



## Musicology Master of Arts (M.A.)/Doctor of Philosophy (Ph.D.) Graduate Guidebook

## Welcome Musicology Graduate Students!

As a training-ground for the next generation of adventurous, inventive music scholars, our Ph.D. program develops students' creative and critical voices in a wide variety of chosen subfields; provides them with rich opportunities for establishing intellectual and professional networks; and gives them pedagogical training and experience second to none. Our graduate seminars explore topics and theories, including voice studies, musical nationalism, contemporary opera, music and trauma, music and migration, music and Disney, and hands-on explorations of "public musicology". Current graduate research interests include (but are by no means limited to!) music and algorithms, AI and intellectual property policy, sound and meme culture, music and drag, K-pop, choral singing at HBCUs, vocal processing in hyperpop, Emo and Punk in the San Gabriel Valley, Rap and Afrofuturism, ludomusicology, real and imagined soundscapes, propaganda music in WWII, and the musical and cultural origins of New Age music.

As you embark on your academic journey in our Ph.D. program, we encourage you to take full advantage of the resources and opportunities available. This guidebook is designed to help you navigate the program and make the most of your time here. Whether you are engaging in research, collaborating with peers, or exploring new musical frontiers, we are confident that your experience will be both challenging and rewarding. Welcome to a vibrant community where creativity, scholarship, and innovation are at the heart of everything we do.

We look forward to supporting you every step of the way.

– Department of Musicology

## Department of Musicology Mission Statement

The mission of the UCLA Department of Musicology is to make the world better—and better understood—by fostering transformative critical engagement with music and musical practices.

We define music as broadly as possible, understanding music not only as text, sound, communication, and social structures, but also as energetic and material practices. Construing musicology as a humanistic endeavor, we seek to integrate musical/cultural theory and analysis; historiography, ontologies, and epistemologies; hermeneutics and ethnography; and critical, experimental, and creative practices.

Core activities in support of this mission include creating and maintaining a world-class independent faculty of music research scholars, and training and mentoring the next generation of musicologists, whether destined for academia or for careers outside it. We do so by offering the PhD in Musicology as well as an undergraduate major and minor in Musicology, which share curricular elements and core practices with Music Industry, Ethnomusicology, Performance, Composition, and Music Education programs in the Herb Alpert School of Music.

The Department of Musicology provides a broad range of course offerings from early music through contemporary music styles such as blues, Motown, musical theater, contemporary and experimental opera, film music, rock, punk, and EDM. Our curriculum engages important and timely topics such as music's relation to politics, gender, identity, race and ethnic studies, trauma studies, disability studies, voice studies, data science, and sound studies. We advance this range of perspectives through all our activities, in research centers and conferences, and through named lectureships, student publications, community engagement, and musical performance, the latter through the department's Early Music Ensemble and other offerings in the School.

### **Members of our faculty**

- Share appointments in Ethnomusicology, Music Industry, Disability Studies, LGBTQ Studies, and the Division of Humanities.
- Lead the Lowell Milken Center for Music of American Jewish Experience,
- Engage in community-engaged work, advising nonprofit organizations and projects such as the Marshallese Educational Initiative, Orchestra Santa Monica's We Gather: Black Life in Santa Monica, told through Music, Visuals, and Narrative, and Pacific Sound and Vision.
- Are active as public intellectuals in greater Los Angeles, lecturing for LA Opera's public interfaces, hosting the Punkast Series podcast, and appearing with other groups.
- Have won major awards such as the American Musicological Society's Otto Kinkeldey, Alfred Einstein, Ruth A. Solie, Philip Brett, and Noah Greenberg Awards, the George Jean Nathan Award for Dramatic Criticism, the Edie Turner First Book Prize in Ethnographic Writing, and the Natalie Zemon Davis Prize of the Sixteenth Century Society.

