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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 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 and procedures 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 Student Services Assistant about any questions concerning the Folklore and Ethnomusicology program.

Financial Aid & Funding Opportunities

We strive to provide funding for our incoming students, but admission does not guarantee funding. Each year we receive a fellowship or two from the [College of Arts and Sciences](#), in addition to several funding packages that consist of student academic appointments (SAA) that range from teaching (Associate Instructorships), to Graduate Assistantships working with [Traditional Arts Indiana](#), the [Archives of African American Music and Culture](#), the [Archives of Traditional Music](#), the [American Folklore Society](#), the [Journal of Folklore Research](#), etc.

Every year in the spring, current students may apply for additional years of funding through the department.

There are additional fellowships given by the [University Graduate School](#) and the [College of Arts and Sciences](#). Please note that most of those awards are for advanced students who have reached candidacy.

For more information, please see our [website](#).

Student Academic Appointments (SAA)

Students holding an academic appointment (Assistant Instructor or Graduate Assistant positions) **must 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. Some SAA positions require a student to use G901. Advanced students taking G901 to fulfill the SAA requirement will not receive a fee remit. See [G901](#) for more information on this special limited credit for students who have reached PhD candidacy.

Detailed information about Student Academic Appointments can be found in the application materials for the appointments, which will be sent out annually in late January.

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 score 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](#).

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.

Requesting Copies of Official Transcripts and Test Scores

Some fellowships/grants/awards accept unofficial copies of college transcripts and/or test scores (GRE, TOEFL). Upon the student's request, the Student Services Assistant can provide copies of transcripts or test scores. The student must request copies at least one week before the submission deadline. Last minute or late requests may not be considered. It is the student's responsibility to check with the awarding institution as to whether or not they will accept unofficial 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. Some of these awards require students to apply. Applications will be sent out in late March every 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.
- **DFE Summer Research Fellowship**
 - May be used to support pre-dissertation or dissertation field research.

- **Folklore Fellowship**
 - Award given to a student based on academic excellence.
- **Harry and Alma Egan Hyatt Fellowship Award**
 - Fellowship given to a non-traditional student.
- **Henry H. Glassie Award**
 - Presented by the faculty for exemplary skills as an Associate Instructor.
- **John W. Ashton Scholarship Award**
 - Awarded every two years, this award is given to a student based on academic excellence.
- **Marie Turner-Wright Grant**
 - Grant to support teaching or research projects in the field of African and African diaspora folklore and ethnomusicology studies.
- **Old-Time Music and Dance Research Project Award**
 - To encourage and provide partial support for the research, study, and preservation of traditional old-time music and dance.
- **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.

Graduate Program Planning

The Student Services Assistant of the Department of Folklore and Ethnomusicology maintains the student's current file. It is imperative that students keep the Student Services Assistant informed of all changes in career status and biographical information; for example, please tell the Student Services Assistant of any removals of incompletes, completion of any minor and language requirements, intent to seek a minor or double major, etc.

Our Student Record Sheet is designed to keep a record of student progress toward their degree. The Student Services Assistant 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. Students should keep their copy of the Student Record Sheet up-to-date and compare it with that of the Student Services Assistant 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 [University Graduate School Bulletin](#)) and to seek out advice from relevant faculty members.

Graduate Affairs Committee

1. The Graduate Affairs Committee (GAC) consists of four members: two Folklore faculty members, and two Ethnomusicology faculty members, with one of the faculty being the Director of Graduate Studies. 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 Student Services Assistant.
2. All first-year students are required to meet with the GAC before the start of their first semester, typically the week prior to the start of classes.
3. All students who have not yet formed a Master's 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.
4. In advance of advising meetings, students are required to fill out an advising form 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 Student Services Assistant and online on the department website under the [forms](#) link.

Master's Advisory Committee

1. By the end of the first year, all MA students should form a Master's Advisory Committee (MAC). 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 normally be from the student's track (Folklore faculty for Folklore student, Ethnomusicology faculty for Ethnomusicology student).
2. A student forms a MAC by obtaining signatures on the Formation of Master's Advisory Committee form and returning the form to the Student Services Assistant.
3. A student who has formed a MAC will continue to fill out an advising form prior to advising and must submit a signed advising form by their entire committee to the Student Services Assistant before they will be allowed to register.
4. Students wishing to add/delete members from their MAC should see the Student Services Assistant, and obtain the Change of Master's Advisory Committee form. The student will collect the signature(s) of the new member(s) and return the form to the Student Services Assistant. The student will then notify the appropriate faculty member(s) of the requested change.

Doctoral Advisory Committee

1. By the end of the first year, all PhD students should form a Doctoral Advisory Committee (DAC). This will supersede the GAC for advising and should be 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.
 - b. Student will designate one member to chair the committee.
 - i. Committee chair will normally be from the student's track (Folklore faculty for Folklore student, Ethnomusicology faculty for Ethnomusicology student). Anyone, professor or lecturer, in the Department can chair this committee.
 - c. In the case of a PhD student pursuing a double major, the committee should be made up of four members, two members from each department.
2. A student who has formed a DAC will continue to fill out an advising form prior to advising and must submit a signed advising form by their committee to the Student Services Assistant before they will be allowed to register. The advisory committee shall approve the student's program of study and counsel the student until the passing of the qualifying examination.
3. Students wishing to add/delete members from their DAC should see the Student Services Assistant, and obtain the Change of Doctoral Advisory Committee form. The student will collect the signature(s) of the new member(s) and return the form to the Student Services Assistant. The student will then notify the appropriate faculty member(s) of the requested change.
4. The Doctoral Advisory Committee may become your PhD Qualifying Examination Committee or members can change.

PhD Qualifying Examination Committee

The PhD Qualifying Exam Committee administers your Qualifying Exams and approves your [Nomination to Candidacy](#). The committee will consist of at least three members from the department and one member from your minor department. Your minor representative may or may not take part in the examination portion of the exam. It is typical for the minor representative to only attend the dissertation proposal portion of the exam.

Dissertation Research Committee

See [Nomination of Research Committee](#) below.

Extra-Curricular Activities

At IU, graduate students will 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, Trickster Press, 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.

Academic Conferences-Folklore

Conference presentations serve as an important part of professional development, and allow students to represent themselves and their department to a wider scholarly audience. Therefore, the Department encourages students to attend both local and national conferences, and to participate in those conferences appropriately to their experience in the discipline. Regardless of their level of experience, however, students should craft all conference proposals and presentations in close consultation with their primary advisor(s), so as to maximize each paper’s significance as a meaningful part of professional growth.

Academic Conferences-Ethnomusicology

Conference presentations serve as an important part of professional development, and allow students to represent themselves and their department to a wider scholarly audience. Therefore, the institute faculty encourages students to attend both local and national conferences, and to participate in those conferences appropriately to their experience in the discipline. Ethnomusicology students in their first years of study will typically benefit most by giving papers in regional, student-sponsored, and department-sponsored conferences. Advanced students will be encouraged to submit paper and panel abstracts to national and international conferences once they have completed substantial field, archival, or theoretical research that represents a significant contribution to ethnomusicology. Regardless of their level of experience, however, students should craft all conference proposals and presentations in close consultation with their primary advisor(s), so as to maximize each paper’s significance as a meaningful part of professional growth.

