

UCLA

**Herb Alpert
School of Music**

Undergraduate Guide 2023-2024



ALL IN
ONE PLACE
PERFORMANCE. SCHOLARSHIP. INNOVATION.

UCLA Herb Alpert School of Music

Welcome! Approved on January 21, 2016, the UCLA Herb Alpert School of Music is the first in the University of California system, with a balanced focus on scholarship and performance/composition, and its commitment to the understanding of music in all its contemporary and historical diversity. It brings together three long-established departments – ethnomusicology, music, and musicology. Each is in the top tier and the top 10 in its field, measured by several academic standards. Esteeming all musical traditions and maintaining a balanced emphasis on scholarship and practice, the UCLA Herb Alpert School of Music will pioneer new models for integrated musical studies. Within UCLA's interdisciplinary environment, it will foster musical and scholarly innovation through dedicated centers and degree programs, as well as provide a focus through which music can engage with other disciplines on campus and beyond.

The school affords powerful synergies available at no other UC campus. Ethnomusicology, the nation's oldest and most distinguished department of its kind, serves as a complementary home to major scholars and highly skilled performance ensembles in jazz, African, Afro-American and Anglo-American traditions and music of China, Mexico, India, Ireland, and the Middle East. Music's world-class performance faculty directs major programs in chamber, orchestral, operatic, and choral performance. Musicology is home to some of the most sophisticated and cutting-edge cultural theorists and music thinkers active today.

Dedicated to inspired and innovative education, the UCLA Herb Alpert School of Music will offer a broad and encompassing approach to the study of music. It will aspire to the highest level of musical performance, analysis, pedagogy, and creativity within a wide range of traditions, including classical, jazz, popular, and traditional music from around the world as well as emerging forms in composition and new media. Its groundbreaking research will extend across disciplines and into all aspects of musical life, embracing history, culture, politics, ethnography, criticism, pedagogy, theory, performance, composition, and musical thought as both discourse and cultural practice. Situated in a city known for its exceptionally vibrant and diverse musical communities, the school will prioritize civic outreach, bringing the transformative experience of music to the public while nurturing a sense of purposeful engagement among its faculty and students.

Table of Contents

Office of Student Affairs.....	1
Policies & Procedures.....	2
Academic Difficulty.....	4
Student Responsibility.....	5
Degree Requirements.....	7
Resources.....	9

Disclaimer: The purpose of this Undergraduate Guidebook is to provide students with an overview of important processes, procedures, and requirements. It is not intended to provide an exhaustive list of policies, procedures, and requirements, or replace official University documents such as the UCLA General Catalog. All information in this Undergraduate Guidebook is provided for informational purposes only and does not constitute a legal contract between the UCLA Herb Alpert School of Music and any person or entity unless otherwise specified. Information on this Guidebook is subject to change without prior notice. Although every reasonable effort is made to present current and accurate information, the School of Music makes no guarantees of any kind.

Office of Student Affairs

MISSION

The primary functions of the Office of Student Affairs are to recruit, enroll, retain, and graduate undergraduate and graduate students at the UCLA Herb Alpert School of Music. We accomplish these functions as part of the University's learning and teaching mission by creating an inclusive space that allows us to provide comprehensive seamless admissions and academic advising, support services, and co-curricular opportunities to foster student success.

VISION

The Office of Student Affairs aspires to create a transformative experience for all prospective, incoming, and continuing students at the UCLA Herb Alpert School of Music. Specifically, we strive to:

- Develop creative ways to facilitate equity and inclusion in recruitment, admissions, enrollment, and retention practices, so as to matriculate and support a diverse student body.
- Create a student-centered space that honors and values the student's holistic experience and advocates for their wellbeing both in and out of the classroom.
- Empower prospective and continuing students by providing the tools and resources necessary to make educated decisions and become self-sufficient.
- Continually adopt and develop best practices to increase efficiency and effectiveness of the services we provide.

