies \(CES\) Pre-Dissertation Fellowships](#)
- [Critical Language Scholarships for Intensive Summer Institutes – U.S. Department of State/CAORC](#)
- [DAAD German Studies Research Grants](#)
- [Dartmouth College Dissertation Fellowships](#)
- [Dissertation Fieldwork Grants, The Wenner-Gren Foundation](#)
- [Fellowships Office of Policy and Global Affairs](#)
- [Field Museum of Natural History](#)
- [Five College Fellowship Program for Minority Students](#)

- [Foreign Language Enhancement Program \(FLEP\) of the CIC Consortium](#)
- [Frederick Douglass Institute for African and African-American Studies, University of Rochester - Dissertation Fellowship](#)
- [Fulbright Program](#)
- [Full Year Asian Language Concentration \(FALCON\) Program at Cornell](#)
- [Gaius Charles Bolin Dissertation Fellowships, Williams College](#)
- [Gerald E. and Corinne L. Parsons Fund Award, American Folklife Center](#)
- [Graham Foundation Carter Manny Award](#)
- [Harry Frank Guggenheim Foundation Dissertation Fellowships](#)
- [Henry Reed Fund Award, American Folklife Center](#)
- [Hopkins-Nanjing Center](#)
- [Institute of Turkish Studies Summer Language Study or Summer Research Grants for Graduate Students](#)
- [Inter-American Foundation's Grassroots Development Fellowship Program](#)
- [Jacobs Research Funds, Whatcom Museum](#)
- [John Carter Brown Library Research Fellowship](#)
- [Josephine de Kármán Fellowships](#)
- [Latin American Studies Association Awards](#)
- [Lewis and Clark Fund for Exploration and Field Research, American Philosophical Society](#)
- [Library Company of Philadelphia, Research Fellowships in American History & Culture](#)
- [Meredith Scholar Award, American Quilt Study Group](#)
- [National Security Education Program \(NSEP\) David L. Boren Graduate Fellowships](#)
- [Newberry Library Fellowship in the Humanities](#)
- [Paul and Daisy Soros Fellowships for New Americans](#)
- [Phillips Fund Grant for Native American Research, American Philosophical Society](#)
- [Point Foundation: National LGBT Scholarship Fund](#)
- [Population Council Fellowships in the Social Sciences](#)
- [Princeton in Beijing](#)
- [Rotary Foundation Ambassadorial Scholarships](#)
- [School of American Research, Santa Fe Resident Scholar Program](#)
- [Smithsonian Institute Fellowships](#)
- [Social Science Research Council \(SSRC\):](#)
 - [Dissertation Proposal Development Fellowship \(DPDF\)](#)
 - [Eurasia Fellowship Program](#)
- [Southeast Asian Studies Summer Institute \(SEASSI\)](#)
- [Spencer Foundation Grant Programs](#)
- [TIAA-CREF Ruth Simms Hamilton Research Fellowship \(African Diaspora\)](#)
- [Turkish Language Study \(Intensive Advanced\) Bogaziçi University, Istanbul](#)
- [US Institute of Peace - Peace Scholar Dissertation Fellowships](#)
- [Wellesley College Graduate Fellowships & Scholarships](#)
- [West African Research Association \(WARA\) Pre-Doctoral Fellowship Competition](#)
- [Woodrow Wilson International Center for Scholars Fellowships](#)
- [Woodrow Wilson National Fellowship Foundation](#)

Other Sources to Consider

- Guaranteed Bank Loans through hometown banks
- National Defense Education Act (NDEA) Loans
- [U.S. Department of Education](#)

Requesting Copies of Official Transcripts and Test Scores

Some fellowships/grants/awards accept official copies of college transcripts and/or test scores (GRE, TOEFL). Upon the student's request, the Graduate Recorder can make copies of transcripts or test score sheets from the student's original application file. The student must request copies at least two weeks before the submission or mailing deadline, and must provide the Graduate Recorder with the mailing address of the fellowship. Last minute or late requests will not be considered. It is the student's responsibility to check with the awarding institution as to whether or not they will accept copies of transcripts or test scores.

Departmental Academic & Service Awards

The following is a list of the awards the Department gives at the end of each academic year:

- **Chair's Recognition Award**
 - This award is given by the chair to a graduate student for outstanding contributions to graduate student life during the academic year.
- **Distinguished Service Award**
 - Presented by the faculty to a student who has gone the extra mile to be of service to the Department.
- **Dorson Dissertation Research Award**
 - To encourage and provide partial support for original and significant primary dissertation research.
 - Advanced Ph.D. students (those that have already reached candidacy) may submit application materials to the office between the first week of February 2009 and the first week of April 2009.
 - The application will consist of an application form, a project prospectus, a budget, a statement of career interest, a curriculum vitae, a timetable for completion of the work described, an IU transcript, and two letters of recommendation.
- **Dorson Prize for Outstanding Paper in Folklore & Ethnomusicology**
 - Students may submit a paper representative of their best work during the academic year.
 - Papers must be endorsed by a faculty member, and can be submitted to the office between the first week of February 2009 and the first week of April 2009.
- **Henry H. Glassie Award**
 - Presented by the faculty for exemplary skills as an Associate Instructor.
- **Ronald R. Smith Fellowship**
 - Presented by the faculty in honor of academic excellence as a minority student.
- **Student Service Award**
 - To acknowledge students who have gone the extra mile to be of service to the Department.
 - Funded by the Folklore and Ethnomusicology Publications, Inc. (Folkpub – See Appendix A), and organized in conjunction with the Folklore Student Association (FSA) and the Ethnomusicology Student Association (ESA).
 - The award process begins in January of each year - nominations can be given to any leader of Folkpub, FSA, or ESA, and should include the name of the nominee and a short description of why the individual is being nominated.

Graduate Program Planning

The University Graduate School maintains 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 Recorder of the Department of Folklore and Ethnomusicology maintains the student's current file. It is imperative that students keep the Graduate Recorder informed of all changes in career status and biographical information; for example, please tell the Graduate Recorder of any address changes, any removals 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* (see Appendix C) up-to-date and compare it with that of the Graduate Recorder at least once each semester.

Advising

It is the student's responsibility to know the requirements of the Department of Folklore and Ethnomusicology and the University Graduate School (see [Graduate School Bulletin](#)) and to seek out advice from relevant faculty members.

Graduate Affairs Committee

1. The Graduate Affairs Committee (GAC) consists of three members: the Director of Graduate Studies, one Folklore faculty member, and one Ethnomusicology faculty member. Twice a year, the GAC will be available to meet with students for advising prior to registration. The committee and student will discuss the student's plans for the following semester(s). All advising appointments with the GAC are scheduled with the Graduate Recorder.
2. All first-year students are required to meet with the GAC before the start of their first Fall semester, typically the week prior to the start of classes.
3. All students who have not yet formed an Individual Advisory Committee (see below) or a Doctoral Advisory Committee (see below) are required to meet with the GAC for advising. Advising for the Spring semester is normally scheduled for early October. Advising for the Fall semester is normally scheduled in March, before or after Spring Break.
4. In advance of advising meetings, students are required to fill out an advising form (see Appendix C) each semester. This form is important because it is kept in the student's file after the advising meeting as a record of the recommendations of the GAC. This form is available from the Graduate Recorder.

Individual Advisory Committee

1. By the end of the first year, all M.A. students should form an Individual Advisory Committee (IAC). This will supersede the GAC for advising and should be formed by the following guidelines:
 - a. Should be completed by the end of year one.
 - b. Three committee member minimum:
 - i. Organized around student's particular interests and research plans.
 - ii. Two members must be full-time faculty within the Department.
 - c. Student will designate one member to chair the committee.
 - i. Committee chair will be from the student's track (Folklore faculty for Folklore student, Ethnomusicology faculty for Ethnomusicology student).
2. A student forms an IAC by obtaining signatures on the *Formation of Individual Advisory Committee* form (see Appendix C) and returning the form to the Graduate Recorder. The Graduate Recorder will then submit the form to the Director of Graduate Studies for approval of the student's committee.
3. A student who has formed an IAC will continue to fill out an advising form (see Appendix C) prior to advising and will confer each semester with the members of his/her committee before he/she can register; the committee chair (or acting chair) will sign the advising form, which will then be turned in to the Graduate Recorder to keep in the student's file.
4. Normally, this committee will not meet as a panel, but 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.
5. 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 Graduate Recorder should be notified of the change. If two committee members (including the chair or acting chair) sign the advising form, the Director of Graduate Studies 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 GAC for that advising period.
6. Students wishing to add/delete members from their IAC should see the Graduate Recorder, and obtain the *Change of Individual Advisory Committee* form (see Appendix C). The student will collect the signature(s) of the new member(s) and return the form to the Graduate Recorder. The Graduate Recorder will then notify the appropriate faculty member(s) of the requested change.

Doctoral Advisory Committee

1. By the end of their first-year, Ph.D. students will make the transition from working with the GAC or their IACs by forming their DACs. Apart from mandated DAC activities (specified in Graduate School policy below), internal members of the DAC will advise students each semester concerning coursework, curriculum, and planning. Must be completed by the end of year one. The committee is formed by the following guidelines:
 - a. Three committee member minimum:

- i. Organized around student's particular interests and research plans.
 - ii. Must include at least two members from the Department.
 - iii. Must include one member from the student's planned minor, or at least a faculty member from another area other than Folklore and Ethnomusicology.
 - iv. At least two members of the committee must be members of the [Graduate Faculty](#).
 - b. Student will designate one member to chair the committee.
 - i. Committee chair will be from the student's track (Folklore faculty for Folklore student, Ethnomusicology faculty for Ethnomusicology student).
 - c. In the case of a Ph.D. student pursuing a double major, the committee should be made up of two members from each department, for a total of four members.
- 2. The DAC is not formed like the IAC; rather than a form, the student must enter his/her DAC members online. The link to appoint an advisory committee can be found at the following url:

<http://www.indiana.edu/~college/graduate/office/record.shtml>

- 3. Once the student has submitted the faculty for their committee, the faculty must go in and approve their appointment to the student's DAC. The Director of Graduate Studies will then enter final approval in the system.
- 4. A student who has formed a DAC will continue to fill out an advising form prior to advising and will confer each semester with at least the Department's members of his/her committee before he/she can register; the committee chair (or acting chair) will sign the advising form, which will then be turned in to the Graduate Recorder to keep in the student's file. The advisory committee shall approve the student's program of study and counsel the student until the passing of the qualifying examination.
- 5. Normally, this committee will not meet as a panel, but 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.
- 6. If the DAC chair will be absent during a given advising period, another member of the committee should be designated as acting chair and the Graduate Recorder should be notified of the change. If two committee members (including the chair or acting chair) sign the advising form, the Director of Graduate Studies 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 GAC for that advising period.
- 7. Students wishing to add/delete members from their DAC should make the necessary changes via the link above. The faculty added to the committee will have to login to the system to approve their appointment. The Director of Graduate Studies will then have to approve the change of committee.

Commencement Ceremonies

For Master's students:

Master's students will fill out and submit to the University Graduate School a *Master's Application for Advanced Degree* form (Appendix C) at least sixty days prior to the desired degree date. This form is required for all Master's students, whether they participate in Commencement ceremonies or not.

For Ph.D. students:

Ph.D. students will complete the *Ph.D. Application for Graduation* form (Appendix C) **ONLY** if they want to participate in the graduation ceremony. The submission of the Announcement page is how the University Graduate School is notified that a Ph.D. student will soon be finishing their degree.

Ph.D. students should ask the chair of their committee to be present at Commencement Ceremonies in order to hood the student. If the chair of the student's committee cannot be present, then the Chair of the Department will hood the student.

For both Master's and Ph.D. students:

To be listed in the commencement program, participate in the graduation ceremony and receive mail from the Alumni Office regarding commencement, graduating students should ask their committee chair to approve the advanced degree form and return it to the University Graduate School **no later than October 1st for December Commencement and no later than March 1st for May Commencement.**

1. Students finishing their degrees (turning in the thesis or dissertation to the University Graduate School) from January-August will participate in May Commencement.
2. Students finishing their degrees (turning in the thesis or dissertation to the University Graduate School) from September-December will participate in December Commencement.

Students should contact the [Alumni Association](#) for cap and gown information.

Ethnomusicology Students' Association (ESA)

The Ethnomusicology Students' Association (ESA) serves to provide an opportunity for students of Indiana University who are interested in ethnomusicology to meet and share common interests and concerns; to promote programs pertinent to ethnomusicology, such as workshops, lectures, demonstrations, and radio programming; to offer organizational support to students interested in ethnomusicology; and to develop publications that would be of interest to ethnomusicologists. ESA consists of students in various stages of their academic careers.

Extra-Curricular Activities

Graduate students will, shortly upon arrival at Indiana University, discover many interesting opportunities for extra-curricular activities in areas related to folklore and ethnomusicology. Faculty expect students to dedicate the majority of their time to coursework – reading, writing, honing their skills in doing research and becoming better scholars. Faculty also expect graduate students to attend department-sponsored events (which are supplemental educational opportunities), such as colloquia, job talks, and faculty lectures. Folklore Student Association, Ethnomusicology Student Association, Folkpub, and other activities can also be of great benefit to both our community and to a student's professional development. Students should discuss with advisors their own particular balance of coursework and extracurricular activities with regard to their individual career trajectory and professional development.

Folklore Students' Association (FSA)

FSA is a student run organization supported by the Department of Folklore and Ethnomusicology and Indiana University. The mission of FSA is threefold:

First, we strive to provide support for Indiana University folklore students, both graduate and undergraduate. We encourage our members to broaden their personal horizons by providing opportunities to meet, work with, and exchange ideas with other developing scholars in the field. We also seek to build professional interests in our members through such means as development workshops that bring in faculty and other professionals to speak with students on a variety of current issues in the discipline.

Second, we seek to present folklore to our local community--both on and off campus--in an informative and interesting manner. We foster our group's involvement in life at Indiana University by sending representatives to participate in campus organizational gatherings and events. Additionally, to encourage interest in folklore in both the I.U. and Bloomington communities, we organize and run our own events ranging from the annual Coffeehouse departmental variety show, to the Ghost Walk in which we present the supernatural side of campus to students and non-students alike, to the graduate conference, Pushing Boundaries--which extends opportunities for independent and thought-provoking new ideas to be disseminated across a broad spectrum of up-and-coming folklorists.

In working towards these goals, FSA addresses its third and perhaps most crucial objective of promoting the folklore discipline. In giving our members opportunities to develop both personally and professionally, we seek to aid them in preparing for their emergence as the next generation of Folklore scholars. Likewise, in expanding the role of folklorists as both participants in and organizers of community events, we endeavor to bring folklore into the spotlight as a scholastic discipline--and also as an interesting (and invaluable) aspect of the academic and social realms to which we contribute. Through encouraging the efforts of our students and facilitating familiarity with folklore among the communities in which we live, work, and study, we ultimately aim to propagate overall awareness of and interest in Folklore as a vibrant sphere of academia.

Folklore & Ethnomusicology Courses

Course numbers are keyed to the department or organization of the curriculum and degree requirements (e.g., a course in Folklore and Ethnomusicology is numbered as FOLK-F501; a course in English is numbered as ENG-W501, etc.).

An asterisk (*) before the course number indicates the course is a variable title. Students may take these courses under different titles more than once to fulfill degree requirements.

Please note that not all of the courses listed below are offered every semester, or even every year:

Group I. 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
- F522: Introduction to Ethnomusicology
- F523: Fieldwork in Folklore/Ethnomusicology
- F525: Readings in Ethnography
- F528: Advanced Fieldwork in Folklore/Ethnomusicology
- F529: Musical Cultures as Systems of Meaning

Group II. Forms Courses

- *F527: Folk Poetry and Folksong
- F532: Public Practice in Folklore/Ethnomusicology
- F535: Ritual and Festival
- *F540: Material Culture and Folklife
- *F545: Folk Narrative

Group III. 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. Theory Courses

- F712: Body Art: Dress and Adornment
- F713: Food: Art and Identity
- *F714: Paradigms of Ethnomusicology
- F715: English and Scottish Popular Ballads (L715 in English Dept.)
- *F722: Colloquium on Theoretical Folklore/Ethnomusicology
- F725: Theorizing African-American Music
- 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. Special Function Courses

- *F800: Research in Folklore or Ethnomusicology
 - 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; the number of credits of F800 can be from 1-6, and will be determined by the student and faculty member.
 - 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.
 - F800 must be used sparingly and requires a contractual agreement between a faculty member and the student. The *F800 Contract* form (see Appendix C) can be obtained from the Graduate Recorder and must be completed and turned back in to the Graduate Recorder before the student will be allowed to register for F800 credits.
 - Authorization is required to register for this course.
 - Normally, students will take no more than nine hours of F800 to count towards degree requirements.
- F801: Teaching Folklore/Ethnomusicology
 - Offered in the Fall semester, and is designed for all students who hold assistantships.
- F802: Traditional Arts Indiana
 - Authorization is required to register for this course. The *F802 Contract* form (see Appendix C) can be obtained from the Graduate Recorder and must be completed, signed, and turned back in to the Graduate Recorder before the student will be allowed to register for F802 credits.