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 IU and Bloomington communities, we organize and run our own events ranging from the annual Coffeehouse departmental variety show, to a graduate student conference, to brown bags and other professional development opportunities.

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.

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.

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 1-3, 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.
- Authorization is required to register for this course. The F800 Contract form can be obtained from the Student Services Assistant or [online](#) and must be completed and returned to the Student Services Assistant before the student will be allowed to register for F800 credits.
- Students will take no more than nine hours of F800 to count towards degree requirements.

F802: Traditional Arts Indiana

- Authorization is required to register for this course.
- Work with Dr. Jon Kay at TAI.
- The number of credits of F802 can be from 1-3.

F803: Practicum in Folklore/Ethnomusicology

- Designed for individualized, supervised work in publicly oriented programs in folklore or ethnomusicology, such as public art agencies, 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 can be obtained from the Student Services Assistant or [online](#) and must be completed, signed, and returned to the Student Services Assistant before the student will be allowed to register for F803 credits.
- Students will take no more than six hours of F803 to count towards degree requirements.

F806: Museum Practicum in Folklore

- Authorization is required to register for this course.
- Work takes place in the Mathers Museum of World Culture or another museum.
- The number of credits of F806 can be from 1-3.

F850: Thesis/Dissertation Credit

- These credits give the student credit for work done on the thesis/dissertation. They are graded on a deferred “R” basis; an actual grade will not be assigned to the credits until after the student has submitted the final project/thesis/dissertation. For the MA, if a student is doing a project/thesis, 6 hours may be counted toward the 30 required for the MA degree. For the PhD, 30 hours may be counted toward the 90 required for the degree, but a student can take an unlimited amount of F850 to meet the continuous enrollment requirement or a Student Academic Appointment enrollment requirement.

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 costs \$150 per semester. The mandatory fees normally associated with registering for credit hours are waived. G901 is offered in the Fall and Spring semesters only. If a student is submitting their dissertation in the summer and still has G901 remaining, a special request must be made for the student to register for G901 and submit their completed dissertation. They must register for G901, not F850, if they have G901 remaining.

- If a student has a fee remit, they should utilize the fee remit and take F850 credits – they should save G901 for later when they do not have a fee remit.

Transfer of Credit

Basic Rules of Credit Transfer

Within certain limits, graduate credit from other institutions can be transferred as graduate credits towards the MA or PhD 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 MA degree, and up to 30 hours towards the PhD degree.
2. At the PhD level, a maximum of 12 credit hours may be applied toward the major requirements. See the “Waived Courses” section below.
3. Courses to be applied toward a student’s minor must have the approval of the appropriate minor department at Indiana University.
 - a. A maximum of 6 credit hours may be applied toward the Folklore PhD minor requirement.
 - b. A maximum of 3 credit hours may be applied toward the Ethnomusicology PhD minor requirement.
4. 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
5. 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 MA at the University of Illinois cannot be transferred to count toward an MA at Indiana University).
6. Credits can be transferred at any time before candidacy, though it is advisable to transfer courses in the second semester of the first year in order to know how many credits need to be taken at Indiana University.
7. If a student is admitted to the MA program and already has an MA from a different institution, transferring of 30 hours toward the IU PhD is not allowed.
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 MA, courses cannot have been taken more than five years prior to the current semester. If a course is more than five years old, it cannot be transferred without first being revalidated.**
- b. **For the PhD, courses cannot have been taken more than seven years prior to the current semester. 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 Student Services Assistant).
2. The student and chair will then determine the courses to transfer.
3. The student will then approach the Student Services Assistant with the information.
4. The Student Services Assistant 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 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.

Course Substitutions or Waivers

Under certain circumstances required courses can be substituted and, under rare circumstances, waived. Substitutions or waivers of courses must be approved by the chair of the student's committee and the Director of Graduate Studies. The student and their chair should meet and discuss what courses can be substituted or waived, and by what means, for example, courses previously taken at a different institution, courses at IU, etc. After approval from their chair, the student initiates the Request for Substitution or Waiver of Program Requirements e-doc through One.IU and must include the rationale for the substitution or waiver, and preferably a syllabus. The e-doc will be routed through their chair and the Director of Graduate Studies for approval. The Dean of the University Graduate School has final approval.

Deadlines

Check out the [Graduate School Deadlines](#) page. It has important information about paperwork and deadlines for MA and PhD degrees.

Academic Probation and Termination

Unsatisfactory progress in the graduate program, including poor academic performance, and/or excessive time in completing degree requirements will serve as grounds for initiating procedures for academic probation and/or termination. A student must be on academic probation for one full semester before the department can recommend dismissal from the program. See the [University Graduate School Bulletin](#) (page 6) for Academic Probation and Dismissal information.

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 see [University Graduate School Bulletin](#).
 - b. Only courses listed in the University Graduate School Bulletin may be counted toward the 30 hours for the Master's degree.
2. Reading proficiency in one foreign language.
3. The Master's Exam, or a Master's Project or Thesis.
4. All requirements must be completed within five years from the entry semester.

Course Requirements for the MA in Folklore

1. Core required courses:

- F512 Survey of Folklore
- F516 Folklore Theory in Practice
- F523 Fieldwork in Folklore
- F525 Readings in Ethnography – or – F517 History of Folklore Study

2. Other required courses:

- **Three additional courses** (for a total of 8 courses) in the Department of Folklore and Ethnomusicology, including:
 - One Form course
 - One Area course
 - One Theory course
 - One course in the chosen from a list of approved Ethnomusicology courses*

The course descriptions will state which of the three categories a given course may fulfill. Although a course description may state that a given course may be used to fulfill either a Form OR Area requirement, one course can only fulfill one requirement.

*Each student in the folklore graduate program must take one course in ethnomusicology. Selected in close consultation with advisors, these courses will normally be made from a menu of the following courses:

- E522
- E525
- E533
- E714
- E740

Another ethnomusicology course may be substituted if 1) it contains discipline-specific theoretical content and 2) if it is approved by the Director of the Ethnomusicology Institute.

3. Exam

- Students are expected to take the Master's Exam, unless they can make a good case for doing a Project or Thesis. They will need 30 course hours, and no thesis credit may be counted toward the MA degree. Students must take 10 total courses, including the 8 required departmental courses. If they are continuing on to the PhD, they may take thesis credit to count towards the PhD, but it will not count towards the 30 hours needed for the MA.

4. Thesis credit:

- Students may take up to six hours of **F850** Thesis/Project credit to reach the required 30 credits if they are writing a thesis or project.
 - 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 MA in Ethnomusicology

1. Core required courses:

- **E522** The Study of Ethnomusicology
- **F523** Fieldwork in Ethnomusicology
- **E529** Systems of Meaning or approved area course
- **E533** Applied Ethnomusicology
- **E714** Paradigms in Ethnomusicology

2. Other required courses:

- **Three other approved courses**, two of which must be in the Department of Folklore & Ethnomusicology.
- **One course** in the chosen list of approved Folklore courses*

*Each student in the ethnomusicology graduate program must take one course in folklore. Selected in close consultation with advisors, these courses will normally be made from a menu of the following courses:

- F512
- F516
- F517

- F525

Another folklore course may be substituted if 1) it contains discipline-specific theoretical content and 2) if it is approved by the Director of the Folklore Institute.

