



In this guide

1. Action Items for Incoming Students.....	3
2. FYI & Reminders.....	4
3. The MM Graduate Program	
a. Overview of Program Administrative Structure.....	5
b. Program Requirements.....	6
c. Program Checklists.....	7
4. Degree Milestones	
a. Foreign Language Requirement.....	11
b. Constitution of Master's Committee.....	12
c. Final Recital Program Approval.....	13
a. Final Recital Program Approval: Repertoire.....	14
b. Final Recital Program Approval: Printed Program.....	15
d. Scheduling the Final Recital.....	16
e. Advancement to Candidacy.....	17

Action Items for Incoming Students

Before School Starts

Plan to arrive in Los Angeles by mid-September if you are a *California resident* **OR** September 1 if you are a *non-resident*.

Foreign Language Requirement

You will be required to demonstrate proficiency in German, French, Italian, or Spanish as the first formal step towards the degree. Begin thinking now about what would benefit your studies and how you may want to fulfill this requirement (see pg. 10). Since there are different ways to fulfill this, each with their own timelines, it's important to strategize early.

Residency

If you are a U.S. citizen and not a California resident, you must make an appointment to visit the Residency Deputy in 1105 Murphy and/or consult the website: <http://www.registrar.ucla.edu/Fees-Residence/Residence-Requirements/Residence-Determination> to prepare to establish California residency. You will need to begin establishing legal ties to California in order to attain residency, and the Residence Deputy will direct you on this process.

Contact Information

When you arrive, make sure you update your mailing address, phone contact, and email address information on your MyUCLA. Our office will use these official contacts as the primary way of communication.

Financial

Set up Bruin Direct to have the balance of your BruinBill account deposited directly into your checking account; see <https://www.finance.ucla.edu/payroll/faculty-staff-info/choosing-direct-deposit>. Check your BruinBill account regularly.

Orientation

You will be asked to attend an orientation meeting with the Department's Chair, the Faculty Graduate Advisor (FGA), and the Music Graduate Student Affairs Officer (SAO) a few days before school starts. Bring your questions about any aspect of the graduate program, including immediate planning and registration issues.

English as a Foreign Language (ESL)

If you are a non-native English speaker, please review the guidelines for UCLA's English requirements: <https://grad.ucla.edu/admissions/english-requirements/>.

If your graduate admissions checklist states you have to take the ESL Placement Exam (ESLPE), please do so in the fall or winter quarter of your first year.

In addition, please review the guidelines for the Test of Oral Proficiency (TOP) exam at <http://www.oid.ucla.edu/training/top>. Take the test in the spring quarter of first year to be eligible to TA.

FYI & Reminders

- ✓ Check your Billing and Accounts Receivable (BAR) account every month on BruinBill. Pay bills by the 20th of the month to avoid holds. Typical charges you might see will be Ashe Center charges and library fees.
- ✓ All students who will be TAing for our department for the first time are required to take Music 495 (Introductory Practicum for Teaching Apprentices), which lays the foundation for our history of teaching excellence. All TAs must also enroll in Music 375 (Teaching Apprentice Practicum) in each quarter they TA for the department.
- ✓ Please note that if you work over 50% on campus, you will need to see your SAO about putting an Authorization to Work over 50% form on file, which must be approved by the Department Chair.
- ✓ For those interested in attending a conference, there are funding resources available. Please apply for this funding opportunities in this order:

The Herb Alpert School of Music also provides a **Student Opportunity Fund** for reimbursement of expenses related to travel for research, performances, classes, camps, and conferences up to \$800 per academic year. More information here:

<https://www.schoolofmusic.ucla.edu/ucla-herb-alpert-school-of-music-student-opportunity-fund-application>

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The MM Graduate Program

Overview of Graduate Study Administrative Structure

The Academic Senate, Graduate Council, and Graduate Division

It is important to understand the overall structure of graduate study at UCLA in order to better understand the program and the resources available to you.

The UCLA Academic Senate operates as a legislative body and a system of appointed, faculty-run committees for UCLA, one of which is the Graduate Council.

The Graduate Council creates policy for all graduate education at UCLA and comprises twenty faculty members, four graduate student representatives (appointed by the Graduate Student Association), Graduate Division deans, directors, and principal staff. This council recommends changing or creating degree programs and periodically reviews and evaluates all graduate programs of study.

The Graduate Division is responsible for executing the policy set by the Graduate Council and for the overall quality and progress of graduate education on campus. This includes the program requirements on the following pages. Throughout your time here, you will interact with the Graduate Division on funding, degree milestones, and the awarding of your degree. You've already worked with them through the admissions process.