*F803: Practicum in Folklore/Ethnomusicology

- Designed for individualized, supervised work in publicly oriented programs in folklore or ethnomusicology, such as public art agencies, museums, historical commissions, and archives.
- The number of credits of F803 can be from 1-3 and will be determined by the student and faculty member of record.
- Relevant readings and a written report are required.
- Authorization is required to register for this course. The *F803 Contract* (see Appendix C) can be obtained from the Graduate Recorder and must be completed, signed, and turned back in to the Graduate Recorder before the student will be allowed to register for F803 credits.
- F803 has a maximum of six credit hours to count towards degree requirements.

*F804: Special Topics in Folklore/Ethnomusicology

F840: Research Seminar in Folklore/Ethnomusicology

- 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.
- A dissertation proposal (see page...) will be required as part of the research seminar.

F850: Thesis/Project/Dissertation Research

- Designed to give credit for work done on the Thesis/Project/Dissertation.
- Master's students may take up to 6 credit hours for the M.A. Thesis/Project.
- Ph.D. students may take up to 30 credit hours for the Dissertation.
 - Advanced Ph.D. students (those that have reached candidacy) may take 1 credit of F850 per semester (when not holding a Student Academic Appointment) to maintain continuous enrollment requirements.
- Authorization is required for this course if the student is living outside of Bloomington.

G599: Thesis Research

- Designed for international students who have completed all requirements for the M.A. degree except the Thesis/Project for visa purposes only.

G901: Advanced Research

- Designed for Ph.D. candidates who have completed 90 or more hours of graduate course work applicable to the degree (this includes F850 credits) 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 offered in the Fall and Spring semesters only.
- Authorization is required to register for this course: obtain authorization from the Graduate Recorder.

Printing/Xeroxing

Printing or Xeroxing with departmental resources is limited to official work related to the Department.

Requesting Letters of Recommendation

A student may request letters of recommendation from faculty, but s/he must submit the request **at least two weeks before s/he submits or mails the application**. A faculty member will not consider writing a recommendation unless s/he is given adequate notice and all relevant information; receiving a website url is not sufficient. The student must fill out the *Request for Letter of Recommendation* form (Appendix C) and provide all relevant information to the faculty member when s/he requests the recommendation. The request must include the description of the fellowship/award/position, the address to mail it to (if necessary), the deadline, and the student's proposal (if a proposal is required).

Revalidation

Normally, a course may not be counted toward degree requirements if it has been completed more than a) five years prior to the awarding of the degree for Master's students, or b) seven years prior to the passing of the Ph.D. Qualifying Examination for Ph.D. students. The chair of the student's committee (IAC, DAC, or Ph.D. Exam Committee) may recommend to the Director of Graduate Studies that course work taken prior to the above deadlines be revalidated if it can be demonstrated that the knowledge contained in the course(s) remains current. Each course for which consideration for revalidation is being requested should be justified separately.

Currency of knowledge may be demonstrated by such things as:

1. Passing an examination specifically on the material covered by the course
2. Passing a more advanced course in the same subject area
3. Passing a comprehensive examination in which the student demonstrates substantial knowledge of the content of the course
 - a. The M.A. oral examination and Ph.D. Qualifying Examination may, at the approval of the Director of Graduate Studies and the Dean, be used to revalidate a maximum of two courses.
4. Teaching a comparable course
5. Or Publishing scholarly research demonstrating substantial knowledge of the content and fundamental principles of the course.

Courses taken at other institutions that a student wishes to transfer to Indiana University, but were completed more than five years prior for the M.A. or seven years for the Ph.D., may be revalidated and transferred with the same guidelines listed above.

Student Academic Appointments

Students holding an academic appointment (Assistant Instructor or Graduate Assistant positions) must normally register for at least 6 credit hours for each semester of the appointment. Students can fulfill this requirement with F850 if they have no other course obligations. Advanced students taking G901 to fulfill the SAA requirement will not receive a fee remit (if a fee remit normally accompanies the position).

All first-time Associate Instructors in the Department will be required to take F801 Teaching Folklore and Ethnomusicology before or, more typically, concurrently with the teaching position. F801 will be offered in the Fall semesters and will be a fixed 3-credit course.

More detailed information about Student Academic Appointments can be found in the application materials for the appointments, which will be sent out in mid- to late January.

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.

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. It must be emphasized that the transfer of credit is not an automatic occurrence. Students must obtain the written consent of both their departmental advisor and the Dean before credit earned at other institutions will be added to their records.

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.
 - a. At the Ph.D. level, a maximum of 12 credit hours may be applied toward the major requirements. See the “Waived Courses” section below.
 - b. A maximum of 6 credit hours may be applied toward the Folklore Ph.D. minor requirement.
 - i. A syllabus is required for each course to be transferred toward the minor.
 - c. A maximum of 3 credit hours may be applied toward the Ethnomusicology Ph.D. minor requirement.
 - i. A syllabus is required for the course to be transferred toward the minor.
2. All transfer courses must have a grade of B or better.
 - a. Grades from international institutions must also equate to 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.
 - a. Courses which were counted toward the Bachelor's degree cannot be transferred to count for graduate credit at Indiana University, even if they are considered graduate level courses.
 - b. Courses which were counted toward one advanced degree may not be counted toward another graduate degree at the same level (e.g., course work counted toward an M.A. at the University of Ohio cannot be transferred to count toward an M.A. at Indiana University).
4. Courses to be applied toward a student's minor must have the approval of the appropriate minor department at Indiana University.
5. 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.
6. If a student has been admitted to the M.A./Ph.D. Program, transferring of 30 hours toward the Ph.D. is not allowed until the M.A. is completed and the student has been accepted into the Ph.D. Program.
7. Ethnomusicology students may transfer in up to three hours each from three types of music courses:
 - a. Music Theory
 - b. Ear-training
 - c. Performance (i.e. ensemble, private lesson)
 - i. Performance courses can only be counted as electives.
 - ii. A maximum of nine hours from the three types combined is allowed, on a case by case evaluation by the Ethnomusicology faculty.
8. **Transfer of credits must be approved by the Director of Graduate Studies and the Dean, and are subject to the same time requirements as credits from Indiana University.**
 - a. **For the M.A., courses cannot have been taken more than five years prior. If a course is more than five years old, it cannot be transferred without first being revalidated.**
 - b. **For the Ph.D., courses cannot have been taken more than seven years prior. If a course is more than seven years old, it cannot be transferred without first being revalidated.**

Steps to Transfer Credits

1. The student should approach their committee chair with an official transcript from the institution (a copy can be obtained out of the student's admission file from the Graduate Recorder).
2. The student and chair will then determine the courses to transfer.
 - a. A detailed outline of the courses to be transferred, when they were taken, the grade received, and the number of credit hours must be filled out on the Request for Transfer of Graduate Credit form (see Appendix C).
3. The student will then approach the Graduate Recorder with the information.

4. The Graduate Recorder will then verify the information and submit it to the Director of Graduate Studies.
5. Once approved by the Director of Graduate Studies, the form and official transcript will then be sent to the Graduate Office of the College of Arts & Sciences for final approval and official transfer of the credits.
6. Once approved by the Dean, the transferred credits will appear on the student's academic record.

Test of English Proficiency for Int'l Associate Instructor Candidates

International students, or students whose native language is not English, must take the Test of English Proficiency for International Associate Instructor Candidates (TEPAIC) through the Department of Second Language Studies before they can teach. They must also have taken the TOEFL (with a minimum pBT of 550, cBT of 213, or iBT of 79) or passed the IEPE before they are eligible to take the TEPAIC. No exceptions to this rule are made.

The test is offered several times throughout the year through the Department of Second Language Studies:

Second Language Studies
Memorial Hall 315
(812) 855-7951
dsls@indiana.edu

Waived Courses

A required course can be waived under very few circumstances. If a folklore/ethnomusicology course is waived because the student took an identical course at another institution (the course must first be transferred in before it can be used to waive a required course), the student must still take another folklore/ethnomusicology course in its place in order to complete the required number of courses needed for the M.A. or Ph.D. degrees. Only the Director of Graduate Studies and the Dean can waive a course; the student and his/her chair should approach the Director of Graduate Studies with a petition, including the syllabus for the course(s) taken, to request the course waiver(s).

The Master's Degree

Overview

Briefly, the requirements for a Master's degree are as follows:

1. 30 credit hours, including specific Folklore or Ethnomusicology course requirements (detailed in the following sections).
 - a. For a complete list of graduate course offerings, refer to the Keyed Course Numbering section above, or to the Folklore and Ethnomusicology entry in the [Graduate School Bulletin](#).
 - b. Usually, only courses listed in the [Graduate School Bulletin](#) or allowed by it may be counted toward the requirements for the Master's degree.
2. Reading proficiency in one foreign language.
3. A Master's Project or Thesis, and passing of the accompanying oral examination.
4. All requirements must be completed within five years from the entry semester.

Course Requirements for the M.A. in Folklore

1. **First year course requirements:**
 - a. Fall semester:
 - i. **F501** Folklore Colloquy
 - ii. **F516** Folklore Theory in Practice
 - b. Spring semester:
 - i. **F523** Fieldwork in Folklore
 - ii. **F525** Readings in Ethnography – or – **F517** History of Folklore Study
2. **Other required courses:**
 - a. **Four additional courses** (for a total of 8 courses) in the Department of Folklore and Ethnomusicology, including:
 - i. One Form course
 - ii. One Area course
 - iii. One Theory course
 - iv. The course descriptions will state which of the three categories a given course may fulfill.
 1. Although a course description may state that a given course may be used to fulfill either a Form OR Area requirement, a student may count any one course as fulfilling only one requirement.
3. **Thesis credit:**
 - a. Students may take up to six hours of **F850** Thesis or Project credit to reach the required 30 credits.
 - i. In general, thesis credits are not considered course credits; rather, they are intended to give the student credit for time spent working on and completing the Master's Thesis or Project.

Course Requirements for the M.A. in Ethnomusicology

1. **First year course requirements**
 - a. **F501** Ethnomusicology Colloquy
 - b. **F522** The Study of Ethnomusicology
 - c. **F523** Fieldwork in Ethnomusicology
 - d. **F529** Systems of Meaning
2. **Second year course requirements:**
 - a. **F714** Paradigms in Ethnomusicology
 - b. **F794** Transcription & Analysis
3. **Other required courses:**
 - a. **Two other approved courses**, one of which must be in the Department of Folklore & Ethnomusicology.
4. **Thesis credit:**
 - a. Students may take up to six hours of **F850** Thesis or Project credit to reach the required 30 credits.
 - i. In general, thesis credits are not considered course credits; rather, they are intended to give the student credit for time spent working on and completing the Master's Thesis or Project.

Public Practice Concentration in Folklore and Ethnomusicology

The Department offers a Public Practice Concentration in Folklore and Ethnomusicology. Any M.A. or Ph.D. level graduate student in the Department, and Ph.D. minors from other departments, are eligible to pursue this concentration.

The concentration will consist of 4 classes for a total of 12 credits. Requirements are:

1. **F532** Public Practice in Folklore and Ethnomusicology
2. **F803** Practicum (3 crs.)
3. **2 approved elective courses** offered in the Department

An in-house faculty committee consisting of professors from ethnomusicology and folklore, working with the Graduate Recorder, will oversee all aspects of the concentration and advise students on courses, signing off on the practicum and electives that are to fulfill this requirement. Students should seek the advice and signature of a member of the in-house committee during the period of advising, prior to signing up for classes. A sheet for the required classes, with the appropriate signatures, will be created and maintained in the student's file (see Appendix C).

Current students in the Department who wish to pursue the concentration may have electives and practicum credits grandfathered in (with the approval of the in-house committee) but must take the required F532 Public Practice in Folklore and Ethnomusicology course.

Upon successful completion of this program of courses, a member of the committee will add a letter to the student's permanent file indicating successful completion of the concentration. This letter will describe the concentration's scope and purpose and a copy of this letter will be provided to the student for inclusion in portfolios, internship and job application packets, and for similar purposes.

Dual Master's Degrees and Master's Cognate

Students who are concurrently enrolled in two departments may qualify for two master's degrees under a provision that allows credit earned to satisfy the major requirements of one department to count as elective credit in a second department. To be eligible for this program, a student must:

1. Be formally admitted by both departments and by the University Graduate School.
2. Meet all requirements of both degrees, including passing any departmental examinations and satisfying foreign-language/research-skill requirements.
 - a. If both departments require a thesis, the student may write a single thesis that meets the requirements of both fields.
 - i. The thesis committee will comprise an equal number of representatives of both departments, and the thesis credit will be split between the two.
3. Complete all requirements for the program within a period of six years.

The following are current dual Master's degree programs that a student can pursue:

Dual M.A. in Folklore/Ethnomusicology and Master of Library Science (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 and Information Science, and at least 21 credit hours in Folklore and Ethnomusicology.

Students must apply for admission to the Master's Programs of both the School of Library and Information Science and the Department of Folklore and Ethnomusicology. Admissions criteria established for each program must be met; acceptance into both programs is not a guarantee.

To graduate under the dual degree option, the two degrees must be awarded simultaneously.

- 1. M.A. in Folklore and Ethnomusicology (21 hours):**
 - a. F501
 - b. One of the following:
 - i. F516
 - ii. F517
 - iii. Or F714

- c. Either F523 or F525
 - d. Four additional approved courses in the Department.
 - e. Reading proficiency in one modern foreign language.
 - f. A Project or Thesis.
- 2. Master of Library Science (30 hours):**
- a. 15 hours of required foundation courses
 - b. 15 hours of SLIS elective courses
 - c. Students should consult with an advisor or the graduate secretary in the School of Library and Information Science for specific course requirements.

Dual M.A. in Folklore/Ethnomusicology and Master of Information Science (M.I.S.)

Study for these two degrees can be combined for a total of 57 credit hours rather than the 72 credit hours required for the two degrees taken separately. Students take at least 36 graduate credit hours in Information Science, and at least 21 credit hours in Folklore and Ethnomusicology.

Students must apply for admission to the Master's Programs of both the School of Library and Information Science and the Department of Folklore and Ethnomusicology. Admissions criteria established for each program must be met; acceptance into both programs is not a guarantee.

To graduate under the dual degree option, the two degrees must be awarded simultaneously.

- 1. M.A. in Folklore and Ethnomusicology (21 hours):**
- a. F501
 - b. One of the following:
 - i. F516
 - ii. F517
 - iii. Or F714
 - c. Either F523 or F525
 - d. Four additional approved courses in the Department.
 - e. Reading proficiency in one modern foreign language.
 - f. A Project or Thesis.
- 2. Master of Information Science (36 hours):**
- a. 15 hours of required foundation/specialization courses.
 - b. 21 hours of SLIS elective courses.
 - c. Students should consult with an advisor or the graduate secretary in the School of Library and Information Science for specific course requirements.

Dual M.A. in Folklore/Ethnomusicology and Journalism

The Indiana University 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.

Students must apply for admission to the Master's Programs for both the School of Journalism and the Department of Folklore and Ethnomusicology. Admissions criteria established for each program must be met; acceptance into both programs is not a guarantee.

To graduate under the dual degree option, the two degrees must be awarded simultaneously.