VALUES

At the core of its beliefs, the Office of Student Affairs views advising as teaching. As such, we strive to reflect the following values in our daily interactions:

- Building an inclusive and equitable community
- Care
- Collaboration
- Communication
- Integrity
- Personal responsibility and accountability
- Student advocacy

THE TEAM

Adam Fox

Director of Student Affairs

Advisor for School of Music Minors

Bria Russ

Assistant Director of Student Affairs

Advisor for Graduate Studies

Khalia Byrd

Academic Advisor

Advisor for Music and Global Jazz Studies

Lucie Leerer

Academic Advisor

Advisor for Ethnomusicology, Musicology & Music Industry

CONTACT

445 Charles E Young Drive E | Schoenberg Music Building 1642

Los Angeles, CA 90095-1616

Phone: 310-267-5536

Fax: 310-267-0326

Policies & Procedures

ENROLLMENT

Deadlines

All students in the School of Music must follow the School's enrollment deadlines. In the rare occasion that a student misses an enrollment deadline, the student may submit petition for an exception.

Petitions are **requests** subject to meticulous review by the School and do not guarantee approval. All students are permitted three approved petitions during their entire tenure at the School of Music. Additional petitions are rarely approved and require further review.

Enrollment deadlines:

Friday of 2nd Week: Last day to drop impacted courses and to make changes to study list without a fee

Friday of 3rd Week: Last day to add courses

Friday of 4th Week: Last day to drop non-impacted courses

Friday of 6th Week: Last day to change grading basis

Unit Cap Increase

Students who wish to take more than 20 units in any quarter (or more than 16 in Summer) must submit a progress petition for such request. The petition should include the proposed study list for the quarter, the amount of units, and the reason why the student is requesting approval for a unit increase.

All requests are subject to the School's review and do not guarantee approval. *While unit increase approvals are rare, approvals will never be beyond 25 units.*

Late Add/Drop Procedures

Any requested changes to a student's study list after enrollment deadlines must be approved by a Student Affairs Officer, and if approved, the student will be assessed late fees accordingly.

UNDERGRADUATE GRADING POLICIES

Pass/No Pass

A student may take 5 *non-major* units per quarter on a P/NP basis. Students in good standing who are enrolled in at least 12 units may take certain courses on a Passed/Not Passed (P/NP) basis. Students must achieve a "C" or better to warrant a Pass grade. Any grade earned that is less than a "C" will result in a Not Pass. Major requirements may not be taken on a P/NP basis.

Repeating Courses (not otherwise repeatable for credit)

Students may repeat up to 16 units of graded coursework in which a grade of C-, D+, D, D-, F, NP, or U is earned. A course may be repeated only once. Although only the second grade earned (for better or worse) will be computed into your GPA, both grades will remain on your transcript. Courses taken for a letter grade MAY NOT be repeated P/NP. NP grades may be repeated for a letter grade or P/NP. Once students have used the allowed 16 units of repeat credit, or they do not have enough units left to repeat a course, they may still repeat a course in which they received a C- or below. However, both grades will be averaged into their cumulative GPA; the first grade will not be removed.

Change of Grades

If a student discovers an incorrect posted grade, the student must initiate a change of grade with the instructor of the course. Change of grade forms are only available to faculty.

Incomplete Grades

The instructor may assign the grade Incomplete (I) when work is of passing quality but is incomplete for a good cause (such as illness or other serious problem). It is the student's responsibility to discuss with the instructor the possibility of receiving an Incomplete as opposed to a non-passing grade. If a grade of I is assigned, students may receive unit credit and grade points by satisfactorily completing the coursework as specified by the instructor. Students should not re-enroll in the course; if they do, it is recorded twice on the transcript. Unless a petition to extend the deadline of incomplete work is granted, if the work is not completed by the end of the next full term in residence, the I lapses to an F, NP, or U as appropriate. Once a grade of I is assigned, it remains on the transcript along with the passing grade students may later receive for the course.

DOUBLE MAJOR AND ADDING MINORS

Students in the School of Music who wish to double major or add a minor must meet with their academic advisor in the School of Music to discuss procedure and attain clearance. All double majors or adding minors will not be approved until a student is cleared by the School of Music. First-year students cannot petition to add another degree program (major or minor) until they have completed three quarters of residency at UCLA. Transfer students cannot petition to add another degree program until they have completed one quarter of residency at UCLA.

DECLARING NON ATTENDANCE

Students may declare nonattendance if they are not planning to attend UCLA for a term and have not paid registration fees for that term. Students can declare nonattendance through MyUCLA.