Our Music program requirements are crafted by the department and formalized through Graduate Division and the Graduate Council. As a result, our program is subject to the Graduate Division's Standards & Procedures, which are available on their website: <https://grad.ucla.edu>

As a graduate student at UCLA, you may regard the program requirements and the Graduate Division's S&P as your contract with the university.

The Faculty Graduate Advisor

The Faculty Graduate Advisor (FGA), with the Student Affairs Officer, tracks graduate students' degree progress, encourages timely progress, counsels students on when and how to schedule exams, and advises them in matters of professional development. The FGA also serves as the graduate students' primary advisor and periodically holds individual meetings with them. The FGA also participates with the Department Chair in the fall orientation meeting for new students. The FGA is authorized to approve student petitions requesting exceptions for which a clear precedent and a compelling rationale exist.

The Office of Student Affairs and SAO

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

As a member of the Office of Student Affairs, the Music Graduate Student Affairs Officer (SAO) provides guidance and support to Music Graduate students in areas such as monitoring degree progress, funding, and academic advising. The SAO is also the liaison between students and the Graduate Committee. The SAO is responsible for bringing student petitions to the Graduate Committee for approval, as well as meeting with the Faculty Graduate Advisor to discuss students' academic progress.

The Master of Music Graduate Program

Program Requirements

All programs:

In order to fulfill the MM program requirements, you:

1. Must complete a minimum of 68 units,
 1. 16 units must be completed at the 200 level, 40 units at the 400 level, and 6 units at the 500 level (the additional 6 units are electives).
2. Fulfill the foreign language requirement, if applicable (see pg. 14)
3. Complete the final recital

Degree Milestones

In addition to the required coursework, students must complete a series of degree milestones on a timely basis; see section 5 for more information:

1. Foreign Language Requirement, if applicable
2. Constitution of Master's Committee
3. Final Recital Program Approval
 1. Repertoire
 2. Printed Program
4. Scheduling the Final Recital
5. Advancement to Candidacy

These program requirements and degree milestones for each specialization are further outlined on the following pages.

See the Program Requirements on the Graduate Division website for more information:

<https://grad.ucla.edu/programs/herb-alpert-school-of-music/music/>

The Master of Music Graduate Program

Program Checklists

Instrumental/Vocal Performance

Core Courses	Title	Total Units
MUSC 202:	Analysis for Performers	4
MUSC 203:	Notation and Performance	4
MUSC 204:	Music Bibliography for Performers	4

Courses	Title	Total Units
MUSC 261A-F:	Problems in Performance Practices: Various	4
MUSC 400-level performance instruction (6 units/quarter)	1. 2. 3. 4. 5.	30
MUSC 400-level performance organizations	1. 2. 3.	6
MUSC 595A:	Preparation of Master's Recital	6
*Electives	1. 2. 3.	6

INSTRUMENTAL STUDENTS:

2 quarters of MUSC C485:	Chamber Ensemble (1 unit each)	2
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VOCAL STUDENTS:

2 quarters of MUSC C458:	Advanced Vocal Repertoire, Diction, and Interpretation (2 units each)	4
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*Electives are chosen from Music 261A through 261F, C267, 270E, 270F, 401, 596D, courses in pedagogy, Musicology 250, Ethnomusicology 271, 273, 275, 279 or other appropriate graduate courses selected with advisement.

NOTE: Orchestral string players must take three additional terms of Music C480E, which may be counted toward the elective units.

NOTE: Keyboard specialists must take three additional quarters of Music C485 in lieu of the performance organization requirement and must collaborate with at least one vocalist or vocal ensemble, one wind player or wind ensemble, and one string player or small string ensemble.

The Master of Music Graduate Program

Program Checklists

Jazz Performance

Core Courses	Title	Total Units
MUSC 202:	Analysis for Performers	4
MUSC 203:	Notation and Performance	4
MUSC 204:	Music Bibliography for Performers	4

Courses	Title	Total Units
MUSC 261J:	Problems in Performance Practices: Jazz	4
5 quarters of MUSC 466:	Graduate Instruction in Performance: Jazz (6 units each)	30
6 quarters of MUSC 486:	Jazz Ensemble (2 units each)	12
MUSC 595A:	Preparation of Master's Recital	6
*Electives (4 units worth)	1. 2.	4

*Electives are chosen, with advisement, from upper division or graduate coursework from Ethnomusicology, Music, or Musicology.