1. M.A. in Folklore and Ethnomusicology (24 hours):

- a. F501
- b. One of the following:
 - i. F516
 - ii. F517
 - iii. Or F714
- c. Either F523 or F525
- d. Five additional approved courses in the Department.
- e. Reading proficiency in one modern foreign language.
- f. A final project or presentation that integrates the Folklore/Ethnomusicology and Journalism facets of the course of study.
 - i. This project or presentation must be done as an independent study for 2 additional credit hours (in either Folklore and Ethnomusicology or Journalism).
 - ii. Must be approved and supervised by a committee of three that must include:
 1. At least one Folklore/Ethnomusicology professor
 2. At least one Journalism professor
- g. A Project or Thesis
 - i. It is assumed that the 2 credit joint project or presentation will lay the basis for the Project or Thesis

2. M.A. in Journalism (24 hours):

- a. J560 (6 hours)
- b. J510 (3 hours)
- c. J572 (3 hours)
- d. One visual elective (3 hours), chosen from:
 - i. J520, J560, J563, or J565
 - ii. Or, Undergraduate Still Photo and Broadcast courses may be taken as J804: Independent Study, with the approval of the instructor and the Associate Dean for Research and Graduate Studies. Extra work will be done so the course can qualify for graduate credit.
- e. Three professional skills courses (9 hours total), chosen from:
 - i. J401, J413, J455, J501, J528, J529, J531, J551, J552, J553, J554, J556, or J560
 - ii. Or, J375: Race, Gender, and the Media, may be taken as J804: Independent Study, with the approval of the instructor and the Associate

Dean for Research and Graduate Studies. Extra work will be done so the course can qualify as graduate credit.

Master's Cognate

The [Jacobs School of Music](#) has established a Cognate (equivalent to a minor at the Master's level) in Folklore and Ethnomusicology. A Cognate consists of the following:

1. Six (6) credit hours in Folklore and Ethnomusicology:
 - a. **One** of the following:
 - i. F522
 - ii. F523
 - iii. F529
 - iv. Or F794
 - b. One world area course

Master's Project or Thesis

All students pursuing the M.A. degree will complete a Master's Project or Thesis.

Master's Project Option

This work should demonstrate the student's ability to carry out original field and/or library research and to present the work 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; required documents will be determined by the student's project committee. Students must document the plan for their Project by filling out and submitting to their project committee and the Graduate Recorder the M.A. Project Proposal and M.A. Project Approval forms (see Appendix C) by the end of their third semester of study. Please see the **M.A. Project/Thesis Research Committee** section below for details.

Master's Thesis Option

This work should demonstrate the student's ability to carry out original field and/or library research and to present the work in the form of a bound Thesis. Students should consult with the Director of Graduate Studies and the Chair of their M.A. Thesis Research Committee regarding specific requirements for the Thesis; each student's Thesis will be unique in terms of page length and structure, based on his/her area of interest and the field and/or library research done to support it. Students must document the plan for their Thesis by filling out and submitting to their exam committee and the Graduate Recorder the *M.A. Thesis Proposal* and *M.A. Thesis Approval*

forms (see Appendix C) by the end of their third semester of study. Please see the **M.A. Project or Thesis Research Committee** section below for details.

M.A. Project or Thesis Research Committee

The student must form a research committee by the end of his/her third semester that will help guide the student in the completion of the Project or Thesis. The student and his/her chosen Project or Thesis Chair will select two additional Folklore or Ethnomusicology faculty members to serve on the committee. The committee Chair will be from the student's track (Folklore faculty for Folklore student, Ethnomusicology faculty for Ethnomusicology student), and should be a faculty member whose particular interests and research plans match the student's. The committee can consist of the same members as the IAC, but if another faculty member would better fit the needs of the student's Project or Thesis, then the student and his/her Chair should choose accordingly. Once a committee has been selected, the following forms must be completed:

1. ***M.A. Project or Thesis Proposal*** form (see Appendix C)
 - a. The Proposal form is an outline of the following:
 - i. Title, aim, and scope of the Thesis
 - ii. The methods to be used
 - iii. The present state of scholarship related to the topic
 - iv. The contribution the student plans to make
 - b. The student will distribute copies of this form to his/her committee members and the Graduate Recorder.
2. ***M.A. Project or Thesis Approval*** form (see Appendix C)
 - a. The Approval form must be signed by all three committee members and then turned in to the Graduate Recorder.
 - b. The Graduate Recorder will submit the form to the Director of Graduate Studies for final approval.
 - i. Final approval of the committee is required before the M.A. oral examination can be held (see section below on **M.A. Project or Thesis Oral Examination**).

M.A. Project or Thesis Oral Examination

The Department of Folklore and Ethnomusicology requires an oral examination upon the program of study pursued for the degree. This exam is not a defense of the Project or Thesis, but rather an oral examination of a comprehensive nature administered by the Project or Thesis Research Committee. Failure to pass this oral examination will entail remedial work to be determined by the committee. The *M.A. Project or Thesis Approval* form (see Appendix C) will be held in the student's file until the oral examination, at which time it will be used to determine the following:

1. A grade of Pass, Pass with Revisions, or Fail.

2. An outline of any required revisions and when they must be completed.
3. The signature of the Chair of the committee when all revisions are complete.
4. The signature of the Graduate Recorder when the completed Project or bound Thesis is turned in.

Guide to the Preparation of Theses and Dissertations

The *Guide to the Preparation of Theses and Dissertations* is produced by the University Graduate School. It gives guidelines, formatting, and other requirements to complete the Master's and Ph.D. degrees. Please contact the University Graduate School with specific questions regarding the guide and its contents. The guide and other useful information for completing graduate school can be found online at the following url:

<http://www.graduate.indiana.edu/completing-graduate-school.php>

M.A. Acceptance Page

The student must bring to the Oral Examination the Master's Acceptance Page outlined in the [Guide to the Preparation of Theses and Dissertations](#) (see also Appendix C). This Acceptance Page will go in the front matter of the bound Thesis.

A student doing a Master's Project must still bring these pages to the Oral Examination, as the page will be submitted to the [University Graduate School](#) as proof of the approval of the student's committee.

M.A. Application for Advanced Degree

The student must submit to the [University Graduate School](#) an *Application for Advanced Degree* form (see Appendix C) **at least sixty days prior to the desired degree date.**

The student should also check with the [University Graduate School](#) about Commencement Ceremonies. Cap and gown rentals can be made with the [Alumni Association](#).

Approval of the Project or Thesis

All requirements for the Master's degree must be met by the time the Project or Thesis is submitted.

Project: Upon approval of the project, the Department of Folklore and Ethnomusicology receives one copy of any multi-media and/or written supporting documentation.

Thesis: Upon approval of the Thesis, the [University 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).

The Graduate Recorder will then submit a *Change of Status* form (see Appendix C), with the approval of the Director of Graduate Studies, to the College of Arts & Sciences if the student is bridging from the M.A. to the Ph.D. Please see the section below regarding **Progression from the M.A. to the Ph.D.**

Foreign Language Requirement

1. 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, or a special case may be made for establishing proficiency in a non-standard language.
 - a. Use of a non-standard language to fulfill the foreign language requirement is subject to the approval of the Director of Graduate Studies and the Dean of the Graduate School.
2. Early in the course of their program, students should indicate which language they intend to use to fulfill this requirement and which method (see below) they will use to establish evidence of proficiency.
 - a. Each language department sets its own standards for proficiency. It is up to the student to understand and fulfill that department's requirements.
 - b. In general, students will use one of the two following methods to gain proficiency:**
 - i. Generally, basic courses in modern languages are offered by the language departments. Usually, these language courses are offered in sequence, first and second semesters.
 1. In most cases, these courses do not carry graduate credit.
 2. Students must register for the courses and earn the required grade (B or better) in order to meet the proficiency requirement (see the [Graduate School Bulletin](#)).
 3. Most students take these two-course language series in the summer sessions.
 - ii. Students can opt to take the Graduate School Foreign Language Exam (GSFLE), rather than the two course series.
 1. Most of the larger language departments (i.e. Spanish, German, French) offer the exam at least once a year.
 2. Students must contact the language department to see if they are offering the GSFLE.
 - c. Students must make sure that the language department sends written notification to the Graduate Recorder verifying proficiency and specifying how proficiency was demonstrated (e.g., by completing coursework with grades of B or better, or passing the GSFLE).

Substitution of English as a foreign language:

1. If a student's native language is not English, s/he may petition to use English as a foreign language. A *Request to Substitute English as a Foreign Language* form (see Appendix C) must be submitted to the Graduate Recorder.
 - a. The student will fill out this form and submit it to the Graduate Recorder.
 - b. The Graduate Recorder will then submit the form to the Director of Graduate Studies for approval.
 - c. The approved form and the student's Test of English as a Foreign Language (TOEFL) score will then be submitted to the [Department of Second Language Studies](#) for verification of proficiency.
 - i. The minimum score requirement to use English as a foreign language is the same as the minimum score requirement for admission to the program:
 1. TOEFL iBT of 79, cBT of 213, or pBT of 550
 - ii. The [Department of Second Language Studies](#) can supply TOEFL application forms and information regarding TOEFL test dates.

Grade Requirements

1. **All students must earn a B (3.0) or better in the required basic and the required advanced Folklore/Ethnomusicology courses.**
2. The Department of Folklore and Ethnomusicology will accept no course for graduate credit towards a degree in which the grade is lower than a B-.
3. The [University Graduate School](#) will accept no grade for graduate credit lower than a C (2.0); however, even though they will not count towards degree requirements, grades lower than a C **will affect the student's grade-point average.**
 - a. If a student's GPA falls below a 3.0, the student will be placed on academic probation by the [University Graduate School](#).
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 our degree programs.
5. Time Limit:
 - a. 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.
 - i. This includes courses transferred from other institutions at the M.A. level.

Registration Requirements

Currently there is not a continuous enrollment requirement for Master's students; rather, they must complete all requirements for the M.A. degree within the five-year time period (6 years for dual degrees).

To be considered a full-time student at the graduate level, a student must register for at least 8 credits per semester (Fall, Spring, and Summer).

If a student holds a Student Academic Appointment, normally the student must register for at least 6 credit hours during each semester of the appointment.

Thesis Credits (F850)

Of the total 30 credits required for the M.A. degree, six hours of credit may be earned through F850 Project/Thesis hours. These credits are intended to give the student credit for the work done on the Project or Thesis. They are graded on a deferred "R" basis; an actual grade will not be assigned to the credits until after the student has successfully passed the oral examination. The student's committee will then determine the appropriate grade based on the student's quality of work.

Time Period

All requirements for the M.A. degree must be completed within five years from the entry semester. If a student passes the five year mark, courses will expire and will not be usable towards the degree requirements unless they are revalidated. See the [Graduate School Bulletin](#) for information about revalidation.

Progression from the M.A. to the Ph.D.

M.A./Ph.D. Students

Students admitted to the M.A./Ph.D. program will advance into the Ph.D. Program once they have satisfactorily completed all requirements for the M.A. degree.

M.A. Students

A student currently enrolled in the Folklore and Ethnomusicology Master's Program seeking admittance to pursue a Ph.D. degree will compile and submit a portfolio to the Graduate Recorder.

Portfolios will be accepted only once a year, by 5 p.m. on the first Monday in November.

Students will submit the portfolio in the Fall semester of their second year (semester 3), unless formally granted an extension by the Director of Graduate Studies by October 1st of that same semester (semester 3).

Applying to the Ph.D. Program via Portfolio

By the time of submitting a portfolio, usually in the student's third semester (Fall semester of the second year), 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
 - a. The student can print an "in-progress" transcript from OneStart to use in the portfolio – requesting and paying for an official transcript from the Office of the Registrar is not necessary.
4. A statement on the status of the M.A. Project or Thesis.
5. A list of the student's IAC or M.A. Research Committee members.

The faculty as a whole will meet to review the portfolios. Students will then receive a letter of evaluation.

M.A. Completion Deadline

Admission to the Ph.D. Program will be granted contingent upon 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 the Spring semester of the third year) to submit another portfolio as set out in the **Alternative Application Procedure** section below.

Request for Extension of Portfolio Deadline

An M.A. student who is not ready to submit a portfolio in application to the Ph.D. Program by the first Monday in November of their second year **must submit a request for an extension to the Director of Graduate Studies by October 1st of the second year.**

Alternative Application Procedure

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 to the Graduate Recorder at least three weeks before a normally scheduled faculty meeting. Portfolios will not be accepted in the Summer.

The portfolio in this case will consist of the following:

1. A copy of the completed M.A. Project or Thesis
2. A current transcript
 - a. The student can print an “in-progress” transcript from OneStart to use in the portfolio – requesting and paying for an official transcript from the Office of the Registrar is not necessary.
3. A statement of proposed Ph.D. research
4. 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.

Course Work Beyond the M.A. Requirements

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 student is not admitted to the Ph.D. Program, the extra course work will not count for anything.

The Ph.D. Degree

Overview

Briefly, the requirements for a Ph.D. degree are as follows:

1. An M.A. degree
 - a. May comprise 30 of the 90 required credits, either by transferring credits in or using M.A. credits taken at Indiana University.
2. Two foreign languages
3. 90 credit hours, including specific Folklore/Ethnomusicology course requirements
 - a. A minimum of 60 graduate credit hours of course work. This can include transfer hours but does not include F850 and G901 (which are graded on a deferred “R” basis and do not count as credit until after the qualifying exam).
4. At least one minor; a second is optional.
5. Successful completion of the Ph.D. qualifying exam.
6. A dissertation

Course Requirements for the Ph.D. in Folklore

1. 36 credit hours of coursework, including:
 - a. **F501** Folklore Colloquy
 - b. **F516** Folklore Theory in Practice
 - c. **F517** History of Folklore Study
 - d. **F523** Fieldwork in Folklore
 - e. **F525** Readings in Ethnography
 - f. **Eighteen additional credit hours** in the Department from the following categories:
 - i. Two forms courses
 - ii. Two area courses
 - iii. Two theory courses
 1. A maximum of one of the six form/area/theory courses may be fulfilled by an F800 readings course.
 2. The course descriptions available for advising will state which of the three categories a given course may fulfill.
 - a. Although a course may state that it fulfills either a form OR area requirement, the student may count any one course as fulfilling only one requirement.
 - g. **One additional course**, which can be any graduate level course in the Department

Course Requirements for the Ph.D. in Ethnomusicology

1. 36 credit hours of coursework, including:
 - a. **F501** Ethnomusicology Colloquy
 - b. **F522** The Study of Ethnomusicology
 - c. **F523** Fieldwork in Ethnomusicology
 - d. **F528** Fieldwork II
 - e. **F529** Systems of Meaning
 - f. **F714** Paradigms
 - g. **F740** History of Ideas
 - h. **F794** Transcription and Analysis
 - i. **Nine additional credit hours in a track**, to be chosen from:
 - i. Social and cultural theory
 1. **F722** Colloquium in Theoretical Ethnomusicology is a required course for this track
 2. **Two additional courses**, to be selected with student's committee
 - ii. Preservation and presentation
 1. **F510** Multimedia
 2. **F532** Public Practice
 3. **F803** Practicum (3 crs.) **or** an approved performance ensemble course, which may include approved ensembles in the Jacobs School of Music
 - iii. World area
 1. The student and his/her advisor will determine which courses will fulfill the chosen track
 - j. **One additional course**, which can be any graduate level course in the Department

Ph.D. Minor Requirement

All Folklore/Ethnomusicology majors seeking Ph.D. Candidacy must take at least one minor (A minor is not required if a student is pursuing a double Ph.D.). The purpose of the minor(s) is to augment a student's course of study in Folklore/Ethnomusicology.

1. Students should consult with their advisors on the selection of a minor(s); however, it is the student's responsibility to contact the appropriate advisor of the minor department (initially the chair of that department).
2. The minor department has complete control over all matters relating to the outside minor.
3. 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.
 - a. If the minor department waives the exam, the student must make sure that the minor department sends a memo or email to the Graduate Recorder stating that the minor exam has been waived.

4. Students are responsible for contacting their minor department regarding admission to their minor program, course requirements, and examinations.
 - a. An outline of the minor requirements should be given to the Graduate Recorder for the student's file.
5. A student who completed a Master's degree in another department at Indiana University may, with written approval of that department, use credits from the Master's degree to fulfill the Ph.D. Minor requirement.
 - a. A memo stating which classes fulfill the minor requirements must be sent to the Graduate Recorder.

Ethnomusicology Ph.D. Minor

The Ethnomusicology Program offers an interdepartmental minor in ethnomusicology that enables students to take courses in ethnomusicology from several different departments, including the Department of Folklore and Ethnomusicology. Students pursuing the folklore concentration within the Department may choose this as a minor. Students wishing to enroll in the program must first consult with the Director of the Ethnomusicology Institute. An advisor from the ethnomusicology faculty will be assigned to each student, taking into consideration the academic interests of each individual.