Students who complete a term (fall, winter, spring) and do not register the following term, may return to UCLA the subsequent term as a continuing student without submitting a readmission application, and are eligible to register and enroll in advance. Students who do not register for two or more consecutive quarters need to reapply formally to UCLA in order to be considered for readmission.

WITHDRAWAL FROM THE QUARTER

Students may request cancellation from a term AFTER having paid fees but BEFORE the first day of classes; in this case students will receive a full refund minus some administrative charges. To cancel registration, students should meet with their academic advisor and go to the Registrar's Office, 1113 Murphy Hall, and fill out a Cancellation of Registration Petition.

All students who wish to withdraw from the University once instruction begins must file a Withdrawal Notice form at <https://registrar.ucla.edu/registration-classes/registration-and-payment/withdrawal>.

Failing to attend classes, neglecting courses, or stopping payment on checks tendered for registration does not constitute notice of withdrawal. A fine is assessed if any payment for registration fees is returned by a bank for any reason, including stopped payment or insufficient funds. Students who withdraw from the School for more than one quarter must apply for readmission, and in some instances, re-audition into their studio.

READMISSION

To return to the University after an absence of more than one term, students must complete an Undergraduate Readmission Application found at <https://admission.ucla.edu/apply/returning-students> and follow procedures outlined by the Registrar's Office. Music and Global Jazz Studies majors needing private instructions are also required to re-audition with the department faculty.

Academic Difficulty

EXPECTED PROGRESS

Students in the University of California are expected to complete 15 units each quarter. Accordingly, students who complete at least 45 units over a three-term period (one academic year) and maintain at least a 2.0 term and cumulative GPA are making expected progress.

PROBATION

- Based on unit progress:
 - An undergraduate student who fails to pass at least 40 units during any three consecutive academic terms shall be on probation.
 - Students on probation who fail to meet minimum progress by the end of the next two consecutive academic terms will be subject to dismissal from the University.
- Based on grades:
 - Students will be placed on academic probation if their term (not including summer)/overall GPA falls below 2.0 but is above or equal to 1.5. Students placed on probation will have two consecutive academic terms to bring their overall GPA back to 2.0. Students placed on academic probation who do not bring their overall GPA to 2.0 or above within two consecutive academic terms, or whose term GPA once again falls below 2.0 the next academic term, will become subject to dismissal.

SUBJECT TO DISMISSAL

- Based on unit progress:
 - An undergraduate student who fails to pass at least 32 units during any three consecutive academic terms shall be subject to dismissal.
 - An undergraduate student who fails to clear probation after two consecutive academic terms will be subject to dismissal.
 - Students on subject to dismissal will be placed on a contract for two consecutive academic terms written to assist them in satisfying minimal progress to degree. Students who fail to meet the terms of their contract will be dismissed from the University.
- Based on grades:
 - Students placed on academic probation who do not bring their overall GPA to 2.0 or above within two consecutive academic terms, or whose term GPA once again falls below 2.0 the next academic term, will become subject to dismissal.
 - Students whose academic term or cumulative GPA falls below 1.5 is subject to dismissal, even if it's the student's first quarter of residency.
 - Students on subject to dismissal based on grades will be placed on a contract for two consecutive academic terms written to assist them in satisfying minimum GPA requirements. Students who fail to meet the terms of their contract will be dismissed from the University.

ENROLLMENT RESTRICTIONS

- Students who are either on academic probation or who are subject to dismissal must enroll in at least 14 units of coursework, and up to the minimum number of units to reach satisfactory academic progress (unless the student is approved for a decreased course load), and may not take classes on a Pass/No Pass grading basis (unless the course is offered on that basis only).

Student Responsibility

COURSE REGISTRATION

With the guidance of Student Affairs Officers, students are ultimately responsible for their quarterly course registration. This includes registering in courses that correspond to their degree requirements and meeting the School of Music's enrollment deadlines (p. 2).

Enrollment Appointments

Enrollment at UCLA occurs over the span of 3 passes time periods: priority, first, and second. Based on units completed and priority status, appointments are assigned randomly within pass time periods. Exact enrollment times are available through MyUCLA; it is the student's responsibility to check their enrollment appointments and register on time. Priority Pass allows students to enroll up to 10 units; First Pass allows students to enroll in up to 10 units; Second Pass allows students to enroll in up to study list unit maximum.

