



Masters of Music (MM) Graduate Guidebook

UCLA

Herb Alpert
School of Music

Note to Students

Welcome!

UCLA's Masters of Music (MM) program offers advanced, specialized training for musicians aiming to excel in their craft. Designed for performers and scholars, the program provides a comprehensive curriculum that combines rigorous academic study with professional-level performance and creative opportunities. The program encourages interdisciplinary exploration, preparing students for successful careers as performers, educators, and researchers in the dynamic field of music.

This guide, designed for MM students, faculty, and staff, outlines the program's requirements and logistics. It is intended to support your success and allow you to focus on your musical and scholarly pursuits. The guide is detailed to address any questions you may have, so please take the time to read it thoroughly.

We wish you all the best on your journey of discovery.

- Department of Music

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ADMINISTRATIVE STRUCTURE

Understanding the overall structure of graduate study at UCLA will help you navigate the program and utilize its resources.

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 UCLA Graduate Council creates policy for all graduate education at UCLA. It is composed of:

- 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 executes the policies set by the Graduate Council and oversees the quality and progress of graduate education on campus, including the program requirements on the following pages. Throughout your studies at UCLA, you may interact with the Graduate Division about funding, degree milestones, and the awarding of your degree.

Our Music Department program requirements are crafted at the department level and formalized through the Graduate Division and the Graduate Council. Our program is subject to the Graduate Division's Standards & Procedures, which are available here: <https://grad.ucla.edu>. As a graduate student at UCLA, you may regard the program requirements and the Graduate Division's Standards & Procedures as your contract with the university.

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 works to recruit, matriculate and retain students at The UCLA Herb Alpert School of Music. Guided by the University's learning and teaching mission, the Office creates an inclusive space that provides comprehensive academic advising, and support services to foster student success.

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

There is no uniform language requirement.

Students in **voice**, **collaborative piano**, and **choral conducting** 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.

☑ 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](#) 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 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](#).

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](#).

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](#).



Program Checklists

UCLA

Herb Alpert
School of Music

MM Program Requirements

MM PROGRAM REQUIREMENTS

All programs:

In order to fulfill the MM program requirements, you:

1. Must complete a minimum of 68 units,
 - 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



Electives are chosen from Music 261A through 261F, C267, 270E, 270F, 401, 596D, courses in pedagogy, Musicology 248, Ethnomusicology 271, 273, 275, 279 or other appropriate graduate courses selected with advisement.

Jazz Performance electives are chosen, with advisement, from upper division or graduate coursework from Ethnomusicology, Music, or Musicology.

NOTE: Conducting students may substitute 2 additional quarters of 400-level performance organizations for the C458 requirement

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.

Master of Music (MM) Program Checklist

Instrumental/Vocal Performance

Core Courses	Title	Total Units
MUSC202:	Analysis for Performers	4
MUSC203:	Notation and Performance	4
MUSC204:	Music Bibliography for Performers	4

Courses	Title	Total Units
MUSC261A-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:	Chamber Ensemble (1 unit each)	2
2 quarters of MUSC C485:		
VOCAL STUDENTS:	Advanced Vocal Repertoire, Diction, and Interpretation (2 units each)	4
2 quarters of MUSC C458:		

*Electives are chosen from Music 261A through 261F, C267, 270E, 270F, 401, 596D, courses in pedagogy, Musicology 248, 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.

Master of Music (MM)

Program Checklist

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.

Master of Music (MM) Program Checklist

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 248, Ethnomusicology 271, 273, 275, 279 or other appropriate graduate courses selected with advisement

Master of Music (MM)

Program Checklist

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 248, Ethnomusicology 271, 273, 275, 279 or other appropriate graduate courses selected with advisement



Degree Milestones

Degree Milestones

In addition to the required coursework, students must complete the following degree milestones on a timely basis:

- Foreign Language Requirement
- Constitution of Master's Committee
- Final Recitals:
 - i. Recital Checklist and Deadlines
 - ii. Program Approval Process
 - iii. Sample Program
 - iv. Recital Scheduling
 - v. Final Recital Notes
 - i. Repertoire
 - ii. Venues
 - vi. Advancement to Candidacy

For more information, see this page on the Graduate Division website:

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



WHAT TO EXPECT:

In the following pages, we will outline and provide a detailed explanation of the key milestones required for completing your degree. Each milestone will be thoroughly discussed to give you a clear understanding of the expectations, timelines, and necessary steps for successful progression through the program.

Foreign Language Requirement

There is no uniform 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 foreign language requirement include:

- Completing three quarters of UCLA foreign language instruction in the same language. Levels 1 and 2 can be taken pass/no pass or for a letter grade. Level 3 of the language must be taken for a letter grade and completed with a minimum grade of B or higher.
- Passing a language examination administered by a UCLA foreign language department. Placement exams will need to be completed with a grade of Level Four or higher. The language exam options are listed below:

☐ Spanish:

- [Spanish Placement Exam](#)
- [Spanish Exemption Exam](#): For students that know they can pass at a level 4 or higher (the writing and speaking rubrics, exam format and test dates are listed on the link.)

NOTE:

- Spanish Exemption Exam has specific test dates within each quarter.
- Students may complete Part 1 (Listening, Vocabulary, and Grammar) at any time during the academic year and the summer. Part 2 (Writing and Speaking) is only available during Fall, Winter and Spring Quarters during the specific dates – no exceptions. Part 2 is not available during the summer.

☐ French, Italian, German:

- [Placement exam link](#)

NOTE:

- For German, students need to use the link for German 4-6 and place in at least a level 4.