1. Four approved courses (for a total of 12 hours):
 - a. Including two of the six core courses:
 - i. F522
 - ii. F523
 - iii. F529
 - iv. F714
 - v. F740
 - vi. And/or F794
 - b. Two courses must be chosen from others listed in the Graduate School Bulletin.
 - i. With the consent of the advisor, courses other than those listed in the "Course Requirements for the Ph.D. in Ethnomusicology" section above may be chosen.
2. Examination
 - a. The student's advisor from the Ethnomusicology faculty must be invited to participate in both the written and oral portions of the Ph.D. Qualifying Examination.
 - b. 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.
3. A student who received his/her MA at IU in Folklore may then, as a Ph.D. student in another department, use those credits to count toward the Ph.D. minor in Folklore, provided they fulfill the relevant minor requirements.

External Minor in Folklore

The Folklore Program offers a Ph.D. minor to students external to the Department. A student seeking a Ph.D. minor in Folklore must fill out a *Folklore Ph.D. Minor Completion* form (see Appendix C). The Director of Graduate Studies must sign the form when the minor is complete (grades of B or better are required for courses to count towards the minor).

The Folklore minor for external students consists of the following:

1. Four graduate folklore/ethnomusicology courses (12 hours)
 - a. Three (3) credit hours must be in **one** of the following required courses:
 - i. F501
 - ii. F516
 - iii. F517
 - iv. F523
 - v. Or F525
 - b. All other courses for the minor must be approved in advance by the Director of the Folklore Institute.
 - i. Students should contact the Director of the Folklore Institute for further information on this minor.
2. Examination
 - a. The student's advisor from the Folklore faculty must be invited to participate in both the written and oral portions of the Ph.D. Qualifying Examination.
 - i. 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.
3. A student who received his/her MA at IU in Folklore may then, as a Ph.D. student in another department, use those credits to count toward the Ph.D. minor in Folklore, provided they fulfill the relevant minor requirements.

Internal Minor in Folklore for Ethnomusicology Track Students

Students pursuing the Ethnomusicology concentration within the Department may earn an internal minor in Folklore by completing the following:

1. Four courses (for a total of 12 hours) that are outside the Ethnomusicology major requirements and that deal with non-musical folklore topics (e.g., material culture or oral narrative).
 - a. Three (3) credit hours must be in one of the following courses:
 - i. F516
 - ii. F517
 - iii. Or F525

- b. All other courses for the minor must be approved in advance by the Director of the Folklore Institute.
 - i. Students should contact the Director of the Folklore Institute for further information on this minor.

Individualized Minor

Special inter-departmental minors (12 or more credit hours of work in two or more departments) or minors not specifically listed in the University Graduate School Bulletin may be approved by the Dean upon recommendation of the student's advisory committee and the Director of Graduate Studies, provided such approval is requested prior to pursuit of any of the proposed courses of study. Examination procedures (if any) or other requirements (for example, stipulation of the minimum grades acceptable) should also be specified in the proposal to the Dean.

Public Practice Concentration in Folklore and Ethnomusicology

The Department offers a Public Practice Concentration in Folklore and Ethnomusicology. Any M.A. or Ph.D. level graduate student in the Department, and Ph.D. minors from other departments, are eligible to pursue this concentration.

The concentration will consist of 4 classes for a total of 12 credits. Requirements are:

4. **F532** Public Practice in Folklore and Ethnomusicology
5. **F803** Practicum (3 crs.)
6. **2 approved elective courses** offered in the Department

An in-house faculty committee consisting of professors from ethnomusicology and folklore, working with the Graduate Recorder, will oversee all aspects of the concentration and advise students on courses, signing off on the practicum and electives that are to fulfill this requirement. Students should seek the advice and signature of a member of the in-house committee during the period of advising, prior to signing up for classes. A sheet for the required classes, with the appropriate signatures, will be created and maintained in the student's file (see Appendix C).

Current students in the Department who wish to pursue the concentration may have electives and practicum credits grandfathered in (with the approval of the in-house committee), but must take the required F532 Public Practice in Folklore and Ethnomusicology course.

Upon successful completion of this program of courses, a member of the committee will add a letter to the student's permanent file indicating successful completion of the concentration. This letter will describe the concentration's scope and purpose and a copy of this letter will be provided to the student for inclusion in portfolios, internship and job application packets, and for similar purposes.

Ph.D. Double Majors and Combined Degrees

Some students may wish to pursue a double major or combined degree (e.g. with American Studies) in conjunction with some other department in the university. In order to pursue a double major or combined degree, the student must do the following:

1. Apply to and be formally admitted by both departments and by the [University Graduate School](#).
2. Fill out and submit to the Graduate Recorder an *Application to Change from a Single to a Double Major* form (see Appendix C).
 - a. The student must seek approval and collect the signatures of the Chair of both departments.
3. Fill out, obtain the required signatures, and submit to the Graduate Recorder an *Appointment of Advisory Committee for the Ph.D. Degree with a Double Major* form (see Appendix C).

4. Meet all requirements of both degrees, including passing both Ph.D. Qualifying Examinations.
 - a. Ph.D. candidacy will not be reached until the passing of the second qualifying exam.
 - b. Double major students have 8 years to reach candidacy before courses start to expire, rather than the normal 7 years for a single major student.
 - c. For other departments' degree requirements, consult the [University Graduate School Bulletin](#).
5. The Ph.D. Qualifying Examination Committee and Dissertation Research Committee will be formed by the student with an equal number of representatives from both departments.
 - a. See the "Ph.D. Qualifying Process" and "Dissertation Research Committee" sections below.
6. Note: a minor is not required for double majors or combined degrees.

Dissertation Credits (F850)

Of the total 90 credits required for the Ph.D. degree, 30 hours of credit may be earned through F850 Dissertation hours. These credits are intended to give the student credit for work done on the dissertation. They are graded on a deferred "R" basis; an actual grade will not be assigned to the credits until after the student has successfully defended the dissertation. The student's committee will determine the appropriate grade based on the student's quality of work.

Ph.D. students who are not yet candidates may take F850 credits with their advisors' approval. Normally, a student who is not yet a candidate should take no more than three credit hours of F850 per semester. Exceptions to this rule require the approval of the graduate advisor.

Foreign Language Requirement

1. Reading proficiency in two foreign languages is required for the Ph.D. degree. The languages taken to meet the requirement may be any modern language, or a special case may be made for establishing proficiency in a non-standard language.
 - a. Use of a non-standard language to fulfill the foreign language requirement is subject to the approval of the Director of Graduate Studies and the Dean of the [University Graduate School](#).
2. Early in the course of their program, students should indicate which languages they intend to use to fulfill this requirement and which method (see below) they will use to establish evidence of proficiency.
 - a. Each language department sets its own standards for proficiency. It is up to the student to understand and fulfill that department's requirements.
 - b. In general, students will use one of the two following methods to gain proficiency:
 - i. Generally, basic courses in modern languages are offered by the language departments. Usually, these language courses are offered in sequence, first and second semesters.

1. In most cases, these courses do not carry graduate credit.
 2. Students must register for the courses and earn the required grade (B or better) in order to meet the proficiency requirement (see the [Graduate School Bulletin](#) for specific information on the language departments).
 3. Most students take these two-course language series in the summer sessions.
- ii. Students can opt to take the Graduate Student Foreign Language Exam (GSFLE), rather than the two course series.
 1. Most of the larger language departments (i.e., Spanish, German, French) offer the exam at least once a year.
 2. Students must contact the language department to see if they are offering the GSFLE.
 - c. Students must make sure that the language department sends written notification to the Graduate Recorder verifying proficiency and specifying how proficiency was demonstrated (e.g., by completing coursework with grades of B or better, or passing the GSFLE).

Substitution of English as a Foreign Language

If a student's native language is not English, s/he may petition to use English as a foreign language. A *Request to Substitute English as a Foreign Language* form (see Appendix C) must be submitted to the Graduate Recorder.

1. The student will fill out this form and submit it to the Graduate Recorder.
2. The Graduate Recorder will submit the form to the Director of Graduate Studies for approval.
3. The approved form and the student's Test of English as a Foreign Language (TOEFL) score will then be submitted to the [Department of Second Language Studies](#) for verification of proficiency.
 - a. The minimum score requirement to use English as a foreign language is the same as the minimum score requirement for admission to the program:
 - i. TOEFL iBT of 79, cBT of 213, or pBT of 550
 - b. The [Department of Second Language Studies](#) can supply TOEFL application forms and information regarding TOEFL test dates.

Grade Requirements

1. **All students must earn a B (3.0) or better in the required basic and the required advanced Folklore/Ethnomusicology courses.**
2. The Department of Folklore and Ethnomusicology will accept no course for graduate credit towards a degree in which the grade is lower than a B-.
3. The [University Graduate School](#) will accept no grade for graduate credit lower than a C (2.0); however, even though they will not count towards degree requirements, **grades lower than a C will affect the student's grade-point average.**
 - a. If a student's GPA falls below a 3.0, the student will be placed on academic probation by the [University Graduate School](#).
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 our degree programs.
5. Time limit:
 - a. A course may not be counted for graduate credit if it has been taken more than seven years prior to the passing of the Ph.D. Qualifying Exam.
 - i. This time limit includes courses taken at other institutions that were transferred in.

Registration Requirements

Currently, pre-candidacy Ph.D. students do not have a continuous enrollment requirement. Rather, they must reach Ph.D. Candidacy within the seven year time period (see Time Period section below).

To be considered a full-time student at the graduate level, a student must register for at least 8 credits per semester (Fall, Spring, and Summer).

If a student holds a Student Academic Appointment, normally the student must register for at least 6 credit hours during each semester of the appointment.

Ph.D. students who have successfully passed their Qualifying Exam and reached Ph.D. Candidacy (see sections below) **must stay registered each Fall and Spring semester until their dissertation is turned in to the University Graduate School.**

Ph.D. Candidates do not have to register in the summer sessions unless they plan on turning in their dissertations to the University Graduate School in June, July, or August. Then they must register for at least one credit of F850 for the summer.

If a Ph.D. Candidate fails to continuously enroll, s/he will have to retroactively enroll for each missed semester and pay a per-semester retroactive registration fee (currently \$275) plus the cost of tuition before the University Graduate School will accept the dissertation and award the degree.

Time Period

Ph.D. students have seven years from their entry semester to reach Ph.D. Candidacy (see the Ph.D. Candidacy section below). If candidacy is not reached within the seven year time period, courses will begin to expire and must be revalidated or retaken. **Once candidacy is reached, however, course work will no longer expire.**

Ph.D. Candidates have seven years from the date of the passing of the Qualifying Exam to successfully defend their dissertation and submit it to the University Graduate School for the degree. If a student allows his/her candidacy to lapse, a petition must be made to the Dean requesting reinstatement and a reinstatement exam will be administered (if the Dean approves).

Ph.D. Qualifying Process: Reaching Candidacy

Overview

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. Members of the student's Ph.D. Examination Committee who are members of the Department of Folklore and Ethnomusicology will administer the Ph.D. Qualifying Process (see the "Ph.D. Examination Committee section below).

Eligibility

Eligibility to start the qualifying process consists of the following **completed** requirements:

1. 60 credit hours of required **coursework**:
 - a. At least 36 hours in Folklore or 39 hours in Ethnomusicology.
 - b. Dissertation credits do not count towards the 60 hours.
 - c. Transferred credits do count towards the 60 hours.
 - d. Most students will have more than 60 hours of coursework by the time they do their qualifying exams.
2. Proficiency in two foreign languages.
3. Outside minor:
 - a. 12 of the required 60 credits of coursework will come from the minor
 - b. A minor is not required for double majors or combined degrees
4. Transfer of any applicable credits.
 - a. Transfer of credits is not allowed once a student reaches candidacy.
 - b. See the section in this handbook on "Transfer of Credit"

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 Graduate Recorder to make sure s/he has proof of completion of all requirements for taking the exams.** An eligible student should request a *Ph.D. Qualifying Procedure* form (Appendix A) from the Graduate Recorder.

Students who have not been **formally** admitted to the Ph.D. program are ineligible for the exam/hearing.

Timeline

Normally, the qualifying exam and proposal hearing will be held after or during the semester in which all the requirements are completed. The following timeline is the normal procedure for a student ready to take his/her qualifying exam:

1. 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 3 months before the date of the exam/hearing.
 - a. They will meet to discuss the proposed dissertation research and the scheduling, format, and specific foci of the examination.
 - b. The reading list and dissertation proposal will initially be discussed as well
 - c. The *Ph.D. Qualifying Procedure Form* (see Appendix C) will initially be filled in at this meeting.
 - d. A meeting 6 months prior to the exam/hearing is recommended.
2. At least 2 months prior to the exam/hearing, the student must submit his/her reading list to the exam committee for approval.
 - a. The exam committee will then send the reading list to the Director of Graduate Studies for final approval.
 - i. If the reading list is not approved by the Director of Graduate Studies, the DGS will return the reading list to the student's committee with suggestions for change.
 - b. See the "Reading List" section below.
3. At least one week prior to the student receiving the written exam questions, the chair of the exam committee will submit the proposed exam questions to the Director of Graduate Studies for approval.
4. At least one week prior to the student receiving the written exam questions, the student must submit the long version of the dissertation research proposal to the exam committee.
 - a. See the "Dissertation Research Proposal – Long Version" section below.
5. The student receives the exam questions.
 - a. The student will write 15-20 pages, double spaced, 1" margins, plus bibliography in response to each exam question. Students normally answer 3 questions.
 - b. See the "Written Examination" section below.
6. One week after receiving the exam questions, the student will submit the written answers to the Graduate Recorder.
 - a. The student will bring in copies of the answers for each committee member, and one copy for the student's file.
 - b. The student should also submit an electronic copy of the exam answers to the Graduate Recorder.
7. Within two weeks of submitting the exam answers, the oral exam and dissertation proposal hearing is held.
8. If the Ph.D. Exam Committee deems that the student's performance and quality of work during the qualifying exam process merits a grade of "Pass" or "Pass with Distinction," the *Nomination to Candidacy* and *Nomination of Research Committee* forms (see Appendix C) will be filled out and submitted to the University Graduate School with all accompanying documentation.
 - a. Should the student fail the exam, the Ph.D. Exam Committee will decide the procedures for a second exam. No more than one re-examination will be given.

Ph.D. Qualifying Examination Committee

The Ph.D. Qualifying Exam Committee will consist of at least three members. 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 (see the "Dissertation Research Committee" section below). The Chair of the Exam Committee will contact the student's minor department representative to determine the nature of any participation in the reading list, exam, and/or proposal hearing. The Exam Committee may or may not include a member(s) from the student's minor department. The Director of Graduate Studies will supervise the exams generally.

Reading List

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. The areas of coverage can be the following:

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

Once the reading list has been approved by the Ph.D. Exam Committee, and at least two months prior to the exam, the Committee Chair will forward the list (with an indication of committee approval) to the Director of Graduate Studies for final approval. Once it is approved by the Director of Graduate Studies, the student will give a copy of the reading list to the Graduate Recorder (in hard and electronic forms), to be placed in the students file.

Dissertation Research Proposal – Long Version

While preparing for the qualifying exam, the student will complete a dissertation proposal:

1. A minimum of one week prior to receiving the take-home questions from the Graduate Recorder, the student will submit a completed 10-15 page (including bibliography) research proposal to all members of the Ph.D. Exam Committee.
2. The dissertation proposals, in long and short versions, are normally to be written in conjunction with the F840 Research Seminar. This seminar will be offered only during the spring semester.
3. 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.
4. The dissertation proposal will be accomplished in two different drafts, a short draft and an expanded draft.
 - a. Each draft should set out the following:
 - i. Brief statement of the research problem

- ii. Theoretical orientation
 - iii. Method and techniques, including a plan and timetable for carrying out research
 - iv. Significance of the study to the field
 - v. Qualifications of the researcher
 - vi. References cited
 - b. The long version will develop each of these elements in greater depth.
5. Students will work closely with their Ph.D. Exam Committee in preparing the dissertation proposal.
 - a. The proposal should be discussed individually with each member of the committee.
 - b. The dissertation proposal includes citations and discussion of relevant literature in each of the proposal areas where it is appropriate.
 - c. Most well-crafted proposals require 4-6 drafts.
 - d. It is critical to finish the proposal **prior** to conducting fieldwork.
 - e. Revisions on the proposal should be completed prior to asking committee members to sign the *Dissertation Research Committee* form (see Appendix C) that goes to the University Graduate School.
 - f. The detailed study of the literature can be carried under an independent study course (F800) with the faculty member who specializes in the student's area if this material has not been offered in a formal course offering.
 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.
 7. Students who set out to do the main part of their dissertation research prior to achieving candidacy do so at their own risk.