3. Exam

- Students are expected to take the Master's Exam, unless they can make a good case for doing a Project or Thesis. They will need 30 course hours, and no thesis credit may be counted toward the MA degree. Students must take 10 total courses, including the 8 required departmental courses. If they are continuing on to the PhD, they make take thesis credit to count towards the PhD, but it will not count towards the 30 hours needed for the MA.

4. Thesis credit:

- Students may take up to six hours of **F850** Project or Thesis credit to reach the required 30 credits if they are doing a Project or Thesis.
 - 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 Project or Thesis.

Public Practice Concentration in Folklore and Ethnomusicology

The Department offers a Public Practice Concentration in Folklore and Ethnomusicology. Any MA or PhD level graduate student in the Department, and PhD 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:

- **F532** Public Practice in Folklore and Ethnomusicology
- **One of our Practicum or laboratory courses - F802** TAI Practicum, **F803** Practicum, **F805** Laboratory in Public Practice, or **F806** Museum Practicum in Folklore (Must be taken for 3 crs.)
- **2 approved elective courses** offered in the department

List of approved public practice electives:

F533 Applied Folklore
 E533 Applied Ethnomusicology
 F510 Multimedia in Ethnomusicology
 F722 Activism, Engagement, & Critical Ethnography
 F730 Museums & Material Culture
 F731 Curatorship
 F755 Tourism, Authenticity & Nostalgia
 F804 Heritage and Cultural Property
 F804 Filmmaking as Ethnography

An in-house faculty committee consisting of professors from ethnomusicology and folklore, working with the Student Services Assistant, 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.

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

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. Dual master's degrees require a minimum of 50 credits, with at least 21 credits earned in each of the programs. 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.
4. To graduate under the dual degree option, the two degrees must be awarded simultaneously.

The following are current dual Master's degree programs a student can pursue in which the department has negotiated reductions in requirements for both degrees:

Dual MA in Folklore/Ethnomusicology and Arts Administration

Study for these two degrees can be combined for a total of 60 credit hours rather than the 75 credit hours required for the two degrees taken separately. Students take at least 36 graduate credit hours in arts administration, and at least 24 credit hours in folklore and ethnomusicology.

Students must apply for admission to the Arts Administration 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.

Folklore and Ethnomusicology Course Requirements

- Two of the following: F512, F516, F517, E522, E533, E714
- Either F523 or F525
- F532
- Either F802 or F803
- Three additional approved courses in the Department.

See the [Arts Administration](#) bulletin entry for their required courses.

Dual MA 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 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. MA in Folklore and Ethnomusicology (21 hours):

- a. One of the following:
 - i. F512
 - ii. F516
 - iii. F517
 - iv. E522
 - v. E533
- b. Either F523 or F525
- c. Five additional approved courses in the department.
- d. Reading proficiency in one modern foreign language.
- e. An Exam, Project, or Thesis.

2. Master of Library Science (30 hours):

- a. 15 hours of required foundation courses
- b. 15 hours of LIS elective courses
- c. Students should consult with an advisor or the graduate secretary in the Library and Information Science department for specific course requirements.

See the [MLS](#) website for their required courses.

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

Students must apply for admission to the Master's Programs of both 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. MA in Folklore and Ethnomusicology (21 hours):

- a. One of the following:
 - i. F512
 - ii. F516
 - iii. F517
 - iv. E522
 - v. E533
- b. Either F523 or F525
- c. Five additional approved courses in the department.
- d. Reading proficiency in one modern foreign language.
- e. An Exam, Project, or Thesis.

2. Master of Information Science (30 hours):

- a. 18 hours of required foundation/specialization courses.
- b. 12 hours of LIS elective courses.
- c. Students should consult with an advisor or the graduate secretary in the Library and Information Science department for specific course requirements.

See the [MIS](#) website for their required courses.

Master's Exam, or Project or Thesis

Master's Exam

Students taking the Master's Exam should declare their intention to do so in writing by December 1 of the academic year in which they intend to take the exam.

The exam will be normally administered in a proctored setting at the end of the spring semester of a student's second year. Both institutes will create institute-specific MA Reading Lists, upon which the exams will be based. These lists will be coordinated with readings in required courses in each program: E522, F523, E533 and E714 [Ethnomusicology]; F512, F516, F523, F525, and F517 [Folklore]. The exam will consist of three questions and last four hours and draw from the

student's institute reading list. Exams will be graded according to the following system: a) Pass with Distinction, b) Pass, c) Deferred Decision with Oral Defense or d) Fail. A grade of Fail will subject the student to departmental review, and require that the student retake the full MA exam no less than one full semester later.

Conditions for switching to exam option from the Thesis or Project option

The MA thesis should be completed by the end of the first semester of the third year of coursework. If a student's advisors determines during the fall semester of the third year that a student is unlikely to complete the thesis by the deadline, then that student will be strongly advised to switch to the exam option (though this student will be taking the exam and courses during the spring semester of the third year, rather than the second year as described above).

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 an approved digital product, 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. (see guidelines below.) Students must document the plan for their Project by filling out and submitting the MA Project Proposal and MA Project Approval forms to their MA committee and the Student Services Assistant by the end of their third semester of study. Please see the **MA Project/Thesis Committee** section below for details.

GUIDELINES FOR THE WRITTEN DOCUMENT TO ACCOMPANY AN MA PROJECT:

Approximate total length: 35-50 pages; items 1-2 below (the document's prose) comprising 15-30 pages (maximum) of that total.

The document should include the following.

1. A narrative describing the creation and implementation of the project, including:
 - A scholarly discussion of the project, placing it in the context of relevant scholarship
 - A description of the challenges encountered during the creation of the project, and how these were negotiated and overcome, e.g., limitations in terms of space, time, money, and/or scope.
2. An intellectual and practical evaluation of the final project:
 - Describe what was successful, and what could have been better
 - Describe the project's contribution to broader intellectual discussions
3. An appendix including documentation of the project's products, e.g., installation photographs, video, a printout of the pages of a website, liner notes, exhibition labels, proposals, memos and other correspondence.

4. Depending on the nature of the project, follow-up evaluations may be included.

Deliver a spiral or perfect bound copy of the completed project to the Student Services Assistant.

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 Thesis. Students should consult with the Chair of their MA Committee regarding specific requirements for the Thesis; Thesis will be approximately 60 to 75 pages in length, based on their 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 the MA Thesis Proposal and MA Thesis Approval forms to their MA Committee and the Student Services Assistant by the end of their third semester of study. Please see the **MA Project/Thesis Committee** section below for details.

MA Project/Thesis Committee

If a student is completing an MA Project or Thesis, they must form an MA Project/Thesis committee that will help guide the student in the completion of the Project or Thesis. The student and their 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. Once a committee has been selected, the following forms must be completed:

1. MA Project or Thesis Proposal form

- 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 their committee members and the Student Services Assistant.

2. MA Project or Thesis Approval form

- a. The Approval form must be signed by all three committee members and turned in to the Student Services Assistant.
- b. The Student Services Assistant will submit the form to the Director of Graduate Studies for final approval.
 - i. Final approval of the committee is required before the MA oral examination can be held (see section below on **MA Project or Thesis Oral Examination**).