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

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.

Final Recital

It is important that students begin working on planning their programs and building their recital committees at least two quarters in advance to ensure that they have ample time to prepare for their Final Recital.

All recital programs and committee requests are due no later than the end of Fall quarter.

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

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.

All MM final recitals will be held in Spring quarter.



Recital Requirements

RECITAL REQUIREMENTS

(Continued...)

Recital Checklist and Deadlines

Fall Quarter

- ✓ Obtain Recital Guidebook during finals week.
- ✓ Attend the Recital Information Meeting (held via zoom). If the student is unable to attend the Recital Information Meeting, they will be required review the meeting recording and Recital Guidebook, as well as pass a comprehension test as a substitute for attendance.

Week Before Winter Quarter

- ✓ Register for Recital Scheduling Appointment. Registration links will be distributed via the listservs.
- ✓ The schedule of appointments will be distributed within 48 hours after the registration link closes.

First Week of Winter Quarter

- ✓ Recital Scheduling Appointments begin in Events Staff Office (Schoenberg 2738).
- ✓ Select a recital date with the Department of Music Events Manager.

Four (4) Weeks Before Recital Date

- ✓ Last chance to change or cancel the scheduled recital date.
- ✓ Have the Recital Program “print-ready” and have your individual instructor proofread for typographical errors.
- ✓ For special instrument or AV needs (harpsichord, projection, etc.), email Events Staff (recitals@schoolofmusic.ucla.edu)
- ✓ If the equipment you require for your recital exceeds the standard recital equipment as listed on page 4 of the Recital Guidebook, “Standard Recital Support”, email the Events Staff (recitals@schoolofmusic.ucla.edu) at least 4 weeks prior to the recital date.

Three (3) Weeks Before Recital Date

- ✓ Confirm your grading faculty members.
- ✓ If desired, email Events Staff (recitals@schoolofmusic.ucla.edu) a headshot to include on your recital webpage.

One (1) Week Before Recital Date

- ✓ Print Recital programs (at least 30 programs).
- ✓ Remind the grading faculty members of the recital date and time; provide the livestream link if they will not be able to attend in-person.

Recital Day

- ✓ Bring printed Recital programs to the recital.
- ✓ Show up early to the recital reservation to begin warm-up and prepare.
- ✓ Inform the production staff of your whereabouts in case they have any questions.
- ✓ Enjoy and have a successful recital!

Recital Requirements

RECITALS

Program Approval

Fall Quarter of 2nd Year:

Step 1: Submit the [MM Recital Committee Request Form](#)

Step 2: Submit the program and [MM Recital Program Approval Form](#)

Spring Quarter of 2nd Year:

Once the student has completed their recital, they will need to send their recital committee the below form.

Step 3: Submit the [MM Final Recital Form](#)

This form is required for the student's committee to signify the student has passed the recital and provide their own comments.

THE STUDENT IS RESPONSIBLE FOR INITIATING THE FORM FOR THEIR COMMITTEE.

Once the student submits their form, it will be sent to all members of their committee. The student will get a final copy once all members have submitted their comments. The SAO will also receive a copy.

Students will NOT be eligible to earn their MM until all members of their committee have signed the form.

Recital Requirements

RECITALS

Sample Program

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.
Student is a student of [teacher].

PROGRAM NOTES then...
Your BIOGRAPHY.

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.

Recital Requirements

RECITAL REQUIREMENTS

Recital Scheduling

Recitals will be scheduled during the first week of Winter quarter, students may schedule their recital date and time with the Events Staff.

Those students not attending the Recital Meeting or who have not passed the comprehension test, will not be issued a recital booking appointment.

If you desire or are required to have a recital date within the second or third weeks of Winter quarter, you may schedule a date with the Events Staff any time after registering for the appropriate class. Recitals given during the early portion of terms are highly encouraged because of the heavy concert schedule at the end of each quarter.

Scheduling Procedures

- 1. Attend the Recital Information Meeting:** Students must either attend the recital information meeting, or pass the comprehension test BEFORE their recital can be scheduled.
- 2. Make a Scheduling Appointment:** Request a scheduling appointment online via the link provided. Appointments are assigned based on the recital type (Capstone first, Junior second), then the order in which the online form is submitted. Please prepare at least 5 preferred recital dates prior to the schedule appointment.

The online form will open two business days prior to the start of Winter quarter and close before the beginning of Winter instruction. Appointment times will be emailed within 48 hours of the form closing.

- 3. Date Selection:** Arrive at the Events Staff Office (Schoenberg 2738) five minutes before the scheduled appointment time. To facilitate the process, please discuss several date/day options with your applied-music instructor and collaborative artists before your appointment. If the student arrives after the appointment time, they will be required to wait until the next available break in the schedule.
- 4. Date Confirmation:** Verify your date and time with your applied-music instructor and collaborative artists. If an adjustment in date/time is necessary, see the Events Staff in person within one (1) week of scheduling your date.

Recital Requirements

RECITAL REQUIREMENTS

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.

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).

Recital Requirements

RECITAL REQUIREMENTS

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)

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** will be sent by the SAO via email and must be filed submitted 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](#).



Closing Thoughts

As you conclude your review of the Graduate Guidebook, we encourage you to keep in mind the action items, program checklists, and recital information provided. These resources are designed to help you navigate your academic journey with clarity and confidence.

We wish you every success in your graduate studies and encourage you to reach out to your advisors and faculty members for guidance along the way. Stay engaged, stay organized, and embrace the opportunities ahead.

- Department of Music