# Table of Contents

|     |                                                           |    |
|-----|-----------------------------------------------------------|----|
| 1.  | <a href="#"><u>Action Items for Incoming Students</u></a> | 5  |
| 2.  | <a href="#"><u>Reminders for Incoming Students</u></a>    | 7  |
| 3.  | <a href="#"><u>Administrative Structure</u></a>           | 8  |
| 4.  | <a href="#"><u>Program Checklists</u></a>                 | 10 |
| 1.  | <a href="#"><u>Full Track</u></a>                         | 11 |
| 2.  | <a href="#"><u>Advanced Track</u></a>                     | 12 |
| 5.  | <a href="#"><u>Year-By-Year Overview</u></a>              | 13 |
| 6.  | <a href="#"><u>Year-By-Year Overview Breakdown</u></a>    | 14 |
| 1.  | <a href="#"><u>First Year</u></a>                         | 15 |
| 2.  | <a href="#"><u>Second Year</u></a>                        | 16 |
| 3.  | <a href="#"><u>Third Year</u></a>                         | 17 |
| 4.  | <a href="#"><u>Fourth Year</u></a>                        | 18 |
| 5.  | <a href="#"><u>Fifth Year</u></a>                         | 19 |
| 7.  | <a href="#"><u>Degree Milestones</u></a>                  | 20 |
| 1.  | <a href="#"><u>Full Track Degree Milestone</u></a>        | 21 |
| 2.  | <a href="#"><u>Advanced Track Degree Milestone</u></a>    | 22 |
| 8.  | <a href="#"><u>Timeline to Candidacy</u></a>              | 23 |
| 13. | <a href="#"><u>Foreign Language Requirement</u></a>       | 24 |
| 14. | <a href="#"><u>Navigating 590 Course</u></a>              | 25 |
| 15. | <a href="#"><u>Comprehensive Exam</u></a>                 | 26 |
| 16. | <a href="#"><u>Written Qualifying Exam</u></a>            | 28 |
| 17. | <a href="#"><u>Constitution of Doctoral Committee</u></a> | 29 |
| 18. | <a href="#"><u>University Oral Qualifying Exam</u></a>    | 30 |
| 19. | <a href="#"><u>Final Oral Defense &amp; Filing</u></a>    | 31 |
| 20. | <a href="#"><u>Support and Awards</u></a>                 | 32 |
| 21. | <a href="#"><u>Graduate Guidebook Closing</u></a>         | 36 |

## Action Items for Incoming Students

### Arrival timeline & Residency

Please note that establishing CA residency and ensuring IRS compliance (for those who need to) is crucial, and failure to do so has severe consequences for funding (please see your funding offer letter). Make sure you understand this information and follow the instructions below; if you have questions, contact the SAOs immediately. Do not procrastinate about resolving issues pertaining to residency. This is your responsibility. It is very important that you attend informational meetings and check and respond to your email every business day. All modes of communication are meant to support you in this process.

**U.S. Citizens (California residents):** If you are a California resident, plan to arrive in Los Angeles by mid-September.

**U.S. Citizens (non-California residents):** Plan to arrive by September 1 and schedule an appointment with the Residency Deputy in 1113 Murphy or review the website to begin establishing California residency. The Deputy will guide you through creating the required legal ties to the state.

**International Students:** Plan to arrive by September 1. While you don't need to establish residency, you must complete the online [GLACIER Tax Summary Report](#) and submit the required documents to [Payroll Services](#) to ensure IRS compliance.

### Contact Information

When you arrive, be sure to update your mailing address, phone contact, and email address information on your MyUCLA. Our office will rely on this contact information in order to reach you, so please be sure it is accurate. Please note that email is the default official mode of communication for all matters of general and individual information, including changes in policy and notifications of deadlines and other areas of immediate or imminent concern. It is your responsibility to receive and read this communication and take any actions requested in a timely manner.

### Financial

[Set up Bruin Direct](#) to have the balance of your BruinBill account deposited directly into your checking account. Check your BruinBill Billing and Accounts Receivable (BAR) account regularly. Pay bills by the 20th of each month to avoid holds. Typical charges you might see will be Arthur Ashe Student Health & Wellness Center charges and library fees.

### Foreign Language Requirement

You will be required to demonstrate proficiency in a foreign language. Begin thinking now about what would best benefit your studies and how you may want to fulfill this requirement. Since there are a few different ways of fulfilling this, it's important to strategize early. The SAO will discuss and make a plan with you early on in the process.

### 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. Your graduate admissions checklist can be found in your Graduate Admissions Portal.

In addition, please review the guidelines for the [Test of Oral Proficiency \(TOP\) exam](#). The Exam should be taken in Spring of your first year.

# Action Items for Incoming Students

## Welcome Events

### Graduate Success Summit

You are expected to attend the Graduate Success Summit with the department's Chair, Director of Graduate Studies (DGS), Office of Student Affairs (OSA), and the many campus resources a few days before school starts. Bring your questions about any aspect of the graduate program, including any immediate issues or registration concerns. This event is mandatory and takes place in person, unless otherwise communicated.