MA Project or Thesis Oral Examination

The department requires an oral examination prior to the completion of the MA Project or Thesis. The nature of the exam is to be determined by the Project or Thesis Committee and clearly communicated to the student prior to the exam date. The exam may be a defense of the Project or Thesis, an oral examination of a comprehensive nature administered by the student's committee, or a combination of the two. Failure to pass this oral examination will entail remedial work to be determined by the committee. The MA Project or Thesis Approval form 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 Student Services Assistant when the completed Project or Thesis is turned in.

Guidelines for the Preparation of Theses and Dissertations

The University Graduate School provides guidelines for the formatting and submission of the MA thesis and PhD dissertation. Please contact the University Graduate School with specific questions regarding the guide and its contents. The guidelines, deadlines, and other useful information for completing graduate school can be found online at the following url:

<https://graduate.indiana.edu/thesis-dissertation/submission/masters.html>

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 student will upload their Master's Thesis via ProQuest on the [University Graduate School](#) website.

The Student Services Assistant will then submit a Change of Status form, with the approval of the Director of Graduate Studies, to the College of Arts & Sciences if the student is bridging from the MA to the PhD. Please see the section below regarding **Progression from the MA to the PhD**

Foreign Language Requirement

1. Reading proficiency in one foreign language is required for the MA degree. The languages taken to meet the requirement may be any foreign language.

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. **Each language department sets its own standards for proficiency. It is up to the student to understand and fulfill that department's requirements.**

In general, students will use one of the two following methods to gain proficiency:

1. Basic courses in modern languages offered by the language departments. Usually, these language courses are offered in sequence, first and second semesters (491/492).
 - a. In most cases, these courses do not carry graduate credit.
 - b. Students must register for the courses and earn the required grade (B or better) in order to meet the proficiency requirement (see the [University Graduate School Bulletin](#) for specific information on the language departments).
 - c. Most students take these two-course language series in the summer sessions.
2. Students can opt to take the Graduate Student Foreign Language Exam (GSFLE), rather than the two-course series.
 - a. Most of the larger language departments (i.e., Spanish & Portuguese, German, French, Italian) offer the exam at least once a year.
 - b. Students must contact the language department to see if they are offering the GSFLE.

Some languages (i.e. Arabic, Chinese, Japanese, Korean) require the passing of a certain year and semester (i.e. Japanese II second semester) to gain proficiency, either through an exam or course. Please contact the corresponding department for complete information on language proficiency.

Students must make sure that the language department sends written notification to the Student Services Assistant 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, they may petition to use English as a foreign language. A Request to Substitute English as a Foreign Language form must be submitted to the Student Services Assistant.
 - a. The student will meet with the Student Services Assistant and fill out this form.
 - b. The Student Services Assistant 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 TOEFL score requirement to use English as a foreign language is 79, the same as the minimum score requirement for admission to the program.
 - 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 College of Arts and Sciences.
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 MA degree.
 - i. This includes courses transferred from other institutions at the MA level.

Registration Requirements

Currently there is not a continuous enrollment requirement for Master's students; rather, they must complete all requirements for the MA 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 credit hours per semester (Fall, Spring, and Summer) unless they hold a fellowship or assistantship, then it is 6 credit hours per semester.

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

Time Period

All requirements for the MA 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 section on [Revalidation](#) in the University Graduate School Bulletin for more information.

Deadlines

Check out the [Graduate School Deadlines](#) page. This page has important information about paperwork and deadlines for MA and PhD degrees.

Final Paperwork for the MA degree

The student must submit an MA Application for Advanced Degree form, found online on One.IU. **All students must submit this application to receive their degree.**

[Commencement Ceremonies](#)

To be listed in the commencement program, Master's students will fill out and submit to Master's Application for Advanced Degree form, found online through One.IU, **no later than September 25 for December Commencement and no later than February 25 for May Commencement.**

1. Students finishing their degrees from January-August will participate in May Commencement.
2. Students finishing their degrees from September-December will participate in December Commencement.

Students should visit the [Commencement Ceremonies](#) page for cap and gown information.

Progression from the MA to the PhD

MA/PhD Students

Students admitted to the MA/PhD program will advance into the PhD Program once they have satisfactorily completed all requirements for the MA degree.

A student currently enrolled in the Folklore and Ethnomusicology Master's Program seeking admittance to pursue a PhD degree will compile and submit a portfolio to the Student Services Assistant.

Portfolios will be accepted 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 PhD 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 should have formed a plan for how to complete the Master degree (exam, thesis, or project)

A portfolio should include:

1. A detailed statement (3-5 pages) of the student's educational plans and trajectory toward the degree, including a form signed by two faculty members in the Department of Folklore and Ethnomusicology indicating willingness to serve on the student's dissertation research committee; at least one faculty member should indicate a willingness to direct the dissertation research committee. **We see this statement as an opportunity for you to propose a viable and meaningful dissertation project.**
2. One example of research completed at Indiana University.
3. A current transcript
 - a. The student can print an "in-progress" transcript from One.IU 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 MA Project, Thesis, or Exam.

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

MA Completion Deadline

Admission to the PhD Program will be granted contingent upon completion of the MA degree by the end of the first semester of the third year, for those doing a project or thesis. If a student is opting for the exam option, admission will be contingent upon completion of the MA exam by the end of the 2nd year.

Students failing to meet this deadline must have the approval of their chair and the Director of Graduate Studies to continue on to the PhD program. Students more than a semester late in finishing the MA (i.e., students who have not finished by the end of the Spring semester of the third year) might be required to submit another portfolio as set out in the **Alternative Application Procedure** section below.

Request for Extension of Portfolio Deadline

An MA student who is not ready to submit a portfolio in application to the PhD 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 1 of the second year.**

Alternative Application Procedure

A student who chooses not to submit a portfolio in their second year and who has not obtained in advance an extension of the portfolio deadline must follow an alternate application procedure if they later decides to seek admission to the PhD Program. In such a case, application may be made only after the student has fully completed the MA degree.

The student will submit a portfolio to the Student Services Assistant 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 MA Project or Thesis
2. A current transcript
 - a. The student can print an “in-progress” transcript from One.IU 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 PhD 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 MA Requirements

Students who, prior to official admission to the PhD Program, take course work beyond the MA requirements do so at their own risk; if the student is not admitted to the PhD Program, the extra course work will not count toward any degree in the Department.

The PhD Degree

Overview

The requirements for a PhD degree are as follows:

1. An MA degree
 - a. May comprise only 30 of the 90 required credits, either by transferring credits in or using MA credits taken at Indiana University.
2. Reading proficiency in two foreign languages, or in-depth proficiency in one, or proficiency in one foreign language and one research skill
3. 90 credit hours, including specific Folklore/Ethnomusicology course requirements
 - a. A minimum of 60 graduate credit hours of course work, which can include transfer hours but does not include F850 and G901.
 - b. 30 of the 90 credit hours for degree can be comprised of F850 dissertation credit.

4. A minor
5. Successful completion of the PhD qualifying exam.
6. A dissertation

Course Requirements for the PhD in Folklore

1. 36 credit hours of coursework, including:
 - a. **F512** Survey of Folklore
 - 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 form 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. 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** course in the chosen from a list of approved Ethnomusicology courses*

*Each student in the folklore graduate program must take one course in ethnomusicology. Selected in close consultation with advisors, these courses will normally be made from a menu of the following courses:

- E522
- E529
- E714

Another ethnomusicology course may be substituted if 1) it contains discipline-specific theoretical content and 2) if it is approved by the Director of the Ethnomusicology Institute.