Written Examination

Examination questions will be based on the approved reading lists determined by the student and the Ph.D. Exam Committee and approved by the Director of Graduate Studies. The Ph.D. Exam Committee Chair will solicit questions from the 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 listed above, according to the specific interests of the student and his/her approved reading lists.

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

Director of Graduate Studies. 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 for others to view.

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, 1” margins, and bibliography per question.

In all cases, it is expected that the essays will be the student’s own work; Indiana University’s rules against academic misconduct apply to the written examination.

Exams will be picked up from and turned in to the Graduate Recorder. The student will bring copies of the exam answers for each committee member for evaluation, as well as a copy for the student’s file. An electronic copy should also be submitted to the Graduate Recorder.

Oral Examination 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 in cases in which the exam grade is “Fail,” where the hearing will not normally be held). The oral examination may cover issues raised on the written exams 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 exam. The Ph.D. Exam Committee decides whether the student passes or fails the exam. A conditional pass, contingent upon 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 re-examination 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 Committee Chair and kept in the student’s file. **It is also recommended that students take care of the following three items before leaving town:**

1. *Nomination to Candidacy* form
 - a. See the “Nomination to Candidacy” section below, and Appendix C
2. Human Subjects
 - a. Must be approved by the Human Subjects Committee prior to beginning research.
 - b. See the “Human Subjects Approval” section below.

3. *Nomination of Research Committee* form
 - a. See the “Nomination of Research Committee” section below, and Appendix C.

Dissertation Proposal – Short Version

The final proposal that is submitted to the University Graduate School, along with the *Nomination of Research Committee* form (see Appendix C), must be no more than two (2) pages long. The short proposal is a summary of the long version of the dissertation proposal (see the “Dissertation Proposal – Long Version” section above). The short proposal will be filled out in a standard format by using the *Ph.D. Dissertation Proposal* form (see Appendix C). The student will submit the completed form to the Graduate Recorder before the *Nomination of Research Committee* form (see Appendix C) can be sent to the University Graduate School.

Nomination to Candidacy

After the student has passed the qualifying procedure, the Ph.D. Exam Committee will sign the *Nomination to Candidacy* form (Appendix A). The Graduate Recorder will send the form to the University Graduate School along with all necessary accompanying documentation, which includes:

1. Memos or letters verifying foreign language proficiency.
2. Memos or letters verifying completion of the minor(s).
 - a. If the minor department waives participation in the qualifying exam and/or DRC, the memo or letter must say so.
3. Memos or letters regarding waived courses, revalidations, or any other variance to the normal qualifying procedure.
 - a. These must have prior approval of the Department and the Dean.
4. A print out of the student’s in-progress transcript with a count of the student’s total graduate credits.

When the University 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.

The Nomination to Candidacy form must be approved by the University Graduate School **at least eight months prior to the defense of the dissertation.**

Candidacy Time Limit

The University 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 University Graduate School.** No extensions are possible beyond this seven year period. If candidacy is allowed to expire, students must petition the Department and

the University Graduate School for reinstatement, which typically involves retaking the Qualifying Exam.

Continuous Enrollment Requirement

After admission to candidacy, students **must** enroll each Fall and Spring semester for at least one credit hour of F850 dissertation credits (or six hours of G901, if applicable; see below) until the final copy of the dissertation has been handed in to the University 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 (currently \$275).

Nomination of Dissertation Research Committee

The candidate and his/her chosen Dissertation Research Committee Chair will decide on a dissertation topic and appropriate committee membership. The rules governing composition of the Dissertation Research Committee (DRC) are as follows:

1. The committee must be composed of at least four members.
 - a. If a faculty member leaves the university, the student(s) whose committee the faculty member was serving on will have to find another member, unless the leaving faculty member agrees to continue on the committee as an outside member.
2. All members of the DRC must be members or endorsed members of the Graduate Faculty.
3. At least half (2 of 4 or 3 of 5) of the DRC must be full members of the Graduate Faculty with the endorsement to direct dissertations.
4. The majority of the DRC members (including the chair and two others) must be Folklore and Ethnomusicology faculty.
 - a. Joint and adjunct faculty can serve on a committee.
5. The committee should include a representative from each minor field.
 - a. 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, the substitution of a representative or representatives from some other field(s) more appropriate to the topic of the dissertation.
 - b. A memo or letter from the minor department waiving participation in the qualifying exam and/or the DRC is required.
6. In the case of double majors or combined degrees, the DRC must consist of equal representation from both departments.
 - a. A co-chair from each department will be selected.
7. DRC's are usually to be chaired by full members of the Graduate Faculty with the endorsement to direct dissertations.

- a. 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.
 - i. 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.
 - ii. Such requests should be presented by a separate memo.
8. Ethnomusicology students will select an Ethnomusicology faculty member to chair the DRC. Ethnomusicology faculty members from other departments may serve as co-chairs with a Folklore faculty member.
 - a. Ethnomusicology students should follow additional requirements for the dissertation, which are available from the Ethnomusicology Program.

The Candidate's research committee and short proposal must be approved by the University Graduate School at least six (6) months prior to the dissertation defense.

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 the student's research, the student must contact the Human Subjects Committee.

If the student falls into the above category, Dissertation Research Committees will not be approved by the University Graduate School until research projects receive approval from the Human Subjects Committee.

Change of Committee

Students wishing to add/delete members from the Dissertation Research Committee must fill out a *Request for Change of Research Committee Member(s)* form (see Appendix C) and obtain the signature(s) of the new member(s). The student will then return the form to the Graduate Recorder, who will send the form to the University Graduate School. Once approved, the Graduate Recorder will make note of the committee change in the student's file.

G901: Advanced Research

Ph.D. Candidates who have completed 90 or more hours of graduate coursework applicable to the degree (including F850) 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 designed to give advanced students a break from tuition; it is a six hour dissertation research course that currently only costs \$150 per semester. The mandatory fees normally associated with registering for credit hours are waived as well. G901 is offered in the Fall and Spring semesters only, not in the summer.

If a student has a fee remit, s/he should utilize the fee remit and take F850 credits – s/he should save G901 for later when s/he does not have a fee remit.

Ph.D. Dissertation and Defense

Students should check with the Ph.D. Recorder in the University Graduate School, the *Guide to the Preparation of Theses and Dissertations*, this manual itself, and the Graduate Recorder of the Department for specific university and departmental requirements concerning the defense, dissertation format, and fees.

Guide to the Preparation of Theses and Dissertations

The *Guide to the Preparation of Theses and Dissertations* is produced by the University Graduate School. It gives guidelines, formatting, and other requirements to complete the Master's and Ph.D. degrees. Please contact the University Graduate School with specific questions regarding the guide and its contents. The guide and other useful information for completing graduate school can be found online at the following url:

<http://www.graduate.indiana.edu/completing-graduate-school.php>

Distribution of Drafts

A Candidate should first discuss with his/her Committee Chair the appropriate time to distribute the first (partial or complete) drafts of the dissertation to his/her committee. As a general rule, the student should submit a full draft to the committee at least two months prior to the date the student wishes to defend.

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 date.
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.
4. The committee chair will forward to the Graduate Recorder a memo indicating the time and place of the exam, and attesting that all committee members and the student have agreed to these.
 - a. 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.
5. Defenses and reading of dissertations may not be scheduled during the summer – that is, the student must set a defense date no earlier than the first day of classes of the Fall semester and no later than two (2) weeks after the end of the Spring semester.
 - a. Exceptions will be granted only for serious reasons and must be approved by the Chair of the Department.

Announcement

At least one month prior to the defense, the student must submit to the University Graduate School a one-page announcement of the final examination/defense:

1. The announcement must follow the format shown in the **Guide to the Preparation of Theses and Dissertations**. It should contain the following information:
 - a. A summary of the dissertation (no more than 300 words), which is informative and contains a brief statement of the principle results and conclusions.
 - i. If the Candidate has published any scholarly articles, bibliographical references should be included in the summary.
 - b. An outline of current studies (the degree and major being pursued).
 - c. An educational history (a list of prior degrees).
 - d. The committee in charge of the dissertation.
 - i. The Chair (or co-chairs) will be listed first, followed by the remaining committee members listed in alphabetical order.
 - e. A required signature line at the bottom of the page with the Chair's approval signature.
2. When the announcement has been signed and approved by the committee chair, it should be given to the Graduate Recorder for processing.
 - a. A copy of the announcement will be given to each committee member and the original will be sent to the University Graduate School.

Dissertation

Once a final draft has been submitted to the committee (at least two months prior to the defense), 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.

Defense

At the Ph.D. Defense, usually scheduled for a two-hour time period, the Dissertation Research Committee will determine which of the following apply:

1. No revisions
2. Minor revisions
 - a. If revisions are required, a date for the completion of any revisions will be mutually agreed upon.
3. Major revisions
 - a. If revisions are required, a date for the completion of any revisions will be mutually agreed upon.
4. Failure (another defense required)

Note: the following is in accordance with University 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 Ph.D. Recorder at the University Graduate School for approval. The University Graduate School will then inform the candidate of these names and request the candidate's approval.

Signatures to be obtained at the defense

The Graduate Recorder will compile a folder for the student's defense. The folder will contain:

1. Removal of R forms
 - a. The chair of the committee signs the forms for all F850 thesis hours and G901 dissertation credits the student has taken during their course of study.
2. *Ph.D. Dissertation Defense* form (see Appendix C)
 - a. Full committee signs this form, which indicates that revisions are needed and a time limit for revisions.
3. Abstract (see Appendix C)
 - a. If revisions are needed, some or all of the committee members may or may not sign the abstract.

- b. Three signed copies of the abstract are needed, in addition to one (1) unsigned abstract (for the unbound copy that is submitted to the University Graduate School).
 - c. Formatting of the Abstract page can be found in the Guide to the Preparation of Theses and Dissertations.
4. Acceptance Page (see Appendix C)
- a. If revisions are needed, some or all of the committee may or may not sign the acceptance page.
 - b. Three signed copies of the acceptance page are needed.
 - c. Formatting of the Acceptance page can be found in the Guide to the Preparation of Theses and Dissertations.

After the defense

After a successful defense, the student must determine if s/he will submit the dissertation in the traditional bound method or electronically; the Department has no preference so it is up to the student.

There are many forms and steps necessary to complete the Ph.D. degree. Please check the *Guide to the Preparation of Theses and Dissertations* for more specific information, and consult with the Ph.D. Recorder at the University Graduate School, Kirkwood Hall Room 111.

Ph.D. Application for Advanced Degree

Complete the *Ph.D. Application for Graduation* form (see Appendix C) ONLY if you want to participate in the graduation ceremony.

To be listed in the commencement program, participate in the graduation ceremony and receive mail from the Alumni Office regarding commencement, graduating students should ask their chairperson to approve this form and return it to The University Graduate School **no later than October 1st for December Commencement and no later than March 1st for May Commencement.**

Students should ask the chair of their committee to be present at Commencement Ceremonies in order to hood the student. If the chair of the student's committee cannot be present, then the Chair of the Department will hood the student.

Dissertation Submission

The University Graduate School has deadlines each semester for submission of the dissertation. Normally, a student has two weeks after the end of a semester to submit the final dissertation (either by the traditional method or electronically) without having to register for the next semester.

For example, if a student holds his/her defense during finals week and his/her committee determines that the dissertation needs revisions, the student only has a couple of weeks to finish those revisions and submit the dissertation to the University Graduate School. If the student misses that deadline, s/he will have to continue to register until the dissertation is submitted to the University Graduate School. If the student submits the dissertation in the summer, the student will have to register for at least one credit of F850 for that summer session before the University Graduate School will accept the dissertation.

Traditional Method

If a student chooses to submit the final dissertation in the traditional method, three copies of the final dissertation are to be submitted:

1. One bound copy to the Department
2. One bound copy to the University Graduate School
3. One unbound original to the University Graduate School

The following is a partial checklist; **please consult with the *Guide to the Preparation of Theses and Dissertations* for full guidelines.**

1. All copies of the dissertation must be on 100% cotton rag paper.
2. If photos are used, or copies of photos, have the quality of the photos pre-approved at the University Graduate School.
3. The unbound original of the dissertation should be submitted to the University Graduate School in a box, 9 inches by 11 ½ inches in size.
4. Abstract
 - a. One signed abstract for each copy of the dissertation (total of three).
 - b. One unsigned abstract to be turned in with the unbound copy (Do not number the unsigned abstract).
 - i. The unsigned abstract is published in *Dissertation Abstracts*.
 - c. Make sure this page is numbered (small Roman numerals).
 - d. The abstract should be approximately 350 words, double spaced. It can be more than one page long.
 - e. The student's name and dissertation title should appear on the abstract.
5. Acceptance Page
 - a. One signed acceptance page for each copy of the dissertation (total of three).
 - b. Make sure this page is numbered (small Roman numerals).
 - c. An acceptance page is placed after the title page in each dissertation.
 - d. 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.
6. Vita Page
 - a. One for each copy of the dissertation (total of three).

- b. A vita page is placed at the end of each copy of the dissertation (do not number this page).
7. Copyright Page
- a. If the dissertation is being copyrighted, a copyright page must be in all copies, including the original – use three lines:

© (enter correct year)
Student's name
ALL RIGHTS RESERVED

- b. See the Ph.D. Recorder in the University Graduate School, Kirkwood Hall Room 111, for information on copyrighting.
 - i. Copyrighting the dissertation is currently \$65 and **is optional**.
 - 1. This fee can be paid at the Bursar's Office.
 - 2. Please obtain a receipt to turn in to the Ph.D. Recorder.
8. Microfilm
- a. A contract and survey form (both signed) must be completed. Contact the Ph.D. Recorder in the University Graduate School, Kirkwood Hall Room 111, for this contract.
 - i. The microfilming fee is currently \$65 and **is a mandatory fee**.
 - 1. This fee can be paid at the Bursar's Office.
 - 2. Please obtain a receipt to turn in to the Ph.D. Recorder.
9. A fee receipt for the microfilming and/or copyrighting is required.
10. In order for diplomas to be mailed, students should make sure the Registrar's Office, Franklin Hall Room 100, has a correct mailing address.
 - a. Diplomas can take several months to arrive, so please plan accordingly.
11. Once the bound copies of the final approved version of the dissertation have been turned in, the University Graduate School will recommend the Candidate to the Board of Trustees for the Ph.D. degree.

Electronic Submission

Students can now submit their dissertation online, through a Dissertation Submission Site serviced by ProQuest Information & Learning.

Please follow the formatting for submitting the dissertation in the *Guide to the Preparation of Theses and Dissertations*. The formatting for electronic submission has ONE IMPORTANT DIFFERENCE from the traditional method (see the "Traditional Method" section above): include the Acceptance and Abstract pages in the dissertation **UNSIGNED**. This is for security purposes; ProQuest requests that no signatures be included in the online submission of dissertations.

However, the signed Acceptance page is still turned in to the University Graduate School. Students must still pay the microfilming fee to the Bursar (copyrighting optional) and present the receipt to the Ph.D. Recorder of the University Graduate School.

Folklore & Ethnomusicology Faculty

Folklore

Sandra K. Dolby, *Professor, Director of the Folklore Institute*: Narrative; literary theory; the United States, Australia

Hasan El-Shamy, *Professor*: Folktale, ballad; psychological approaches; Africa, the Middle East

Michael Foster, *Assistant Professor*: Japanese literature and cultural studies; folklore and popular culture.

Jason Jackson, *Associate Professor*: Cultural endangerment and revitalization; material culture; belief and ritual; cultural history; verbal art; museum work; American and Native American Studies (eastern North America)

John H. McDowell, *Professor*: Verbal art, semiotics, narrative song, and speech play; Latin America, the United States

Gregory A. Schrempp, *Associate Professor, Director of Graduate Studies, Co-Director of the graduate program in Mythology Studies*: Myth, cosmology and worldview; comparative mythology, history of ideas; Oceania, North America

Pravina Shukla, *Associate Professor, Associate Curator, Mathers Museum of World Cultures*: Folk art and material culture; body art; museum studies; India, Brazil

Ethnomusicology

Mellonee V. Burnim, *Professor, Director of Undergraduate Studies*: Black religious music and aesthetics, music in the African diaspora

Judah Cohen, *Assistant Professor, Lou and Sybil Mervis Professor of Jewish Culture*: Music in Jewish life; American music; musical theater; popular culture; Caribbean Jewish history; diaspora; medical ethnomusicology

Javier F. León, *Assistant Professor*: Music of Latin America and Caribbean; identity; transnationalism; music and nationalism; performance

Portia K. Maultsby, *Professor, Chair of the Department of Folklore and Ethnomusicology, Director of the Ethnomusicology Institute, Director of the Archives of African American Music and Culture*: Popular music, the music industry, African American music

David McDonald, *Assistant Professor*: Israel/Palestine; performance ethnography; social theory; ethnomusicological study of violence and socio-cultural trauma.