ACADEMIC ADVISING

The Office of Student Affairs provides drop-in advising throughout the week during *specified* hours. Students are encouraged to make advising appointments for issues/concerns requiring more time and attention. Students should email their academic advisor to make an appointment. *Freshmen and transfer students are strongly recommended to meet with the undergraduate advisor at least once a quarter during their first-year.*

DEGREE AUDIT REPORTING SYSTEM (DARS)

DARS is used to review the credit students have earned and determine which requirements of their degree are outstanding. Students are responsible for periodically (at least once per quarter) checking their degree audit to ensure requirements are met. To view an audit, a student must:

1. Log on to MyUCLA (my.ucla.edu).
2. At the top right-hand corner, open "Academics" link.
3. Under "Academic Profile," select "Degree Progress/Audit Report."
4. Once on the Degree Audit Self Service page, select "New Audit."
5. Run a new audit by selecting "Run Current Program."
6. Click "Run Audit."

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

FERPA is a federal law that protects the privacy of student education records. Under FERPA, the University cannot release information about a student to third parties, including parents/family members. Student consent is required to grant third party access to view various academic records. Please note: third party access does not imply full access. Family members who wish to discuss a student's progress with an academic advisor must obtain further approval on a case-by-case basis by the student via a signed waiver available at the Office of Student Affairs.

ACADEMIC CORRESPONDENCE

Email correspondence with Student Affairs Officers is confidential. All correspondence must include a subject line, name, and UID. Students should ensure their email addresses are updated through MyUCLA.

CHANGE OF MAJOR

Students who wish to change their major must notify their academic advisor immediately, and submit a Change of Major petition to the School or College of their new major. Students MAY NOT remain a School of Music major while not taking courses for School of Music or major progress, or completing prerequisites for a new major. Once a student decides not to enroll in the normal progression of School of Music requirements and has earned no more than 90 units, the student should declare an “undeclared major” in the College of Letters & Science. Students who have exceeded 90 units must immediately meet with their academic advisor to come up with a plan to exit the major. Failure to declare an “undeclared major” or pre-major, or meet with their academic advisor will result in a “hold” on a student’s records, restricting future registration and enrollment at UCLA.

STUDY ABROAD

Students interested in studying abroad during the academic year must meet with their academic advisor for procedures and clearance.

SCHOLARSHIPS

Students receiving School of Music departmental scholarships must abide by scholarship requirements outlined in their offer letters. Students who change majors or do not fulfill scholarship requirements are subject to scholarship cancellations. All scholarship charges to a student’s BruinBill are the responsibility of the student.

Continuing students interested in continuing their departmental aid or requesting additional aid for the following academic year must submit a “Continuing Student Scholarship Request Form” application during winter quarter.

GRADUATION

All graduating seniors are strongly encouraged to meet with their academic advisor two quarters before they intend to graduate to discuss plans for degree completion. Additionally, it is the graduating seniors’ responsibility to monitor their degree progress as they approach graduation and work with their academic advisor to ensure degree completion.

All students who complete 160 units must identify and declare the term they are expected to graduate through MyUCLA. The last day to declare candidacy for the current term (with fee depending on units completed) is Friday of the second week of classes. Fees are implemented when students change their degree terms.

Degree Requirements

UNIVERSITY REQUIREMENTS

Entry-Level Writing or English as a Second Language (ESL)

Entry-Level Writing is the only requirement for graduation that students must satisfy before entering UCLA or during their first year in residence.

American History and Institutions

The American History and Institutions requirement is based on the principle that a U.S. citizen attending an American university should understand the history and public institutions of the U.S. under the federal and state constitutions.

SCHOOL REQUIREMENTS

Unit Requirement for Graduation

The minimum number of units for the Bachelor's degree is 180 (counting Advanced Placement units) and a maximum of 216 units (not counting Advanced Placement units). Of the 180-216 units, 60 units must be upper division (numbered 100-199) and up to eight units of 300 level courses may be applied toward the degree for Music Education majors.

Writing I

Students who have not been exempted from Writing I, should complete English Composition 3 at UCLA within the first three quarters of residency. For more information about how to fulfill this requirement, visit the general catalog online.