Course Requirements for the PhD in Ethnomusicology

- 36 credit hours of coursework, including:
 - **E522** The Study of Ethnomusicology
 - **F523** Fieldwork in Ethnomusicology
 - **E529** Systems of Meaning or approved area course
 - **E533** Applied Ethnomusicology
 - **E714** Paradigms
 - **F740** History of Ideas or **F722**

- **Fifteen additional credit, twelve of which must be in the Department**
- **One** course in the chosen from a list of approved Folklore courses*

*Each student in the ethnomusicology graduate program must take one course in folklore. Selected in close consultation with advisors, these courses will normally be made from a menu of the following courses:

- F512
- F516
- F517
- F525

Another folklore course may be substituted if 1) it contains discipline-specific theoretical content and 2) if it is approved by the Director of the Folklore Institute.

PhD Minor Requirement

All Folklore/Ethnomusicology majors seeking PhD Candidacy must take at least one minor, unless they pursuing a double PhD. 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.
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.
4. Students are responsible for contacting their minor department regarding admission to their minor program, course requirements, and examinations.
 - a. Students need to notify the Student Services Assistant of their intended minor and when they complete the minor.

Ethnomusicology PhD Minor

The Ethnomusicology Program offers an interdepartmental PhD minor in 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. A student seeking a PhD minor in Ethnomusicology must fill out an Ethnomusicology PhD Minor Completion form. The Ethnomusicology Institute Director must sign the form when the minor is complete (grades of B or better are required for courses to count towards the minor).

1. Four graduate ethnomusicology courses (12 credit hours):
 - a. Including **two** of the following required courses:

- i. E522
 - ii. F523
 - iii. E529
 - iv. E533
 - v. E714
 - vi. F740
 - b. All other courses for the minor must be approved in advance by the Director of the Ethnomusicology Institute or their minor advisor.
- 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 PhD Qualifying Examination.
- 3. A student who received their MA at IU in Ethnomusicology may then, as a PhD student in another department, use those credits to count toward the PhD minor in Ethnomusicology, provided they fulfill the relevant minor requirements.

Folklore PhD minor

The Folklore Program offers a PhD minor to students external to the Department. A student seeking a PhD minor in Folklore must fill out a Folklore PhD Minor Completion form. Each minor student will choose a Folklore faculty advisor to help in the selection of courses that best match the academic and research interests of the student. The Director of the Folklore Institute must sign the form when the minor is complete (grades of B or better are required for courses to count towards the minor). Students pursuing the ethnomusicology concentration within the Department may choose this as a minor.

The Folklore minor for external students consists of the following:

- 1. Four graduate folklore courses (12 credit hours)
 - a. Including **one** of the following required courses:
 - i. F512
 - ii. F516
 - iii. F517
 - iv. F523
 - v. F525
 - b. All other courses for the minor must be approved in advance by the Director of the Folklore Institute or their minor advisor.
- 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 PhD Qualifying Examination.
- 3. A student who received their MA at IU in Folklore may then, as a PhD student in another department, use those credits to count toward the PhD minor in Folklore, provided they fulfill the relevant minor requirements.

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. Students should first meet with their advisors to discuss this option. After approval from their advisors, the student can fill out the individualized minor form on One.IU for approval from the DGS and Dean.

Public Practice Concentration in Folklore and Ethnomusicology

The Department offers a Public Practice Concentration in Folklore and Ethnomusicology. Any MA or PhD level graduate student in the Department, and PhD 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:

- **F532** Public Practice in Folklore and Ethnomusicology
- **One of our Practicum or laboratory courses - F802** TAI Practicum, **F803** Practicum, **F805** Laboratory in Public Practice, or **F806** Museum Practicum in Folklore (Must be taken for 3 crs.)
- **2 approved elective courses** offered in the department

List of approved public practice electives:

F533 Applied Folklore
E533 Applied Ethnomusicology
F510 Multimedia in Ethnomusicology
F727 Activism, Engagement, & Critical Ethnography
F730 Museums & Material Culture
F731 Curatorship
F755 Tourism, Authenticity & Nostalgia
F804 Heritage and Cultural Property
F804 Filmmaking as Ethnography

An in-house faculty committee consisting of professors from ethnomusicology and folklore, working with the Student Services Assistant, 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.

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.

PhD Double Majors and Combined Degrees

Some students may wish to pursue a double major or combined degree 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 to both departments.
2. Fill out and submit to the Student Services Assistant an Application to Change from a Single to a Double Major form and an Appointment of Advisory Committee for the PhD Degree with a Double Major form.
3. Meet all requirements of both degrees, including passing both PhD Qualifying Examinations.
 - a. PhD 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](#).
4. The PhD Qualifying Examination Committee and Research Committee will be formed by the student with an equal number of representatives from both departments.
 - a. See the "PhD Qualifying Process" and "Nomination of Research Committee" sections below.
5. Note: a minor is not required for double majors or combined degrees.

Foreign Language Requirement

Rationale for the Foreign Language Requirement

We believe that the foreign language requirement helps prepare our PhD students to be well-rounded scholars in the disciplines of Folklore and Ethnomusicology. Knowledge of foreign languages is an essential aspect of understanding different peoples and populations, including the diverse populations within the United States.

The cognitive diligence required in learning a foreign language aids the student's developmental progress, often preparing the student for an unanticipated future need for language acquisition.

Reading proficiency and competency in foreign languages is crucial not only for the dissertation in its research and writing phases, but it is also imperative for the ability to function as a literate scholar and professional in our fields.

Language proficiencies enable attendance at conferences in foreign locales or national conferences with foreign delegates; they aid with the reading of academic abstracts or articles written in foreign languages; and they promote engagement in a variety of public and academic activities within the United States and abroad.

We aim to train PhD candidates who will become global scholars, anticipating foreign language sensibilities, competencies, and proficiency needs as they occur — as they often do — many years after the completion of the PhD degree.

All candidates for the PhD must satisfy one of the following three options:

Option 1, Reading Proficiency in Two Languages

Reading proficiency in two foreign languages. The languages taken to meet the requirement may be any foreign language. If the candidate plans on conducting archival or field research in a foreign country where the academic language is not English, we strongly encourage the student to choose the academic language of that country as one of these two languages.

We encourage students to choose these languages in consultation with their PhD advisory committee. 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. **Each language department sets its own standards for proficiency. It is up to the student to understand and fulfill that department's requirements.**

In general, students will use one of the two following methods to gain proficiency:

- 1) Basic courses in modern languages offered by the language departments. Usually, these language courses are offered in sequence, first and second semesters (491/492).
 - a) In most cases, these courses do not carry graduate credit.
 - b) Students must register for the courses and earn the required grade (B or better) in order to meet the proficiency requirement (see the [University Graduate School Bulletin](#) for specific information on the language departments).
 - c) Most students take these two-course language series in the summer sessions.
- 2) Students can opt to take the Graduate Student Foreign Language Exam (GSFLE), rather than the two-course series.
 - a) Most of the larger language departments (i.e., Spanish, German, French) offer the exam at least once a year.
 - b) Students must contact the language department to see if they are offering the GSFLE. .