Fernando Orejuela, *Lecturer*: Hip hip music and culture; body art; children's folklore; popular culture; pedagogy; United States

Daniel Reed, *Associate Professor*: Music and religion; identity; performance; music and culture in West Africa

Ruth M. Stone, *Laura Boulton Professor*: music as culture and performance; theory of ethnomusicology; Africa, the Middle East

Sue Tuohy, *Senior Lecturer*: Ethnomusicology; film and music; intellectual history; music and socio-political transformation; music and culture in contemporary China; East Asia

Joint Faculty

Beverly Stoeltje, *Professor of Folklore and Anthropology*: Ritual and festival; feminist theory; the American West, Ghana, West Africa

Affiliated Faculty & Departmental Collaborators

John Bodnar, *Professor of History, Director of Oral History Research Center*: Oral and public history; modern United States

Alan R. Burdette, *Executive Investigator of the EVIA Digital Archive Project*: American vernacular music and dance, performance studies, German American singing societies; media and technology

Raymond J. DeMallie Jr., *Professor of Anthropology, Director of the American Indian Studies Research Institute, Curator of North American Ethnology, William Hammond Mathers Museum*

Michael Robert Evans, *Assistant Professor of Journalism*: Ethnography, material culture, communications

Cornelia Fales, *Director of the Sound Analysis and Video Lab*: Music cognition; timbre perception; historical concepts of timbre; music of Sub-Saharan Africa.

Jane Goodman, *Assistant Professor of Communication and Culture*: Ethnography of texts; performance studies; diasporas; North Africa and France

Lynn Hooker, *Assistant Professor of Hungarian Studies*: Race, ethnicity, music and identity in east-central Europe, especially Hungary, from 19th century to the present; music and writings of Béla Bartók

Stephanie Kane, *Associate Professor of Criminal Justice*: Popular culture, narrative, feminist theory, shamanic discourse; United States, Central America, Caribbean

Anya Peterson-Royce, *Chancellor's Professor of Anthropology, Comparative Literature, and Music*: Anthropology of dance and performing arts; cultural and ethnic identity; ethnography of Mexico, Isthmus Zapotec of Juchitan; American Southwest, Mexico

Iris Rosa, *Associate Professor of Afro-American Studies, Director of the Afro-American Dance Company*: Dance.

Susan Seizer, *Associate Professor of Communication and Culture*: Cultural anthropology; ethnographic narrative; stigma in social theory; humor in use; performance studies; South Asian studies; disability studies; gender and women's studies; LGBTQ studies.

Stephen Stuempfle, *Associate Professor of Folklore and Ethnomusicology, Executive Director of the Society for Ethnomusicology*: Caribbean music, festivity and verbal traditions; Caribbean history; colonialism and nationalism; museums.

Charles Sykes, *Director of African American Arts Institute*: African-American popular music, arranging, performance and analysis

Research Associates & Scholars

Inta Carpenter, *Associate Research Scholar*: Ethnic; exile; diaspora identity; life story; cultural documentation/ethnography; applied folklore.

Jon Kay, *Research Associate, Director of Traditional Arts Indiana*: Indiana folklife; public folklore.

Verlon Stone, *Director of the Liberian Collections Project*.

Folklore Librarian

Moira Smith (Ph.D., Indiana University, 1992) Subject Librarian for Anthropology, Folklore, Sociology, and Social Work: Witchcraft; humor.

Faculty Emeriti

Ilhan Basgoz, *Professor of Central Eurasian Studies and Folklore*: Oral literature, epics, romances; Asia, Near East, Turkey

Richard Bauman, *Distinguished Professor*: Narrative, drama, religion; performance studies, semiotics; Mexico, the United States

Mary Ellen Brown, *Professor of Folklore and Women's Studies*: Ballad, folksong; historical ethnology and cultural criticism; Scotland, Britain, Europe, the United States

Linda Degh, *Distinguished Professor of Folklore*: Narrative, mass media, ethnicity; Indiana, the United States, Canada, Hungary, Europe

Henry H. Glassie, *College Professor, Co-Director of Turkish Studies*: Folk art and material culture; historical approaches; the United States, Ireland, Turkey, Bangladesh

William Hansen, *Professor of Classical Studies and Folklores*: Epic, classical mythology; the ancient world

Roger Janelli, *Professor of Folklore and East Asian Languages and Cultures*: Culture, religion, political economy; anthropological approaches; Korea, East Asia

John Johnson, *Associate Professor of Folklore*: Computer assisted research; popular culture; epic and oral poetry; Somalia, Mali, Africa

George List, *Professor of Folklore*: Song, speech and melody; transcription; Hopi Indians; Colombia, Indiana University

Lewis E. Rowell, *Professor of Music*: Music of India, philosophy of music

Merle Simmons, *Professor of Spanish and Portuguese*: Ballads, Spanish-American independence, folklore bibliography

William Wiggins, *Professor of Afro-American Studies and Folklore*: Religion, sports; Black America

Folklore & Ethnomusicology Staff

Krystie Herndon, Undergraduate Academic Advisor

Michelle Melhouse, Administrative Assistant

Chavon Newmon, Scheduling Officer, Special Projects, Public Relations

Chris Roush, Graduate Recorder

Sheri Sherrill, Fiscal Officer and Office Manager

Appendix A: Departmental Resources

Archives of African American Music & Culture (AAAMC)

Established in 1991, the Archives of African American Music and Culture (AAAMC) is a repository of materials covering a range of African American musical idioms and cultural expressions from the post-World War II era. Our collections highlight popular, religious, and classical music, with genres ranging from blues and gospel to R&B and contemporary hip hop. The AAAMC also houses extensive materials related to the documentation of black radio.

The AAAMC supports the research of scholars, students, and the general public worldwide by providing access to holdings which include oral histories, photographs, musical and print manuscripts, audio and video recordings, educational broadcast programs, and the personal papers of individuals and organizations concerned with black music. We also invite exploration of our collections and related topics through a variety of public events, print and online publications, and pedagogical resources.

Archives of Traditional Music (ATM)

The Archives of Traditional Music fosters the educational and cultural role of Indiana University through the preservation and dissemination of the world's music and oral traditions. The Archives seeks to fulfill its mission by developing appropriate acquisitions of audio and video recordings of the music and oral traditions from the state of Indiana, the United States, and the diverse cultures of the world, and by cataloging and preserving the collections for use by educators, researchers, and interested members of the public, including the people from whom the material was collected.

The Archives collections and library contribute to the research and teaching activities of Indiana University, especially the Departments of [Folklore and Ethnomusicology](#), [Anthropology](#), [Linguistics](#); [the School of Music](#); and the interdisciplinary [area studies programs](#) that are associated with them. It also serves as a research, teaching, and training center for the IU Ethnomusicology Program.

The Archives of Traditional Music is a cultural institution that is open to the public. It has a responsibility to make its holdings and performances available to those whose cultural heritage is represented in the collection, as well as to individuals interested in developing an appreciation for the recorded artifacts.

The Liberian Collections Project is a part of the ATM and enhances the ATM's rich holdings of audio and videotaped recordings of Liberian music and dance.

The Liberian Collections Project web site: OnLiberia.org

Ethnomusicological Video for Instruction & Analysis (EVIA) Digital Archive

The EVIADA project, a joint effort of Indiana University and the University of Michigan, is a digital archive of ethnomusicological video for use by scholars and instructors. This project is global in scope and currently the only project of its kind that will collect, copy, annotate, and preserve ethnomusicological video on the web.

Folklore Archives

The Folklore Archives is an extensive holding of documents and collections, mostly in paper formats, centered on traditional expressive forms and belief systems, worldwide in scope but with an emphasis on the US Midwest and the state of Indiana.

Folklore & Ethnomusicology Publications, Inc. (Folkpub)

Folklore Forum

Folklore Forum is the journal produced by graduate students at the Folklore and Ethnomusicology Department. The journal encourages the free-flowing exchange of research and ideas on all aspects of folklore and folklife.

Trickster Press

Trickster Press is the not-for-profit folklore publishing house of Folklore and Ethnomusicology Publications that specializes in publishing textbooks and republishing classic texts that have gone out of print.

Journal of Folklore Research (JFR)

The *Journal of Folklore Research* is a publication of the Department of Folklore and Ethnomusicology at Indiana University. Edited currently by Moira Smith, JFR provides an international forum for research of the world's traditional creative and expressive forms. Since July 2002, *JFR* has been published and distributed by Indiana University Press.

Journal of Folklore Research Reviews (JFRR)

The *JFR Reviews* offers timely and concise reviews of recent works (including books, museum exhibits, scholarly websites, DVD and CR-ROM productions, and video and film documentaries) relevant to the discipline of folkloristics. Edited by John McDowell with William Hansen and Steve Stanzak.

Sound and Video Analysis and Instruction Lab (SAVAIL)

The SAVAIL is a multidisciplinary technical lab in the Department of Folklore and Ethnomusicology at Indiana University equipped with audio and video equipment, software, and hardware.

Traditional Arts Indiana (TAI)

TAI is a partnership between the Department of Folklore & Ethnomusicology Department and the [Indiana Arts Commission](#) and aims to document, promote and present Indiana's traditional arts and artists.

Appendix B: Campus Resources

Below is a list of links to various departments and organizations on campus; they all provide useful information and services to you during your time at IU.

Schedule of Classes:

<http://registrar.indiana.edu/scheofclass.shtml>

Course descriptions:

<http://www.indiana.edu/~deanfac/class.html>

Student Enrollment Services:

<http://ses.indiana.edu/main.cfm>

Campus Card Services:

<http://www.cacard.indiana.edu/cacard/>

****You will need to get a student ID from Campus Card Services.****

University Graduate School:

<http://www.indiana.edu/~grdschl/>

University Graduate School Bulletin

<http://www.indiana.edu/~bulletin/iu/grad/2007-2008/index.shtml>

****This is for 2007-2008. The 2008-2009 Grad School Bulletin will be posted at a later date. This gives general information on graduate degrees, but also gives detailed information for each department on campus.**

Grad Grants Center:

<http://www.indiana.edu/~gradgrnt/>

College of Arts & Sciences:

<http://www.indiana.edu/~college/>

IU Health Center:

<http://www.indiana.edu/~health/>

Counseling and Psychological Services (CAPS):

<http://healthcenter.indiana.edu/caps/>

IU Libraries:

<http://www.iu.edu/libraries/>

Parking Operations, Transportation, Campus Map, and Bicycle Information:

http://www.parking.indiana.edu/parking_operations/index.html

****Bicycles must** be registered with Parking Operations or they will be confiscated!!! Many people do not realize this and are left wondering what happened to their bicycle when they get out of class and find it to be missing (of course, some theft does happen).**

Graduate and Professional Student Organization (GPSO):

<http://www.indiana.edu/~gpso/>

Office of Academic Affairs and Dean of Faculties:

<http://www.indiana.edu/~deanfac/>

Computing Resources:

<http://www.iub.edu/compute/>

Office of the Registrar:

<http://registrar.indiana.edu/>

Office of the Bursar:

<http://bursar.indiana.edu/>

Bloomington Campus Fee Schedule:

http://bursar.indiana.edu/fee_schedule.php

Office of Student Financial Assistance:

<http://www.indiana.edu/~sfa/>

Appendix C: Forms

The following forms (listed alphabetically) are referenced throughout the Graduate Student Handbook. Please note that some forms are multiple pages or front/back – check the page numbers in the Table of Contents to make sure you have the correct pages for each form.

APPLICATION TO CHANGE FROM A SINGLE TO A DOUBLE MAJOR

(For the Ph.D. Degree)

Name in full _____ ID No. _____

Current Address _____

Telephone: Home _____ Office _____

Current Major _____ Minor _____ Degree Sought _____

Second Major Sought _____

Educational Background (Attach all relevant transcripts)

Bachelor's Degree

Institution _____ Major _____ Degree _____ Year _____
Awarded

Graduate Study at I.U.

Graduate Hours Completed _____ ; Hours Incomplete _____

Qualifying Examination in Current Major:

Date Passed _____ or date expect to schedule _____

Graduate Study Elsewhere

Institution _____ Dates Attended _____ Major _____
Hours Completed _____ Degree Obtained _____

Applicant's Signature _____ Date _____

APPLICATION APPROVAL

1. For current major, permission to seek a second major:

Granted by _____ Date _____
Department Chairperson or Graduate Advisor

2. For second major, admission with double major status:

Recommended by _____ Date _____
Department Chairperson or Graduate Advisor

3. For the School of Education (when appropriate)

Recommended by _____ Date _____
Director of Student Services

4. For the Graduate School

Approved by _____ Date _____
Dean

FOLKLORE & ETHNOMUSICOLOGY

Indiana University
Bloomington, IN

CHANGE OF STATUS

TO: COLL, Graduate Division

DATE: _____

FROM: _____
Director of Graduate Studies

RE: Change of Status for _____
Student's Name

Student's ID Number

The above student has successfully completed all the requirements for the M.A. Degree in Folklore/Ethnomusicology and has indicated a desire to continue the study of folklore/ethnomusicology and pursue a Ph.D. Degree. The Department of Folklore & Ethnomusicology supports this desire and requests a change of status from M.A. to Ph.D. student.

DISSERTATION ABSTRACT PAGE – SAMPLE

(Student's Name)

(Dissertation Title)
(May be underlined or in caps)

The abstract is double-spaced and limited to 350 words. As many people will learn about your work through your abstract published in Dissertation Abstracts (<http://www.lib.umi.com/dissertations>), you should spend a good bit of effort in the composition of both the abstract and the title of your work. Try to convey the flavor of your work, not just the bare bones of your findings; in an average abstract there will be about 70 characters per line with a maximum of 35 lines. You should also work to phrase your title so that it truly describes the contents and will be easily found in the index of Dissertation Abstracts. The index is based on key words, so be as specific as you can be about your subject.

DISSERTATION ACCEPTANCE PAGE – SAMPLE

Accepted by the Graduate Faculty, Indiana University, in partial fulfillment of the requirements for the degree of Doctor of Philosophy.

Doctoral Committee

(Chairperson's signature)
(Chairperson's name typed, Ph.D.)

(Second reader's signature)
(Name typed)

(Third reader's signature)
(Name typed)

(Fourth reader's signature)
(Name typed)

(Date of Oral Examination – Month Day, Year)

DISSERTATION ANNOUNCEMENT PAGE - SAMPLE

Announcing the
Final Examination of
(Student's Name)
For the
Degree of Doctor of Philosophy in Folklore & Ethnomusicology
(Day, Date, Time)
(Room, Building)

Dissertation: (Title)

(Summary: The summary of the dissertation should be limited to this page and not more than 300 words. It should contain a statement of the problem, a description of the methods or procedures used, and a formulation of the results and conclusions. Unlike the abstract, which is for specialists in the field, an attempt should be made in the summary, whenever possible, to communicate the findings in language and style that can be understood by the University community at large.)

Outline of Current Studies

Educational Career

Major: (Field)

(Degree, institution, year graduated)
(ex: B.A., I.U., 1996)

Minor(s): (Field and Department)

Committee in Charge:

Professorial Rank (Name), Chairperson, (Phone Number), (Department)
(ex: Professor Portia Maulsby, Chairperson, 855-1027, Folklore & Ethnomusicology)
(Alphabetically list other committee members)

Approved: _____
(Name)

Department of Folklore & Ethnomusicology

DISSERTATION PROPOSAL FORM

Prepare one copy for each member of the dissertation committee and one for the department's file. Please try to confine your proposal to these two pages.

1. **NAME:**
2. **DATE:**
3. **TENTATIVE DISSERTATION TITLE:**
4. **AIM AND SCOPE OF THE PROJECT (the nature of the problem – be brief):**

5. **THE METHODS TO BE USED:**

6. PRESENT STATE OF SCHOLARSHIP RELATIVE TO THIS TOPIC.
(Mention here some particular people who have written on this topic, or adjacent to it, and the extent of their findings or views. Cite, if pertinent, which previous research conclusions are to be checked.):

7. THE DISTINCTIVE CONTRIBUTION YOU HOPE TO MAKE:

8. NAME OF THE ADVISOR WITH WHOM YOU HAVE DISCUSSED THIS TOPIC:

ETHNOMUSICOLOGY PROGRAM

ETHNOMUSICOLOGY PH.D. MINOR COMPLETION FORM

Requirements:

Students wishing to enroll in the program must first consult with the Director of the Ethnomusicology Institute. An advisor will be assigned to each student, taking into consideration the academic interests of each individual.