Writing II

One course from the list of approved Writing II courses (available online, through degree audits, or in the General Catalog). Musicology students fulfill Writing II via a major requirement: MUSCLG 12W.

Quantitative Reasoning

Students must complete one course from the list of approved quantitative reasoning courses (available online, through degree audits, or in the General Catalog).

Foreign Language

All students must complete at least level 3 of a foreign language at UCLA. The requirement must be completed within the first six terms of residence. For more information about how to fulfill this requirement, visit the general catalog online. Note: Music and Music Education majors have specific foreign language requirements, so please review the General Catalog for further information.

Diversity

Students must complete one course from the faculty-approved list of diversity courses (available online, through degree audits, or in the General Catalog).

General Education

Herb Alpert School of Music students must complete eight general education courses (a minimum of 38 units) with an average grade of "C" (2.0) or better. Transfer students who have completed IGETC or transfer students who have completed General Education Requirements at another UC campus prior to being admitted to UCLA are not required to complete the School's GE requirements. Transfer students

who entered with partial IGETC must complete their requirements by the summer of their first year at UCLA. Courses must be taken from all three areas of UCLA's General Education program as follows:

- A. Foundations of the Arts and Humanities: Three courses from: 1) Literary and Cultural Analysis, 2) Philosophical and Linguistic Analysis, and 3) Visual and Performance Arts Analysis and Practice. Courses in the student's major field may meet these requirements.
- B. Foundations of Scientific Inquiry: Two courses in either (different departments) or both subgroups: 1) Life Sciences and 2) Physical Sciences.
- C. Foundations of Society and Culture: Three courses at least one from each of the two subgroups: 1) Historical Analysis and 2) Social Analysis.

MAJOR REQUIREMENTS

In addition to the University and School requirements, all students must also fulfill major requirements. To obtain a full list of major requirements, please reference the General Catalog on the Registrar's Office website and pick up a program Check Sheet available on the School of Music website. If you have questions, please ask your academic advisor.

Majors within the School of Music are designated capstone majors. Through preparation for and execution of their senior capstone projects, students demonstrate a level of proficiency appropriate for their role in department.

A Note About the Music Theory Placement Test

All entering students (freshmen and transfer) in Music, Global Jazz Studies and Musicology are required to take the Music Theory Assessment Examination either during New Student Orientation or during zero week of Fall Quarter. The examination score is used to determine eligibility and placement in first-year music theory course (Music 20A or 21A). Examination results may require enrollment in Music 3 as a requisite to 20A or 21A.

A Note About Ensembles

Ethnomusicology majors should attend several ensembles in which they're interested during Week I to determine requirements to be in the classes (e.g. auditions). Instrumental Music and Music Education majors (except piano, voice, guitar, and organ) are advised to visit <http://www.uclaorchestras.com/audition-info.php> for information about auditions. Piano and Voice Music and Music Education students who wish to do chorale or chamber singers should contact Professor James Bass directly. Voice students who wish to do opera should contact Professor Peter Kazaras directly. Guitar and Organ students may choose to do chorale, the Early Music Ensemble (EME) in Musicology, or an Ethnomusicology ensemble; if students choose EME or Ethnomusicology ensembles, they must get studio approval and then petition to the department for credit.

Resources

Bruin Resource Center
Student Activities Center, Suite B44
310-825-3945

Center for Accessible Education
A255 Murphy Hall
310-825-1501

Dashew Center for International Students & Scholars
106 Bradley Hall
310-825-1681

Equity, Diversity, and Inclusion
2255 Murphy Hall
310-825-3935

Lesbian, Gay, Bisexual, Transgender Resource Center
Student Activities Center, Suite B36
310-206-3628

Undergraduate Writing Center
A61 Humanities Bldg
310-206-1320

Career Center
501 Westwood Plaza, Strathmore Building
310-206-1915

Counseling & Psychological Services (CAPS)
John Wooden Center West
221 Westwood Plaza 310-825-0768

Dean of Students Office
1206 Murphy Hall
310-825-3871

Financial Aid and Scholarships
A129 Murphy Hall
310-206-0400

Scholarship Resource Center
233 Covell Commons
310-206-2875