Some languages (i.e. Arabic, Chinese, Japanese, Korean) require the passing of a certain year and semester (i.e. Japanese II second semester) to gain proficiency, either through an exam or course. Please contact the corresponding department for complete information on language proficiency.

Students must make sure that the language department sends written notification to the Student Services Assistant verifying proficiency and specifying how proficiency was demonstrated (e.g., by completing coursework with grades of B or better, or passing the GSFLE)

Option 2, In-Depth Proficiency in One Language

In consultation with the student's doctoral advisory committee, a student may opt to acquire in-depth language proficiency (fluency) in one language.

1. In-depth proficiency normally means verbal and written fluency. Proficiency in-depth is defined as the ability to read rapidly without the aid of a dictionary and the ability to confidently speak, understand, and write.
2. The in-depth language cannot be a student's native language.
3. The in-depth language must be intrinsic to the student's Ph.D. research—as a language necessary to conduct research, as an object of research, or as a language of a scholarly literature relevant to research.
4. Each language department sets its own standards for in-depth proficiency. It is up to the student to understand and fulfill that department's requirements.
5. To demonstrate in-depth proficiency in English, a student must first petition to use English as a foreign language (see below). Once proficiency has been established, then the student must pass a department course numbered 500 or higher that includes a written component with a grade of B (3.0) or better. The course may be in theory, form, or area and it must be taught in English.

Students must make sure that the language department sends written notification to the Graduate Recorder verifying in-depth proficiency and specifying how proficiency was demonstrated.

Option 3, Reading Proficiency in One Language plus One Research Skill

In most cases, students will fulfill the PhD language requirement with Option 1 or Option 2. However, in some cases, in instances in which the student's plan of study indicates a suitability for one foreign language plus one research skill, Option 3 might be preferable.

1. In consultation with the student's PhD advisory committee, and with written approval from the student's advisor, a petition is sent to the Director of Graduate Studies explaining the rationale for proficiency in a research skill.
2. Research skills are defined as Global Information Systems (GIS), Remote Sensing (RS), Computer Science, and statistics.
3. Proficiency in a research skill is demonstrated by successful completion of a two-course sequence (usually 6 credit hours). These classes should be chosen in consultation with the student's advisor, and after the petition for Option 3 has been approved by the Director of Graduate Studies.

Substitution of English as a Foreign Language

If a student's native language is not English, they may petition to use English as a foreign language. A Request to Substitute English as a Foreign Language form must be submitted to the Student Services Assistant.

1. The student will fill out this form and submit it to the Student Services Assistant.
2. The Student Services Assistant 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 TOEFL score requirement to use English as a foreign language is 79, the same as the minimum score requirement for admission to the program:
 - 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 College of Arts and Sciences.
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 PhD Qualifying Exam.
 - i. This time limit includes courses taken at other institutions that were transferred in.

Registration Requirements

Currently, pre-candidacy PhD students do not have a continuous enrollment requirement. Rather, they must reach PhD 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 credit hours per semester (Fall/Spring), unless they hold a fellowship or assistantship, then it is 6 credit hours per semester.

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

PhD candidates who hold Student Academic Appointments may register for G901 if they have G901 semesters remaining. (See G901 section.)

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

PhD Candidates do not have to register in the summer sessions unless they plan on turning in their dissertations to the University Graduate School in May, June, July, or August. Then they must register for at least one credit of F850 for the summer or, with special permission, G901 if they have semesters remaining

If a PhD Candidate fails to continuously enroll, they will have to retroactively enroll for each missed semester and pay a per-semester retroactive registration fee (currently \$290) plus the cost of tuition before the University Graduate School will accept the dissertation and award the degree.

Time Period

PhD students have seven years from their entry semester to reach PhD Candidacy (see the PhD 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. See the section on [Revalidation](#) in the University Graduate School Bulletin for more information.

Once candidacy is reached course work will no longer expire, however Candidacy will expire after 7 years.

PhD 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 students allows their candidacy to expire, a petition must be made to the Dean requesting reinstatement and a reinstatement exam will be administered. See the section on [Candidacy Reinstatement](#) in the University Graduate School Bulletin for more information.

Deadlines

Check out the [Graduate School Deadlines](#) page. This page has important information about paperwork and deadlines for MA and PhD degrees.

Academic Probation and Termination

Unsatisfactory progress in the graduate program, including poor academic performance, and/or excessive time in completing degree requirements will serve as grounds for initiating procedures for academic termination. A student must be on academic probation for one full semester before the department can recommend dismissal from the program. See the [University Graduate School Bulletin](#) for Academic Probation and Dismissal information.

PhD Qualifying Process: Reaching Candidacy

Overview

The qualifying process consists of a written exam followed by a conjoined oral exam and dissertation proposal hearing. Members of the student's PhD Examination Committee will administer the PhD Qualifying Process (see the "PhD Examination Committee section below).

Eligibility

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

- 60 credit hours of **coursework***, **which includes:**
- At least 36 hours in required departmental coursework.
- Reading proficiency in two foreign languages, or in-depth proficiency in one, or proficiency in one foreign language and one research skill
- Outside minor:
 - 12-15 hours of the required 60 hours of coursework will come from the minor
 - A minor is not required for double majors or combined degrees
- Any applicable transfer credits.
 - a. See the section in this handbook on "Transfer of Credit"

*Dissertation credits do not count towards the 60 hours of coursework. They do count toward the 90 hours needed for the PhD degree conferral.

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 Student Services Assistant to make sure they have proof of completion of all requirements for taking the exams.** An eligible student should request a PhD Qualifying Procedure form from the Student Services Assistant or online on our website under the forms section.

Students who have not been **formally** admitted to the PhD program are ineligible to take their qualifying exams.

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 their qualifying exam:

1. When the student has decided on a dissertation research topic, they, in consultation with the PhD Exam Committee Chair, will schedule a meeting with their PhD Exam Committee at least 3 months before the date of the exam.
 - 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 PhD Qualifying Procedure Form will initially be filled in at this meeting.
 - d. A meeting 6 months prior to the exam is recommended.
2. At least 2 months prior to the exam, the student must submit their reading list to the exam committee for approval.
 - a. The Chair of 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, they will return the reading list to the student's committee with suggestions for change.
 - b. See the "Reading List" section below.
3. At least two weeks 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. At this time, the student will also submit the Nomination to Candidacy e-doc in One.IU, which will be approved as soon as the student passes the written exam.
 - a. See the "Dissertation Research Proposal" section below.
 - b. See the "Nomination to Candidacy" section below.
5. The student receives the exam questions.
 - a. The student will write approximately 15 pages (double-spaced with 1" margins) in addition to the bibliography per question. Students answer 3 questions.
 - b. See the "Written Examination" section below.
6. One week after receiving the exam questions, the student will submit the answers to the Student Services Assistant and their committee.
 - a. The student will bring in copies of the answers for each committee member.
 - b. The student should also submit an electronic copy of the exam answers to the Student Services Assistant.
7. Within two weeks of submitting the exam answers, the oral exam and dissertation proposal hearing is held.
8. If the PhD 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 will be filled out online and submitted to the University Graduate School with all accompanying documentation.

- a. Should the student fail the exam, the PhD Exam Committee will decide the procedures for a second exam. No more than one re-examination will be given.

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 PhD 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 PhD 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 send an electronic copy of the reading list to the Student Services Assistant.