### Fall Welcome

You are expected to attend an informational School-Wide Welcome a few days before school starts. This event is mandatory and takes place in person, unless otherwise communicated.

## Reminders for Incoming Students

### Teaching Assistantship

All students who will TA for our department are required to take Musicology 495 (Introductory Practicum for Teaching Apprentices) or Ethnomusicology 495 (Introductory Practicum for Teaching Apprentices), which provides the foundation for our proud history of teaching excellence. Our teaching assistants have won departmental and university- wide awards and have gone on to excel in teaching after graduation.

Please note that if you want to work over 50% on campus, you must consult with your advisor and the Department Chair first and then see your SAO about putting an Authorization to Work over 50% form on file, which must be approved by the Department Chair.

The Division of Graduate Education (DGE) limits students to 12 quarters of TA work, beyond which students must get approval from the Department Chair (up to 15 quarters) and DGE (up to 18 quarters). Approval is contingent upon demonstration of timely progress toward degree. There is no scenario in which DGE will permit a student to TA beyond 18 quarters. As a graduate student pursuing a degree in Musicology, you are encouraged to prioritize Teaching Assistant appointments within the Department of Musicology, as these opportunities are designed to complement your academic program and support your professional development. Students considering Teaching Assistant appointments outside the department during their first 9 quarters of TA eligibility should discuss their plans with the Department in advance to be sure they align with departmental expectations and their own musicology training.

### Cultivate Relationships

We encourage you to cultivate a relationship with at least one faculty member outside the department who can serve on your doctoral committee, so keep an eye out for relevant seminars you'd like to take outside of musicology. Ask your SAO for more details on doctoral committee regulations.

### Copyright

Please be sure to protect your work. If you have any questions about copyrights, licensing, or anything related to the ownership and protection of your work, please contact the Copyright & Licensing Librarian, Martin J. Brennan at [martinjbrennan@library.ucla.edu](mailto:martinjbrennan@library.ucla.edu) or (310) 206-0039.

### University and Departmental Communication

Students are responsible for checking their email inboxes every business day for notifications from the department, school, or Division of Graduate Education (DGE), as well as other University communications, and to keep their email contact information current. As noted above, email is the preferred and default official mode of communication for all matters of general and individual concern, including changes in policy, notifications of deadlines, and other areas of immediate or imminent concern.

### A Note about Research, Written and Online Sources, and Originality:

Students should not use any forms of Generative AI for any work or activities towards earning the Ph.D., unless agreed upon in advance with the instructor.

# Administrative Structure

## Academic Senate, Graduate Council, and Division of Graduate Education (DGE)

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), Division of Graduate Education (DGE) deans, directors, and principal staff. This council recommends changing or creating degree programs and periodically reviews and evaluates all graduate programs of study.

The Division of Graduate Education 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 Division of Graduate Education on funding, degree milestones, and the awarding of your degree. You've already worked with them through the admissions process.

Our Musicology program requirements are crafted by the department and formalized through Division of Graduate Education and the Graduate Council. As a result, our program is subject to the [Division of Graduate Education Standards & Procedures](#).

As a graduate student at UCLA, you may regard the program requirements and the Division of Graduate Education Standards & Procedures as your contract with the university.

## Director of Graduate Studies

The Director of Graduate Studies (DGS) is the faculty member who oversees the department's graduate program. In particular, the DGS—along with the Student Affairs Officer (SAO), and to some extent, the Chair—tracks graduate students' degree progress, encouraging timely progress, counseling students on when and how to schedule exams, and advising them in matters of professional development. The DGS guides students in preparation for the Comprehensive exam, and works closely with the examining committees to assist, when needed, in scheduling of and preparation for the Special Field Exam (University Written and Oral Qualifying Examinations) and the Dissertation Proposal Defense (University Oral Qualifying Exam), the timing of which varies according to students' topics and previous preparation. The DGS serves as graduate students' primary faculty advisor, and is available for meetings with students, until an advising relationship is officially established with a dissertation advisor. With the Chair the DGS participates in the Fall orientation meeting for new students, oversees annual progress meetings, sends the annual progress letter after the meeting, and leads quarterly Town Hall meetings. The DGS also supervises Musicology 202 (mandatory for all graduate students) and 299 (dissertation seminar). The DGS is authorized to approve student petitions requesting exceptions for which a clear precedent and a compelling rationale exist.

## Administrative Structure

(Continued...)