The Master of Music Graduate Program

Program Checklists

Collaborative Piano

Core Courses	Title	Total Units
MUSC 202:	Analysis for Performers	4
MUSC 203:	Notation and Performance	4
MUSC 204:	Music Bibliography for Performers	4

Courses	Title	Total Units
MUSC 261A-F:	Problems in Performance Practices: Various	4
MUSC 400-level performance instruction (6 units each)	1. 2. 3. 4. 5.	30
2 quarters of MUSC C458:	Advanced Vocal Repertoire, Diction, and Interpretation (2 units each)	4
2 quarters of MUSC C455:	Instrumental and Piano Duo Repertoire	4
MUSC C450:	Keyboard Skills for Pianists	2
MUSC 400-level performance organization	1.	2
MUSC 595A:	Preparation of Master's Recital	6
*Electives:	1. 2.	4

*Electives are chosen from Music 261A through 261F, C267, 270E, 270F, 401, 596D, courses in pedagogy, Musicology 250, Ethnomusicology 271, 273, 275, 279 or other appropriate graduate courses selected with advisement

The Master of Music Graduate Program

Program Checklists

Conducting

Core Courses	Title	Total Units
MUSC 202:	Analysis for Performers	4
MUSC 203:	Notation and Performance	4
MUSC 204:	Music Bibliography for Performers	4

Courses	Title	Total Units
MUSC 261A-F:	Problems in Performance Practices: Various	4
MUSC 400-level conducting instruction (6 units each)	1. 2. 3. 4. 5.	30
*2 quarters of MUSC C458:	Advanced Vocal Repertoire, Diction, and Interpretation (2 units each)	4
MUSC 400-level performance organization (2 units each)	1. 2. 3.	6
MUSC 595A:	Preparation of Master's Recital	6
**Electives:	1. 2.	4

*May substitute 2 additional quarters of 400-level performance organizations for the C458 requirement

**Electives are chosen from Music 261A through 261F, C267, 270E, 270F, 401, 596D, courses in pedagogy, Musicology 250, Ethnomusicology 271, 273, 275, 279 or other appropriate graduate courses selected with advisement

Degree Milestones

Foreign Language Requirement

Students in **voice, collaborative piano, and choral conducting** are required to demonstrate reading knowledge of one foreign language from German, French, Italian, or Spanish. Students are informed of the language requirement upon admission to the program, and should choose their language, in consultation with their major teacher and the FGA.

The methods for fulfilling the requirement may include, but are not limited to: (1) completing three quarters of UCLA foreign language instruction in the same language, or the IG language study course, with a minimum grade of a B; (2) passing a language examination administered by a foreign language department, placing into level four or higher; or (3) demonstration of previously acquired language skills through documentation or an examination. Students specializing in repertoire in which another language is vital may petition to use another language.

This requirement must be completed before the student can Advance to Candidacy for the MM degree.

Degree Milestones

Constitution of Master's Committee

As the comprehensive exam for the MM degree, students are expected to present a Final MM Recital. This will normally take place in the student's last quarter in the program.

Students can concurrently work on constituting their Master's committee and finalizing their recital program with their major teacher.

Constitution of Master's Committee

It is the students' responsibility to put together a faculty committee to evaluate their Final Master's Recital. The committee is composed of three faculty members, consisting of:

1. The major teacher.
2. One other department faculty member in related area of instruction

NOTE: Jazz Performance students: at least one member must be affiliated with Jazz Studies.

The student must contact all of the committee members personally and ensure that all committee members are able to attend the final recital, as they will be evaluating the concert on a Pass/No Pass basis. Once the student has received confirmation that their three faculty members agree to be on their committee, the student must submit a **MM Recital Committee Request form** to the SAO. This form will list the proposed faculty members for the committee and must be approved by the major teacher and the Graduate Committee. Students' recital committees should be approved by Graduate Committee before submitting a recital program approval request.

Degree Milestones

Final Recital Program Approval

Upon approval of the constitution of the MM recital committee, the student and the major teacher work together to draft the recital program (see *Repertoire*, pg. 13). Once this is completed, the student must then submit the **Recital Program Approval Form**. This form, along with an attached copy of the program (see “Printed Program” on pg.), is given to the SAO, who will facilitate the review and approval process with the Graduate Committee. The student’s major teacher must approve the program before it is submitted to the SAO. The student is expected to submit this form at least two quarters prior to the planned recital.

If, in the opinion of a student's master teacher, the student is not prepared to present a recital at the level of what is normally expected of a student who completes the MM degree, the recital may be postponed. An audio recording of the recital is archived in the Music Library.

Approval for graduate (MM) recital programs is granted by the principal supervising teacher and one other instructor in the area (area coordinator or other ladder faculty member).

Degree Milestones

Final Recital Program Approval: Repertoire

Instrumental/Vocal/Collaborative Piano students: With the student's major teacher, the student will produce a recital program containing approximately 60 minutes of music. For **instrumentalists and vocalists**, the MM recital program should include at least one hour of music demonstrating a command of various styles and must include a work by a living composer (or written after 1970). One chamber work, if deemed appropriate or complimentary to a particular program, can be included. Shorter works to be decided at a later date must be described in generic terms, e.g. "Bach Prelude and Fugue" or "New Music Forum piece" (the composer of this work must be identified).