Dissertation Research Proposal

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 Student Services Assistant, the student will submit a completed 10-15 page (including bibliography) research proposal to all members of the PhD Exam Committee.
2. 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.
3. Students will work closely with their PhD 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 Nomination of Research Committee e-doc that is done via One.IU.
 - 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.
4. 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.
 5. 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 PhD Exam Committee and approved by the Director of Graduate Studies. The PhD Exam Committee Chair will solicit questions from the PhD 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 their approved reading lists.

Once the examination has been written, the PhD Exam Committee Chair will in timely fashion (at least two weeks 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 Director of Graduate Studies before being given to the student.

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 published sources, and should anticipate a written exam of approximately 15 pages (double-spaced with 1" margins) in addition to the bibliography per question. During the exam week, the student should not discuss the exam with fellow students or faculty (including members of the PhD Exam Committee that is administering the exam).

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, including the interpolation of previously submitted work into the exam.

The Student Services Assistant will email the exam to the student. The student will bring copies of the exam answers for each committee member for evaluation. An electronic copy should also be submitted to the Student Services Assistant.

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 oral examination will be attended by the student and the student's PhD 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 PhD 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 PhD 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 Director of Graduate Studies for approval prior to any announcement to the student. Should the student fail the exam, the PhD 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. **It is also recommended that students take care of the following three items before leaving town:**

1. IRB
 - a. See the "IRB" section below.
 - b. This is required to form the Research Committee
2. *Nomination of Research Committee* form
 - a. See the "Nomination of Research Committee" section below

Nomination to Candidacy

After the student has passed the qualifying procedure, the PhD Exam Committee will e-sign the Nomination to Candidacy form. The Student Services Assistant will send the electronic form to the University Graduate School that will include:

1. Memos or letters verifying foreign language proficiency.
2. Memos or letters verifying completion of the minor(s).
3. Document numbers of course waivers or substitutions e-docs. All waiver or substitution e-docs must be approved before candidacy will be granted.

When the University Graduate School approves this form, a student is considered a Doctoral Candidate.

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 completed dissertation to the University Graduate School.** Extensions beyond this seven-year period are rare. If candidacy is allowed to expire, students must petition the Department and the University Graduate School for reinstatement, which 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 turned 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 \$290).

Nomination of Dissertation Research Committee

The PhD Research Committee must be formed at least 6 months prior to the defense, but preferably much earlier. The candidate and chosen Research Committee Chair will decide on a dissertation topic and appropriate committee membership. The rules governing composition of the Research Committee 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 from Indiana University. The leaving faculty member may agree to continue on the committee as an outside fifth member.
2. All members of the research committee must be members of the [Graduate Faculty](#).
3. At least half (2 of 4 or 3 of 5) of the research committee, including the chair or one of the co-chairs must have endorsements to direct dissertations. Endorsed members are distinguished with an * on the above Graduate Faculty list. If it's a dual degree then both of the co-chairs must have the endorsement to direct dissertations.
4. The majority of the research committee members (including the chair and two others) must be Folklore and Ethnomusicology faculty.
 - a. Joint and adjunct faculty can serve on a committee, and can only serve along with Folklore and Ethnomusicology faculty as co-chair. Only Folklore and Ethnomusicology faculty may serve as the sole chair of a PhD research 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 of the minor, whether outside or inside the department, the major department may request, with

- the consent of the minor field representative, the substitution of a representative from some other field more appropriate to the topic of the dissertation.
6. In the case of double majors or combined degrees, the research committee must consist of equal representation from both departments.
 - a. A co-chair from each department will be selected. Each co-chair must have the endorsement to direct dissertations.

The PhD Candidate's research committee must be approved by the University Graduate School at least six months prior to the dissertation defense.

IRB Approval

Proof of exemption from IRB is required to be uploaded with the Nomination of Research Committee form. Please talk to your chair for advice about the IRB and visit this website for details: <https://research.iu.edu/forms/human-subjects-irb.html>

Change of Committee

Students wishing to add/delete members from the Research Committee must fill out a Request for Change of Research Committee Member(s) form online via One.IU. Once approved, the Student Services Assistant will make note of the committee change in the student's file.

G901: Advanced Research

PhD 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 costs \$150 per semester. The mandatory fees normally associated with registering for credit hours are waived. G901 is offered in the Fall and Spring semesters only, not in the summer. If a student is submitting their final dissertation in the summer and still has G901 left the University Graduate School will require the student to register for that instead of F850.

If a student has a fee remit, they should utilize the fee remit and take F850 credits –they should save G901 for later when they do not have a fee remit.

PhD Dissertation and Defense

Guidelines for the Preparation of the Dissertation

The University Graduate School provides guidelines for the formatting and submission of the PhD dissertation. Please contact the University Graduate School with specific questions

regarding the guide and its contents. The guidelines, deadlines, and other useful information for completing graduate school can be found online at the following url:

<https://graduate.indiana.edu/thesis-dissertation/submission/doctoral.html>

Distribution of Drafts

A student should first discuss with the Committee Chair the appropriate time to distribute the first (partial or complete) drafts of the dissertation to the 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 Student Services Assistant 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. Submit the announcement online via One.IU.

Defense

At the PhD Defense, usually scheduled for a two-hour time period, the 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)

Signatures to be obtained at the defense

The student will bring the following paperwork to the defense and return them to the Student Services Assistant after the defense. The Student Services Assistant will turn them into the University Graduate School when the Chair of the student's committee has signed them after all revisions are complete.

1. Abstract
 - a. All members except the chair will sign at the defense. The chair will wait until revisions are complete.
 - b. Formatting for the Abstract page can be found under the required and optional sections here: <https://graduate.indiana.edu/thesis-dissertation/formatting/index.html>
2. Acceptance Page
 - a. All members except the chair will sign at the defense. The chair will wait until revisions are complete.
 - b. Formatting for the Acceptance page can be found under the required and optional sections here: <https://graduate.indiana.edu/thesis-dissertation/formatting/index.html>

After the defense

After a successful defense, the student will continue to be enrolled until they have completed all revisions and submitted their dissertation.

Dissertation Submission

Once their chair has signed off on all revisions, students must submit their dissertation via ProQuest: <https://graduate.indiana.edu/thesis-dissertation/submission/doctoral.html>

[Commencement Ceremonies](#)

PhD students will complete the PhD Application for Graduation form, found online through One.IU, **ONLY** if they 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 submit this

form and return it to The University Graduate School **no later than September 25th for December Commencement and no later than February 25th for May Commencement.**

PhD 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 or another attending faculty member will hood the student.

Students finishing their degrees from January-August will participate in May Commencement.

Students finishing their degrees from September-December will participate in December Commencement.

Students should visit the [Commencement Ceremonies](#) page for cap and gown information.

Folklore & Ethnomusicology Faculty

Folklore

Brandon Barker, Assistant Professor: Folklore and embodiment; folk illusions; material culture and embodiment; American vernacular and country music; children's folklore; folklore and contemporary theories of mind; American foodways; folklore and early American life; sociolinguistics of the American South

Ray Cashman, Professor, Director of Folklore Institute: Verbal art, and oral traditions; memory, oral history, commemoration, and nostalgia; performance studies and the ethnography of communication; the politics of culture and identity; material culture.