All courses must first be approved by the student's ethnomusicology advisor. With the consent of the advisor, courses other than those listed below may be chosen.

The Ph.D. minor in Ethnomusicology consists of four graduate courses for a total of 12 hours; **two courses, or six hours, must be from the following required courses:** F522, F523, F529, F714, F740, or F794.

Student's Name: _____

ID: _____

Major Department: _____

Major Department Advisor: _____

Ethnomusicology Advisor: _____

Minor Fulfillment:

	<u>Semester</u>	<u>Course</u>	<u>Cr. Hrs.</u>	<u>Grade</u>
1.				
2.				
3.				
4.				

Completion Approval:

Director of the Ethnomusicology Institute

Date

F400/F800 RESEARCH IN FOLKLORE

Student's Name _____

(For Non-Folklore Students): ID# _____

Phone _____

Address _____

Instructor's Name _____

Semester/Section _____ F400 ____ F800 ____ No. of Hrs. ____

COURSE AGREEMENT:

(Student's Signature)

Contractual Signatures:

Date _____

(Instructor's Signature)

Completion Approval _____ Grade _____
(Instructor's Signature)

Date of Completion _____

DEPARTMENT OF FOLKLORE AND ETHNOMUSICOLOGY

F402/F403/F802/F803 CONTRACT FORM

F403/F803 (Circle One) PRACTICUM/INTERNSHIP
F402/F802 TRADITIONAL ARTS INDIANA

Student's Name/Email/Phone# _____

ID# _____ Semester/Section _____ Cr. Hrs. _____

GUIDELINES, PROCEDURES, AND EXPECTATIONS:

Pre-enrollment

- 1. Identify the faculty from the Department of Folklore and Ethnomusicology that will serve as the faculty of record, and secure their agreement to serve in this capacity. Describe the qualifications of the individual that will supervise your practicum (e.g. musical study, internship, production and other creative projects, etc) if different from the faculty of record.
2. Discuss your plans for the practicum with the faculty of record, then meet with the practicum supervisor to establish the terms for the course (number of hours/meeting times, goals, assignment, and other specifics). The course agreement should be outlined and attached to the practicum form.
3. Both the faculty of record and the practicum supervisor must approve the project prior to enrolling in F403/F803 (F402/F802). The faculty of record will confer with the practicum supervisor regarding the planned project and the departmental procedures to be followed.
4. The faculty of record, in conjunction with the student will decide on the appropriate number of credit hours the student will earn for the practicum. The number of hours devoted to the actual practicum experience should follow the guidelines indicated on the reverse side.
5. Return the completed form with signatures and course agreement to the departmental Graduate Recorder, who will authorize your enrollment in the course.

Completion Process

- 6. Upon completion of the practicum project, students must submit a 1-2 page minimum typewritten report that describes the experience and accomplishments. This report must be submitted to both the faculty of record and the practicum supervisor one week prior to the end of the 16-week semester or three days prior to the end of an 8-week semester or summer session. The student must review the report with the faculty of record.
7. The faculty of record will confer with the practicum supervisor regarding the student's final grade.
8. The faculty of record will sign and submit a grade on this form (w/ attached report) to the Recorder in the Department of Folklore and Ethnomusicology at the end of the semester or summer session.

COURSE AGREEMENT

Description and specifics of the project (see points raised in #2 above. Include as an attachment)

Contractual Signatures for Course Approval:

Student's Signature and Date

Faculty of Record's Signature and Date

Practicum Supervisor's Signature and Date

Contractual Signature for Course Completion:

Faculty of Record's Signature and Date

Final Grade

Credit Hours	Fall/Spring	Summer 1	Summer 2	Total
--------------	-------------	----------	----------	-------

1	3 hours per week for 15 weeks	7.5 hours per week for 6 weeks	5.5 hours per week for 8 weeks	45 hours per semester
2	6 hours per week for 15 weeks	15 hours per week for 6 weeks	11.25 hours per week for 8 weeks	90 hours per semester
3	9 hours per week for 15 weeks	22.5 hours per week for 6 weeks	16.5 hours per week for 8 weeks	135 hours per semester

Folklore Institute

FOLKLORE PH.D. MINOR COMPLETION FORM

Requirements:

The Ph.D. minor in Folklore consists of four graduate courses for a total of 12 hours. **One course, or three hours, must be in one of these required courses:** F516 Proseminar in Folklore Theory and Method I, Materials of Folklore; F517 Proseminar in Folklore Theory and Method II, Basic Concepts in Folklore; and/or F523 Fieldwork in Folklore/Ethnomusicology. The remaining three courses, or nine hours, are to be determined with the Director of Graduate Studies.

Student's Name: _____

ID: _____

Major Department: _____

Major Department Advisor: _____

Folklore Advisor: _____

Minor Fulfillment:

	<u>Semester</u>	<u>Course</u>	<u>Cr. Hrs.</u>	<u>Grade</u>
1.				
2.				
3.				
4.				

Completion Approval:

Director of Graduate Studies

Date

Minor Examination Waived:

Director of Graduate Studies

Date

FORMATION OF AN INDIVIDUAL ADVISORY COMMITTEE

The signatures appearing below indicate that the following faculty have agreed to be on an Individual Advisory Committee for:

Student's Name _____

COMMITTEE:

Name _____ Signature _____
(chair)

Name _____ Signature _____

Name _____ Signature _____

Please submit this form to the Graduate Recorder after all signatures have been collected.

Date Submitted _____

GENERAL ADVISORY COMMITTEE ADVISING FORM

Semester/Year _____

This form must be filled out PRIOR to advising! Students are required to be advised and obtain signatures of their Individual /Advisory committee before registering.

Student's Name _____ Degree Sought _____
Address (if changed) _____
Phone _____ 2nd Major/Combined Degree _____

MINORS, LANGUAGES, EXAMS (proposed /completed)

_____ Minor(s) _____ and _____

_____ Language(s) _____ and _____

_____ M.A. Exam/Thesis: Sem/Yr _____

_____ Ph.D. Exam: Sem/Yr _____

Folklorists: list here the courses you have taken toward the distribution requirement and next to each list the requirement (form, area, theory) that it will fulfill in your program of study.

Ethnomusicologists: list here any courses you have taken toward the required "track" (for the Ph.D.)

Upon completion, memos from your language(s) and minor departments are required in your file.

Describe your research (M.A.) or Ph.D.) topic or interest:

Describe the academic preparation (theoretical/methodological, area studies, language) that your research will require and your overall plan for completing this preparation:

What courses do you plan to take this semester?

(over)

COMMITTEE COMMENTS AND RECOMMENDATIONS

General Advisory Committee Signatures

Name _____ Signature _____

Name _____ Signature _____

Name _____ Signature _____

Date _____

INDIVIDUAL ADVISORY COMMITTEE ADVISING FORM

Semester/Year _____

This form must be filled out PRIOR to advising! Students are required to be advised and obtain signatures of their Individual /Advisory committee before registering.

Student's Name _____ Degree Sought _____

Address (if changed) _____

Phone _____ 2nd Major/Combined Degree _____

MINORS, LANGUAGES, EXAMS (proposed /completed)

_____ Minor(s) _____ and _____

_____ Language(s) _____ and _____

_____ M.A. Exam/Thesis: Sem/Yr _____

_____ Ph.D. Exam: Sem/Yr _____

Folklorists: list here the courses you have taken toward the distribution requirement and next to each list the requirement (form, area, theory) that it will fulfill in your program of study.

Ethnomusicologists: list here any courses you have taken toward the required "track" (for the Ph.D.)

Upon completion, memos from your language(s) and minor departments are required in your file.

Describe your research (M.A.) or Ph.D.) topic or interest:

Describe the academic preparation (theoretical/methodological, area studies, language) that your research will require and your overall plan for completing this preparation:

What courses do you plan to take this semester?

(over)

COMMITTEE COMMENTS AND RECOMMENDATIONS

Advisor 1

Name _____ Signature _____

Advisor 2

Name _____ Signature _____

Chair

Name _____ Signature _____

M.A. ACCEPTANCE PAGE – SAMPLE

Accepted by the Graduate Faculty, Indiana University, in partial fulfillment of the requirements for the degree of Doctor of Philosophy.

Master's Thesis Committee

(Chairperson's signature)
(Chairperson's name typed, Ph.D.)

(Second reader's signature)
(Name typed)

(Third reader's signature)
(Name typed)

M.A. APPLICATION FOR ADVANCED DEGREE

University Graduate School

Month in which you wish degree to be conferred _____

Please note that if this date changes you must notify the Recorder for your name to appear in the Commencement Program _____ (please initial here).

Diplomas are mailed by the Office of the Registrar approximately three months after the degree is conferred.

UNIV. ID: _____ DATE OF BIRTH: _____

NAME: _____

Current Address _____

Permanent Address _____

Street _____

Street _____

(City – State) _____ (Zip) _____

(City – State) _____ (Zip) _____

Local telephone number _____

Email Address _____

Did you ever attend a regional campus for graduate credit? Yes _____ No _____

If yes, where and when _____

Will you be transferring credit from another institution for this degree? Yes _____ No _____

If yes, from where and how many credit hours _____

Have you ever been a Continuing Nondegree Student? Yes _____ No _____

Will you be continuing work for the Ph.D. at I.U.? Yes _____ No _____

Check appropriate boxes

Master of Arts Department/Program _____ Major _____
() with thesis _____
() with research skill (specify courses) _____
() with language (specify language and how fulfilled) _____
() with essay, internship, or project _____
() with exam (date completed) _____

Master of Science Department/Program _____ Major _____
() with thesis _____
() with research skill (specify courses) _____
() with language (specify language and how fulfilled) _____
() with exam (date completed) _____

Master of Fine Arts Department/Program _____ Major _____
() date of thesis show _____
() with thesis _____

Master of Arts for Teachers* Department/Program _____ Major _____

* Copy of Public Instruction Teacher's License must be submitted to the Master's Recorder, Kirkwood Hall 111. Please return this form to the University Graduate School, Kirkwood Hall 111.

Diploma will be sent to address on official University records.
Please check your address at the Office of the Registrar, Franklin Hall 100.

M.A. PROJECT APPROVAL FORM

**DEPARTMENT OF FOLKLORE & ETHNOMUSICOLOGY
Bloomington, Indiana**

Name of Student _____

Date of Enrollment _____

Proposed Project Title or Topic

Reminder: Those who choose an exhibition or presentation should expect to write accompanying documentation (Refer to Folk/Ethno Graduate Handbook).

Committee

NAME	DEPARTMENT	SIGNATURE
_____ (Chair)	_____	_____
_____	_____	_____
_____	_____	_____

Date form was submitted: _____

Approved: _____
Director of Graduate Studies Date

ORAL EXAMINATION

DATE _____

GRADE: Pass ()
 Pass with Revisions ()
 Fail ()

Nature of Revisions:

All members of the M.A. Committee will sign the lines below for an M.A. project (the Chair will sign again to certify completion of any revisions).

M.A. PROJECT COMMITTEE

The project (including any revisions) is complete.

(Chair)

The project has been turned in.

(Graduate Secretary)

Paperwork for the M.A. degree will not be filed until all of the above are completed.

M.A. PROJECT PROPOSAL FORM

DEPARTMENT OF FOLKLORE & ETHNOMUSICOLOGY Bloomington, Indiana

Please prepare one copy for each member of your project committee and one for the department's file. Please try to confine your proposal to these two pages.

1. NAME:

2. DATE:

3. TENTATIVE PROJECT TITLE:

4. AIM AND SCOPE OF THE PROJECT (the nature of the problem – be brief):

5. THE METHODS TO BE USED:

6. **PRESENT STATE OF SCHOLARSHIP RELATIVE TO THIS TOPIC** (Mention here some particular people who have written on this topic, or adjacent to it, and the extent of their findings or views. City, if pertinent, which previous research conclusions are to be checked.):

7. **THE DISTINCTIVE CONTRIBUTION YOU HOPE TO MAKE:**

8. **NAME OF THE ADVISOR WITH WHOM YOU HAVE DISCUSSED THIS TOPIC:**

M.A. THESIS APPROVAL FORM

DEPARTMENT OF FOLKLORE & ETHNOMUSICOLOGY
Bloomington, Indiana

Name of Student _____

Date of Enrollment _____

Proposed Thesis Title or Topic

Committee

NAME	DEPARTMENT	SIGNATURE
_____ (Chair)	_____	_____
_____	_____	_____
_____	_____	_____

Date form was submitted: _____

Approved: _____ Date _____
Director of Graduate Studies

ORAL EXAMINATION

DATE _____

GRADE: Pass ()
 Pass with Revisions ()
 Fail ()

Nature of Revisions:

All members of the M.A. Committee will sign the thesis acceptance pages, to be held until any revisions are completed. The committee chair will sign again to certify completion of any revisions.

The thesis (including any revisions) is complete.

(Chair)

Paperwork for the M.A. degree will not be filed until all of the above are completed.

M.A. THESIS PROPOSAL FORM

DEPARTMENT OF FOLKLORE & ETHNOMUSICOLOGY

Bloomington, Indiana

Please prepare one copy for each member of your thesis committee and one for the department's file. Please try to confine your proposal to these two pages.

9. NAME:

10. DATE:

11. TENTATIVE THESIS TITLE:

12. AIM AND SCOPE OF THE THESIS (the nature of the problem – be brief):

13. THE METHODS TO BE USED:

14. PRESENT STATE OF SCHOLARSHIP RELATIVE TO THIS TOPIC (Mention here some particular people who have written on this topic, or adjacent to it, and the extent of their findings or views. Cite, if pertinent, which previous research conclusions are to be checked.):

15. THE DISTINCTIVE CONTRIBUTION YOU HOPE TO MAKE:

16. NAME OF THE ADVISOR WITH WHOM YOU HAVE DISCUSSED THIS TOPIC:

NOMINATION TO CANDIDACY FOR THE PH.D. DEGREE

Name of Student _____ Univ ID _____

Current Mailing Address _____

Dept. _____ Date of Enrollment/Univ. Graduate School _____ Birth Date _____

Date of Qualifying Exam _____ (mo/day/yr) Date Candidacy Expires _____

Total Graduate Credits Earned (Including Transfer Credits*) _____

REQUIREMENT COMPLETION DATES

Major _____

Minor _____ Date ____/____/____

Minor _____ Date ____/____/____

Language Proficiency (If student is using research skill, please list courses)

_____ Date ____/____/____

_____ Date ____/____/____

~~~~~  
This certifies that the above named student has passed the Qualifying Examination and is hereby nominated to candidacy for the Ph.D. degree.

Advisory  
Committee  
Signatures

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Outside Minor

\_\_\_\_\_  
(Outside Minor Examination Passed)

OR

\_\_\_\_\_  
(Outside Minor Examination Waived)

~~~~~  
Chair or Graduate Advisor/Major Dept. _____ Date _____

Information Verified/Ph.D. Recorder _____ Date _____
University Graduate School

Approved/Dean _____ Date _____
University Graduate School

***Do not submit this form to the University Graduate School until the transfer of all credits from other institutions has been approved.**

The University Graduate School

NOMINATION TO CANDIDACY FOR THE PH.D. WITH A DOUBLE MAJOR

Name of Student _____ Univ ID _____

Current Mailing Address _____

Dept. _____ Date of Enrollment/Univ. Graduate School _____ Birth Date _____

Date of First Qualifying Exam _____ (mo/day/yr)

Date of Second Qualifying Exam _____ (mo/day/yr) Date Candidacy Expires _____

Total Graduate Credits Earned (Including Transfer Credits*) _____

REQUIREMENT COMPLETION DATES

First Major _____

Minor _____ Date ____/____/____

Second Major _____ Date ____/____/____

Minor _____ Date ____/____/____

Language Proficiency (If student is using research skill, please list courses)

_____ Date ____/____/____

_____ Date ____/____/____

~~~~~  
This certifies that the above named student has passed the Qualifying Examination and is hereby nominated to candidacy for the Ph.D. degree.

Advisory  
Committee  
Signatures

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Outside Minor

\_\_\_\_\_  
(Outside Minor Examination Passed)

OR

\_\_\_\_\_  
(Outside Minor Examination Waived)

~~~~~  
Chair or Graduate Advisor/Major Dept. _____ Date _____

Information Verified/Ph.D. Recorder _____ Date _____
University Graduate School

Approved/Dean _____ Date _____
University Graduate School

***Do not submit this form to the University Graduate School until the transfer of all credits from other institutions has been approved.**

NOMINATION OF RESEARCH COMMITTEE FOR THE PHD

Name of Student _____ Univ ID _____

Department _____ Birth Date _____

Major _____ Minor(s) _____

Date of Qualifying Exam _____

Date of Enrollment in the University Graduate School _____

Proposed Dissertation Title _____

Dissertation Prospectus: Please attach a one-to-two page summary of the proposed research. If the research involves human subjects, animals, biohazards, biosafety, or radiation, please also attach an approval from the appropriate committee.