### **Chair of the Department**

The Chair of the department oversees all academic and funding aspects of the department and supervises its personnel matters, including TA assignments and summer sessions, and oversees the offering of Musicology 495 (the Introductory Practicum for Teaching Apprentices). The Chair works closely with the Director of Graduate Studies (DGS), the SAO, and faculty in the active recruitment of graduate students and participates in the new student orientation at the beginning of fall quarter, in the monitoring of student progress and wellbeing throughout the year, and in reviewing the year-end progress reports. All Division of Graduate Education academic and funding petitions and exceptions must be reviewed and approved by the Chair.

### **Student Affairs Officer (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 Assistant Director of Student Affairs provides guidance and support to HASOM Graduate students in areas such as monitoring degree progress, funding, scheduling exams, 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 Graduate Faculty Advisor to discuss students' academic progress.

### **Chair's Assistant**

The Chair's Assistant serves as the department's course scheduler, events coordinator, and liaison to the Chair of Musicology. More specifically, the Chair's Assistant helps coordinate teaching and TA assignments for the academic year and teaching assignments for Summer Sessions, disperses teaching evaluations, facilitates departmental reimbursements, announces and helps organize student scholarships and fellowships, and supports departmental events, including those organized by graduate students.

### **Graduate Representative**

The Graduate Representative is a current student in the program who regularly attends Musicology Faculty Meetings in order to communicate student needs to the faculty and to keep students in the program apprised of current happenings in the School and the department. The representative is elected each year by the graduate students, generally selected from among the third-year students.



# Program Checklist

# Full Ph.D. Track

**Students completing the Full Track have no prior M.A., in musicology or related fields)**

| <b>Introductory Sequence</b>                            | <b>Units</b> |
|---------------------------------------------------------|--------------|
| MUSCLG 200A: Introduction to Music Scholarship          | 6            |
| MUSCLG 200B: Critical, Cultural, and Social Theory      | 6            |
| MUSCLG 200C: Music Aesthetics, Analysis, and Philosophy | 6            |

## MASTER'S COURSEWORK

### Graduate-Level Seminars

Musicology 248 (or 252). Students may substitute up to 1 seminar from Ethnomusicology, ETHNMUSC 206: Integrating Theory w Ethnography.

|    | <b>Units</b> |
|----|--------------|
| 1. | 4            |
| 2. | 4            |
| 3. | 4            |
| 4. | 4            |
| 5. | 4            |
| 6. | 4            |

| <b>MUSCLG M201: Repertory and Analysis</b> | <b>Units</b> |
|--------------------------------------------|--------------|
| 1. MUSCLG M201                             | 2            |

| <b>MUSCLG M202ABC: Graduate Pre-Professionalization Course</b>   | <b>Units</b> |
|------------------------------------------------------------------|--------------|
| To be taken each quarter until Comprehensive Exams are complete. | 1            |

## DOCTORAL COURSEWORK

### Graduate-Level Seminars

Musicology 248 (or 252). Students may substitute up to 1 seminar from Ethnomusicology, ETHNMUSC 206: Integrating Theory w Ethnography.

|    | <b>Units</b> |
|----|--------------|
| 1. | 4            |
| 2. | 4            |
| 3. | 4            |
| 4. | 4            |
| 5. | 4            |

| <b>MUSCLG M201: Repertory and Analysis</b> | <b>Units</b> |
|--------------------------------------------|--------------|
| 1. MUSCLG M201                             | 2            |

| <b>MUSCLG M202ABC: Graduate Pre-Professionalization Course</b>    | <b>Units</b> |
|-------------------------------------------------------------------|--------------|
| To be taken each quarter until Special Fields Exams are complete. | 1            |

# Advanced Ph.D. Track

Students who enter the program with a Master's degree in Musicology or a closely related field, or have the equivalent of this preparation, may be permitted to take an "advanced" path. Contingent upon demonstrating good academic progress such students typically take their Comprehensive exam during their first year in the program.