Robert Dobler, Lecturer: Folk belief and vernacular religion; contemporary legendry; forms and processes of commemoration; theories of grief and mourning; folklore and the Internet

Diane Goldstein, Professor: Belief studies, folk medicine, folk religion, supernatural traditions, applied folklore, the ethnography of speaking, and narrative

Barbara Hillers, Associate Professor: Folk narrative in Ireland and Scotland; folklore in medieval Celtic literature; the international Child ballad and Gaelic song tradition; European narrative charms; gender and the articulation of women's space in folk narrative and song; the digitization of traditional folklore archives

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

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

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

Solimar Otero, *Professor*: Gender, sexuality, Afro-Caribbean spirituality, and Yoruba traditional religion in folklore, literature, and ethnography

Gregory A. Schrempp, *Professor*: Myth, cosmology and worldview; comparative mythology, history of ideas; Oceania, North America

Pravina Shukla, *Professor, Director of Graduate Studies*: Folk art and material culture; body art; dress and costume; museum studies; food art and culture; India; Brazil; United States

Ethnomusicology

Rebecca Dirksen, *Associate Professor*: Music of Latin America and Caribbean, especially Haiti; applied ethnomusicology; grassroots development; creative responses to crisis and disaster.

Julianne Graper, *Visiting Assistant Professor*: Multispecies Ethnography, Rethinking "Nature", Human and Non-human Echolocation, Sound Studies, Experimental Art Music, Protest Music, Music of Central Texas, Music of Southern Mexico

Alisha Jones, *Assistant Professor*: Music and religion in the African Diaspora, men's studies, gender and sexuality, identity, music industry, and voice studies.

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

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

Daniel Reed, *Professor*: Music and religion; identity; performance; music and culture in West Africa, West African immigrant performers in the U.S.

Affiliated Faculty & Departmental Collaborators

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

Alan R. Burdette, *Director of the Archives of Traditional Music*: American vernacular music and dance, performance studies, German American singing societies; media and technology

Judah Cohen, *Associate 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

Tyron Cooper, *Assistant Professor, African American and African Diaspora Studies, Director, Archives of African American Music and Culture*: Black gospel and Black popular music emphasizing live recording productions, religious belief and identity as well as performance practice

Jennifer Goodlander, *Associate Professor, Theatre, Drama, and Contemporary Dance*: Asian arts as they intersect with gender studies, ethnography, performance studies, visual culture and museum studies, postcolonial theory, and transnational circuits of performance

Jane Goodman, *Associate Professor of Anthropology*: Ethnography of texts; performance studies; diasporas; North Africa and France

Cooper Harriss, *Associate Professor, Religious Studies*: Religious and theological dimensions of the concept of race, tracing critical religious terms of its development and cultural expression in American, African-American, and global contexts

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

Susan Lepselter, *Associate Professor of Anthropology & American Studies*: Poetics of popular media and everyday life in contemporary American culture, focusing particularly on captivity narratives, themes of gender and class, and discourses of memory and trauma in American social life

Javier León, *Academic Specialist, Latin American Music Center, Director, Latin American Music Center*: music in the region, including music and nationalism, the intersection of popular and art music traditions, African and indigenous musical heritage safeguarding, and the history of cultural policy and music research institutions in the region.

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

Eric Sandweiss, *Carmony Chair Professor of History*: Cultural landscape studies; Urban history; Architecture; Public history and museums; Visual culture; American popular music; Indiana

Susan Seizer, *Professor of Anthropology*: 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.

Marvin Sterling, *Associate Professor, Anthropology*: contemporary Japan; African Diaspora; race, social identity; afro-asia; performance studies; transnationalism; human rights

Stephen Stuempfle, *Adjunct Instructor 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, *Executive Director of African American Arts Institute and Multicultural Initiatives*: African-American popular music, arranging, performance and analysis

Jessica Turner, *Executive Director of the American Folklore Society*

Research Associates & Scholars

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

Verlon Stone, *Director of the Liberian Collections Project*

Folklore Librarian

Moira Marsh *Subject Librarian for Anthropology, Folklore, Sociology, and Social Work*: Witchcraft; humor

Faculty Emeriti

İlhan Başgöz, *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

Mellonee V. Burnim, *Professor, Director of Archives of African-American Music and Culture*: Black religious music and aesthetics, music in the African diaspora

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

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

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

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

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

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

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

Folklore & Ethnomusicology Staff

Michelle Melhouse, Office Manager

Angus Martin, Accounting Associate

Tabitha Rominger, Student Services, Marketing, and Events

Vanessa Zimmerman, Administrative Assistant

Krystie Herndon, Undergraduate Academic Advisor

Appendix A: Departmental Resources

American Folklore Society (AFS)

Located on the IUB campus in the Classroom Office Building 800 E 3rd St, The [American Folklore Society](#) is an association of folklorists: people who study and communicate knowledge

about folklore throughout the world. The 2,000 members and subscribers are scholars, teachers, and libraries at colleges and universities; professionals in arts and cultural organizations; and community members involved in folklore work. Many of the members live and work in the US, but their interests in folklore stretch around the world, and today about one in every eight AFS members is from outside the US.

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 [Jacobs 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. It is located in Morrison Hall 117.

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.

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.

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 Michael Foster, 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 and William Hansen.

Society for Ethnomusicology (SEM)

Located on the IUB campus in the Classroom Office Building 800 E 3rd St., the [Society for Ethnomusicology](#) is a U.S.-based organization with an international membership of over 1800 individuals dedicated to the study of all forms of music from diverse humanistic and social scientific perspectives.

Traditional Arts Indiana (TAI)

[TAI](#) is a partnership between Indiana University and the [Indiana Arts Commission](#) and aims to document, promote and present Indiana's traditional arts and artists. TAI is located in Maxwell Hall.

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:

<https://registrar.indiana.edu/browser/index.shtml>

Bloomington Campus Fee Schedule:

<https://studentcentral.indiana.edu/pay-for-college/cost-of-iu/index.html>

Student Central:

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

Crimson Card:

<https://crimsoncard.iu.edu/>

**Your student ID is the Crimson Card

Office of the Registrar:

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

Office of the Bursar:

<https://studentcentral.indiana.edu/pay-for-college/pay-bill/index.html>

Office of Student Financial Assistance:

<http://studentcentral.indiana.edu/financial-aid/index.shtml>

University Graduate School Bulletin:

<https://bulletins.iu.edu/iu/gradschool/2019-2020/index.shtml> (NOTE this is not the most recent.

It won't be out until later this year, I will send you a note. I will update this online and send this out again when it is updated!)

Grad Grants Center:

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

IU Health Center:

<https://healthcenter.indiana.edu/>

Counseling and Psychological Services (CAPS):
<https://healthcenter.indiana.edu/counseling/index.shtml>

IU Libraries:
<http://libraries.iub.edu/>

Social Science Research Commons:
<https://ssrc.indiana.edu/>

Graduate and Professional Student Government (GPSG):
<http://www.indiana.edu/~gpsg/>

Parking Operations, Transportation, Campus Map, and Bicycle Information:
<https://parking.indiana.edu/>

****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).****

Campus Bus Schedule:
<https://iubus.indiana.edu/schedules/index.html>

College of Arts & Sciences:
<https://college.indiana.edu/>

University Graduate School:
<https://graduate.indiana.edu/>