Note: Your signature below indicates that you have read the attached prospectus and agree to serve, if appointed, on a committee to supervise this research.

NAME (Please type)	SIGNATURE	DEPARTMENT	UNIV ID
_____	_____	_____	_____
(Chair of Committee)			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
(Minor Representative)			

All committee members must be members of the Graduate Faculty and at least half must have the endorsement to direct doctoral dissertation committees.

I certify that I have examined the attached prospectus and that this committee is appropriate to supervise research in this area.

Signature/Departmental Chairperson _____ Date _____

Approval/Dean
University Graduate School _____ Date _____

*To be used only by students who have passed the qualifying examination and who have previously been admitted to candidacy.

NOMINATION OF RESEARCH COMMITTEE FOR THE PHD W/A DBL MAJOR

Name of Student _____ Univ ID _____

Department _____ Birth Date _____

Major _____ Minor(s) _____

Date of First Qualifying Exam _____ Second Qualifying Exam _____

Date of Enrollment in the University Graduate School _____

Proposed Dissertation Title _____

Dissertation Prospectus: Please attach a one-to-two page summary of the proposed research. If the research involves human subjects, animals, biohazards, biosafety, or radiation, please also attach an approval from the appropriate committee.

Note: Your signature below indicates that you have read the attached prospectus and agree to serve, if appointed, on a committee to supervise this research.

NAME	SIGNATURE	DEPARTMENT	UNIV ID
_____ (Co-Chairperson for First Major – Full Member)	_____	_____	_____
_____ (Member for First Major)	_____	_____	_____
_____ (Co-Chairperson for Second Major – Full Member)	_____	_____	_____
_____ (Member for Second Major)	_____	_____	_____
_____ (Member for Outside Minor – One Member Per Minor)	_____	_____	_____
_____ (Member for Outside Minor – One Member Per Minor)	_____	_____	_____

All committee members must be members of the Graduate Faculty and at least half must have the endorsement to direct doctoral dissertation committees.

I certify that I have examined the attached prospectus and that this committee is appropriate to supervise research in this area.

Signature/Departmental Chairperson _____ Date _____

Approval/Dean
University Graduate School _____ Date _____

*To be used only by students who have passed the qualifying examination and who have previously been admitted to candidacy.

PH.D. APPLICATION FOR ADVANCED DEGREE

To be listed in the commencement program, participate in the graduation ceremony and receive mail from the Alumni Office regarding commencement, students should ask their chairperson to approve this form and **return it to The University Graduate School no later than October 1st for December Commencement and no later than March 1st for May Commencement.**

Name of Candidate _____
(Last) (First) (Middle)

Address _____ Campus Address _____

(City) (State) (Zip) (City) (State) (Zip)

Campus ID Number _____ Email Address _____
 Hometown _____
(City and State) OR (International Students: City and Country)

Month of Anticipated Graduation:

<i>December Commencement</i>	<i>May Commencement</i>
September ___ October ___	January ___ February ___ March ___ April ___
November ___ December ___	May ___ June ___ July ___ August ___

Department _____
 Major _____ Minor(s) _____
 Dissertation Title (**please type**):

Name of Research Chair _____

Name of Faculty Member to Hood Student _____

Signed _____ **Date** _____
(Department or Research Chair)

Please return original document to The University Graduate School, Kirkwood Hall 111, Bloomington, IN 47405, and retain a copy for your files. Faxes are acceptable 812/855-4266.
Commencement Info: www.indiana.edu/~ceremony/commencement **Alumni Association:** www.alumni.indiana.edu

DEPARTMENT OF FOLKLORE & ETHNOMUSICOLOGY

**PH.D. DISSERTATION DEFENSE
for**

Dissertation Title:

Major:

Minors:

This certifies that the final oral Ph.D. Examination was held for the above and that the committee agreed on the following option:

To Be Completed At Defense

- 1. No revisions ()
- 2. Minor revisions ()
- 3. Major revisions ()
- 4. Failure – another defense required ()

Specification of Revisions

Completion Date for Revisions _____

Committee Agreement: _____

DEPARTMENT OF FOLKLORE & ETHNOMUSICOLOGY

PH.D. QUALIFYING PROCEDURE FORM

This form should be picked up by the student before meeting with the dissertation chair regarding the qualifying exam. The first part of this form should be filled out at the initial meeting with the dissertation research committee (initially the Ph.D. Qualifying Examination Committee). After the meeting, the form should be returned to the Graduate Recorder, who will hold it until the exam. The student and committee members should feel free to make copies of this form after the initial meeting.

STUDENT _____

To be filled out by the Graduate Recorder or Director of Graduate Studies:

is eligible to take qualifying exam is eligible under the following conditions:

Ph.D. Research Committee:

_____ (chair)

At least 3 months (6 months recommended) before exam/hearing
STUDENT AND EXAM COMMITTEE MEET

DATE DGS
APPROVAL

At least 2 months before exam/hearing
READING LIST (APPROVED BY EXAM COMMITTEE)
IS SUBMITTED TO DIRECTOR OF GRADUATE STUDIES

At least one week before student receives exam questions
A) DRC CHAIR SUBMITS EXAM TO DIRECTOR OF
GRADUATE STUDIES
B) STUDENT DISTRIBUTES RESEARCH PROPOSAL
TO DRC

STUDENT RECEIVES EXAM QUESTIONS

One week after receiving questions
STUDENT SUBMITS WRITTEN ANSWERS

Within two weeks of submission of answers
ORAL EXAM/HEARING IS HELD

COMPREHENSIVE EXAMINATION:

Date of Written Examination: _____

Date of Oral Exam/Proposal Hearing: _____

GRADE:

Recommend Pass with Distinction ()

Pass ()

Pass with Remedial Work ()

Fail ()

Nature of Remedial Work

PH.D. RESEARCH COMMITTEE:

_____ **(chair)**

DEPARTMENT OF FOLKLORE & ETHNOMUSICOLOGY
PUBLIC PRACTICE CONCENTRATION

An in-house faculty committee consisting of professors from Folklore and Ethnomusicology will oversee all aspects of the concentration and advise students on courses, signing off on the practicum and electives that are to fulfill this requirement. Students should seek the advice and signature of a member of the in-house committee during the period of advising, prior to signing up for classes.

Requirements:

The concentration will consist of four graduate courses for a total of 12 hours:

F532: Public Practice in Folklore and Ethnomusicology (3 credits)

F803: Practicum (3 credits)

2 approved elective courses (6 credits)

Student's Name: _____ ID: _____

Elective 1: _____

Approval _____ Date _____

Elective 2: _____

Approval _____ Date _____

Concentration Fulfillment:

	<u>Semester</u>	<u>Course</u>	<u>Cr. Hrs.</u>	<u>Grade</u>
1.				
2.				
3.				
4.				

Completion Approval:

Committee Representative(s)

Date

REQUEST FOR CHANGE OF ADVISORY COMMITTEE

College of Arts & Sciences, Graduate Division

Date _____

Name of Student _____

Student Number _____ Department _____

Current Address: _____

Major _____ Minor _____

Dissertation Title _____

Please type name(s) of committee member(s) to be deleted.

Reason(s) for change(s) _____

Please type name(s) of new committee member(s).

NAME	DISCIPLINE	SIGNATURE
_____	_____	_____
_____	_____	_____
_____	_____	_____

SIGNED _____
Chairperson of Major Department or
Graduate Advisor

SIGNED _____
Associate Dean for Graduate Education
COLL, Graduate Division

DEPARTMENT OF FOLKLORE & ETHNOMUSICOLOGY

REQUEST FOR CHANGE OF IAC

Date _____

Student: _____

Name(s) of committee member(s) to be deleted:

1. _____

2. _____

The Graduate Recorder will inform the above and your IAC chair of the change(s).

Name(s) of committee member(s) to be added:

1. _____
(signature)

2. _____
(signature)

Your IAC chair will be notified of the addition(s) above.

REQUEST FOR CHANGE OF RESEARCH COMMITTEE MEMBER(S)

Name of Student _____ Univ ID _____
Department _____ Birth Date _____
Current Mailing Address _____
Major _____ Minor(s) _____
Dissertation Title _____

Name(s) of committee member(s) to be deleted (**Please Type**):

Reason(s) for the requested change(s):

Information pertaining to the new member(s):

NAME (Please type)	SIGNATURE	DEPARTMENT	UNIV ID
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature/Departmental Chairperson _____ Date _____

Approval/Dean _____ Date _____
University Graduate School _____

REQUEST FOR LETTER OF RECOMMENDATION

Student's name _____

Recommender's name _____

Please Note:

1. Students should give recommenders a minimum of two weeks lead time (i.e., two weeks to get a letter in the mail)
2. Fill out a separate form for each requested letter.
3. Besides the required information noted below, faculty may request other information such as a vitae; contact the faculty member early enough that s/he will have all information two weeks in advance.
4. Unless otherwise directed, please leave this form and all accompanying information in hardcopy in the professor's mailbox, and alert the professor through e-mail that you have done so.

Letter Due Date: _____

Full Address for letter: _____

Name of position or grant sought: _____

Minimum required accompanying documentation for all letter requests:

For jobs: the position description and the student's cover letter

For grants: program description and draft of the proposal

REQUEST TO SUBSTITUTE ENGLISH FOR A FOREIGN LANGUAGE

Name of student _____
Last First Middle

Student I.D. No. _____ Major Department _____

Native Country _____ Native Language _____

Formal English Training:

1. Age study began _____
2. Total number of years of study _____

Signatures of approval:

Applicant _____

Departmental Graduate Advisor _____

Dean, School of Student's Major Dept. _____

THIS FORM IS NOT TO BE USED FOR CERTIFICATION OF PROFICIENCY. (It is to be used only for permission to substitute English.)

Note: The TOEFL score should be sent to Linda Abe, Department of Second Language Studies, English Language Improvement Program, Memorial Hall, Room 312. Dr. Abe will then send a memorandum certifying proficiency in English to the major department. The major department is to send the memorandum and this form to its school.

FOR SCHOOL USE ONLY (original form will be returned to the major department)

Copies: University Graduate School _____ Student _____

STUDENT RECORD SHEET – ETHNOMUSICOLOGY

NAME _____ STUDENT I.D. _____

DATE OF ENROLLMENT _____ DEGREE PURSUED _____

CREDITS TRANSFERRED (8 M.A./30 PH.D.)
 University _____ Date _____ Hours Transferred _____

M.A. DEGREE: 30 total hours (8 courses/24 hours of required course work + 1 language)

PH.D. DEGREE: 90 total hours (13 courses/39 hours of required course work, proficiency in 2 languages, and outside minor(s))

PH.D. CANDIDACY: 60 hours of required course work, proficiency in 2 languages, and outside minor(s)

<u>REQUIRED BASIC COURSES</u>	Instructor	Sem.	Grade	Hrs.	Notes
(M.A./Ph.D.) F501 Ethnomusicology Colloquy	_____	_____	_____	_____	_____
(M.A./Ph.D.) F522 Study of Ethnomusicology	_____	_____	_____	_____	_____
(M.A./Ph.D.) F523 Fieldwork	_____	_____	_____	_____	_____
(Ph.D.) F528 Advanced Fieldwork	_____	_____	_____	_____	_____
(M.A./Ph.D.) F529 Systems of Meaning	_____	_____	_____	_____	_____

<u>REQUIRED ADVANCED COURSES</u>	Instructor	Sem.	Grade	Hrs.	Notes
(M.A./Ph.D.) F714 Paradigms in Ethnomusicology	_____	_____	_____	_____	_____
(Ph.D.) F740 History of Ideas	_____	_____	_____	_____	_____
(M.A./Ph.D.) F794 Transcription & Analysis	_____	_____	_____	_____	_____

ONE ADDITIONAL COURSE (M.A.)

1. _____

ONE ADDITIONAL COURSE IN THE DEPT. OF FOLKLORE AND ETHNOMUSICOLOGY (M.A./Ph.D.)

1. _____

NINE ADDITIONAL HOURS IN A TRACK (Ph.D.)
 (Chosen from – Social & Cultural Theory, Preservation and Presentation, World Area)

1. _____

2. _____

3. _____

(Student Record Sheet Cont'd) Name _____

M.A. DEGREE

M.A. Thesis/Project Committee: _____, Chair

M.A. Thesis/Project Title _____

M.A. Degree (IU) _____ **M.A. Degree (Outside IU)** _____
University _____

PH.D. MINOR(S)

Area _____ **Area** _____
Date _____ **Date** _____

PH.D. QUALIFYING EXAM PROCEDURE

Written Exam _____ **Committee:** _____

Oral Exam _____ _____

_____ **Adviser**

Grade _____

Dissertation Research Committee: _____, Chair

Dissertation Title _____

Nomination to Candidacy: _____
Approval of Research Committee: _____
Dissertation Deadline: _____
Defense Date: _____

Graduation Date: _____

STUDENT RECORD SHEET – FOLKLORE

NAME _____ STUDENT I.D. _____

DATE OF ENROLLMENT _____ DEGREE PURSUED _____

CREDITS TRANSFERRED (8 M.A./30 PH.D.)
 University _____ Date _____ Hours Transferred _____

M.A. DEGREE: 30 total hours (8 courses/24 hours of required course work + 1 language)

PH.D. DEGREE: 90 total hours (12 courses/36 hours of required course work, proficiency in 2 languages, and outside minor(s))

PH.D. CANDIDACY: 60 hours of required course work, proficiency in 2 languages, and outside minor(s)

<u>REQUIRED BASIC COURSES</u>	<u>Instructor</u>	<u>Sem.</u>	<u>Grade</u>	<u>Hrs.</u>	<u>Notes</u>
(M.A./Ph.D.) F501 Folklore Colloquy	_____	_____	_____	_____	_____
(M.A./Ph.D.) F516 Proseminar I (Materials)	_____	_____	_____	_____	_____
(Ph.D.) F517 Intellectual Hstry of Folkloristics	_____	_____	_____	_____	_____
(M.A./Ph.D.) F523 Fieldwork	_____	_____	_____	_____	_____
(Ph.D.) F525 Readings in Ethnography	_____	_____	_____	_____	_____

(M.A.) Student may select either F517 –or- F525

ONE ADDITIONAL COURSE IN THE DEPT. OF FOLKLORE AND ETHNOMUSICOLOGY
 (M.A./Ph.D.)

1. _____

ADDITIONAL REQUIRED COURSES (3 for M.A./6 for Ph.D.)

1. _____ M.A./Ph.D. Folklore Forms	_____	_____	_____	_____	_____
2. _____ M.A./Ph.D. Area Courses	_____	_____	_____	_____	_____
3. _____ M.A./Ph.D. Theory	_____	_____	_____	_____	_____
4. _____ Ph.D. Folklore Forms	_____	_____	_____	_____	_____
5. _____ Ph.D. Area Courses	_____	_____	_____	_____	_____
6. _____ Ph.D. Theory	_____	_____	_____	_____	_____

(Student Record Sheet Cont'd) Name _____

M.A. DEGREE

M.A. Thesis/Project Committee: _____, Chair

M.A. Thesis/Project Title _____

M.A. Degree (IU) _____ **M.A. Degree (Outside IU)** _____
University _____

PH.D. MINOR(S)

Area _____ **Area** _____
Date _____ **Date** _____

PH.D. QUALIFYING EXAM PROCEDURE

Written Exam _____ **Committee:** _____

Oral Exam _____

_____ **Adviser**

Grade _____

Dissertation Research Committee: _____, Chair

Dissertation Title _____

Nomination to Candidacy: _____
Approval of Research Committee: _____
Dissertation Deadline: _____
Defense Date: _____

Graduation Date: _____