The works performed by all students are expected to be repertoire they have learned while in their graduate degree program at UCLA. Students may not include a work that they have performed previously in public as part of their study at another institution or at a summer festival, or that they have already studied extensively. A work learned while at UCLA but performed first elsewhere is eligible for inclusion in a graduate degree recital. If students have any questions about whether the repertoire they wish to play satisfies these requirements, they are urged to direct their questions to the Graduate Committee, via the staff Faculty Graduate Advisor, at the earliest possible date. **Voice students** will not be permitted to schedule their recital until the foreign language requirement is fulfilled.

Due to limited time available with the large performing organizations, **Orchestral and Wind Ensemble conducting students** may fulfill the conducting requirement by participation in more than one concert or event (with the designation of a capstone recital for faculty review).

Choral conducting students will be provided a minimum of 40 minutes of performance podium time (plus corresponding rehearsal time) divided as evenly as possible between the two years.

NOTE: MM recitals must take place during one of the three regular academic quarters (defined as from the first day of classes to the last day of Exam Week).

Venues

The main on-campus venues for graduate recitals are:

- Lani Hall
- Ostin Ensemble Room
- Ostin Recording Studio
- Orchestra Room (1343)
- Choral Room (1325)
- Schoenberg Hall (Piano and organ recitals only)
- Organ Studio (Organ recitals only)

Degree Milestones

Final Recital Program Approval: Printed Program

For the program draft submitted for approval, approximate performance times must be listed for each work and most total c. 60 minutes. Drafts submitted with typos or errors will be returned for correction.

The printed program should be in formal recital format and include the student's biography and the names of all collaborating artists. It should also include the composer's name, birth and deceased years (if applicable), and complete, correct titles. The cover or face of the program must include the statement that: "This recital is in partial fulfillment for the requirements for the MM degree." The student's biography must include the information that s/he is currently studying with [teacher] in the MM program at UCLA. The printed program (see following sample) should be approved by the student's teacher or the Faculty Advisor at least two weeks before the recital. Program notes are encouraged but not required on the MM recital.

UCLA Herb Alpert School of Music Final MM Recital	
PROGRAM TITLE Student Name, instrument With accompaniments' names	

Sonata No. 10 in B flat major, K. 378	Wolfgang Amadeus Mozart
I. Allegro moderato	(1756-1791)
II. Andantino sostenuto e cantabile	
III. Rondo	
Sonata No. 1 in f minor, Op. 80 (Year)	Sergei Prokofiev
I. Andante assai	(1891-1953)
II. Allegro brusco	
III. Andante	
IV. Allegrissimo	
-INTERMISSION-	
Sonata in A major	César Franck
I. Allegretto ben moderato	(1822-1890)
II. Allegro	
III. Recitativo-Fantasia	
IV. Allegretto poco mosso	

Recital Date Location Building UCLA	
This recital is in partial fulfillment of the requirement for the Master of Music Degree. <i>Student is a student of [teacher].</i>	
<i>PROGRAM NOTES then...</i> <i>Your BIOGRAPHY.</i>	

Degree Milestones

Scheduling the Final Recital

Before any recital can be scheduled, the program must be approved by the Graduate Committee, by turning in the **Recital Program Approval Form**.

Recital venues must be reserved at least 3 weeks in advance. Students are allowed only one reservation request. If a student has more than one, they will ALL be canceled.

Graduate recitals are normally given in Jan Popper Theater, except for piano recitals, which may be in Schoenberg Auditorium. Organ recitals are presented in the Organ Studio or other appropriate venues as determined by the University Organist. Any exceptions to these policies must first receive departmental approval. Dress rehearsals in the hall must also be scheduled through Technical Services. Audio recording for archival purposes is provided.

Please see the [HASoM Student Recital Information Sheet](#) for the instructions and links needed to reserve a recital venue. The information sheet is maintained and updated regularly by the Technical Services Office and has the most up-to-date information regarding recital venue scheduling.

Once the student requests a venue, along with a date and time, an email will be sent confirming their reservation. This email will also contain a link to the Recital Questionnaire, which is due **3 weeks** prior to the student's event. Failure to complete and submit the questionnaire will result in cancellation of the reservation.

Cancellations: Should a student need to cancel their venue reservation, they should refer to their confirmation email which will contain cancellation instructions.

Degree Milestones

Advancement to Candidacy

This is the process of certifying that the student either has or will have satisfied the degree requirements by the end of the quarter in which they intend to graduate. This is usually the Spring Quarter of the second year of the program for MM students. **The Master's Advancement to Candidacy Petition** must be filed with the SAO no later than the second week of the quarter in which the student expects the degree to be awarded. Guidelines for completing this petition are available on the [Graduate Division website](#).