Please note that students who already hold a Master's degree in Musicology or a closely related field will not be awarded an M.A. due to University policy against awarding duplicate degrees.

| Introductory Sequence                                   | Units |
|---------------------------------------------------------|-------|
| MUSCLG 200A: Introduction to Music Scholarship          | 6     |
| MUSCLG 200B: Critical, Cultural, and Social Theory      | 6     |
| MUSCLG 200C: Music Aesthetics, Analysis, and Philosophy | 6     |

## DOCTORAL COURSEWORK

| MUSCLG M201: Repertory and Analysis                               | Units |
|-------------------------------------------------------------------|-------|
| 1. MUSCLG M201                                                    | 2     |
| MUSCLG M202ABC: Graduate Pre-Professionalization Course           | Units |
| To be taken each quarter until Special Fields Exams are complete. | 1     |



# Year-By-Year Overview

## Year-By-Year Overview Breakdown

*Below, please find a graphic that provides an overall view of what to think about each year you are in the program. The following pages provide more detail on these elements. Please keep in mind that every student's path is different.*

|               | Fall                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Winter                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Spring                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Year 1</b> | <p><u>DO:</u></p> <ul style="list-style-type: none"> <li>Enroll in 200A, 202 &amp; other seminars (min. 12 units)</li> <li>Non-Native English speakers: ESL placement</li> <li>Establish Intent to Remain in California (see UCLA Residency guidelines)</li> </ul> <p><u>PLAN:</u></p> <ul style="list-style-type: none"> <li>Comprehensive Exam prep – for Advanced Track Students ONLY</li> <li>Research &amp; apply for GSRM, Keck, dept. and university funding if presenting at conferences</li> </ul> | <p><u>DO:</u></p> <ul style="list-style-type: none"> <li>Enroll in 200B/other seminars (min. 12 units)</li> <li>Comprehensive Exam prep</li> <li>Research/apply for fellowships and grants</li> </ul> <p><u>PLAN:</u></p> <ul style="list-style-type: none"> <li>Comprehensive Exam prep – for Advanced Track Students ONLY</li> </ul>                                                                                                                                                                 | <p><u>DO:</u></p> <ul style="list-style-type: none"> <li>Enroll in 200A, 202 &amp; other seminars (min. 12 units)</li> <li>Enroll in 495 (Teaching Practicum)</li> <li>Apply for CA residency if out-of-state student</li> <li>Research/apply for fellowships and grants</li> <li>Enroll in 202</li> <li>Comprehensive Exam prep – for Advanced Track Students ONLY</li> </ul> <p><u>PLAN:</u></p> <ul style="list-style-type: none"> <li>Fulfill foreign language requirement</li> </ul> |
| <b>Year 2</b> | <p><u>DO:</u></p> <ul style="list-style-type: none"> <li>Enroll in 202 &amp; other seminars (min. 12 units)</li> <li>Apply for GRMs</li> </ul> <p><u>PLAN:</u></p> <ul style="list-style-type: none"> <li>Comprehensive Exam prep – for Full Track Students ONLY</li> <li>Research &amp; apply for GSRM, Keck, dept. and university funding if presenting at conferences</li> </ul>                                                                                                                         | <p><u>DO:</u></p> <ul style="list-style-type: none"> <li>Enroll in 202 &amp; other seminars (min. 12 units)</li> <li>Comprehensive Exam prep</li> </ul> <p><u>PLAN:</u></p> <ul style="list-style-type: none"> <li>GRM application</li> <li>Look into non-Musicology faculty to be on committee</li> </ul>                                                                                                                                                                                             | <p><u>DO:</u></p> <ul style="list-style-type: none"> <li>Enroll in 202 &amp; other seminars (min. 12 units)</li> <li>Comprehensive Exam</li> </ul> <p><u>PLAN:</u></p> <ul style="list-style-type: none"> <li>Look into/apply for dept. and School funding if presenting at conferences</li> <li>Look into non-Musicology faculty to be on committee</li> </ul>                                                                                                                           |
| <b>Year 3</b> | <p><u>DO:</u></p> <ul style="list-style-type: none"> <li>Enroll in 202 &amp; 597 for exam prep (12 units)</li> </ul> <p><u>PLAN:</u></p> <ul style="list-style-type: none"> <li>Take Special Fields Exam in Winter or Spring</li> </ul>                                                                                                                                                                                                                                                                     | <p><u>DO:</u></p> <ul style="list-style-type: none"> <li>Enroll in 202 &amp; 597 for exam prep (12 units)</li> <li>Take Special Fields Exam (or Spring)</li> </ul>                                                                                                                                                                                                                                                                                                                                     | <p><u>DO:</u></p> <ul style="list-style-type: none"> <li>Enroll in 202 &amp; 597 for exam prep (12 units)</li> <li>Take Special Fields Exam (or Fall of Year 4)</li> <li>Write Dissertation Prospectus</li> </ul> <p><u>PLAN:</u></p> <ul style="list-style-type: none"> <li>Appoint doctoral committee</li> <li>Schedule Dissertation Proposal Defense</li> </ul>                                                                                                                        |
| <b>Year 4</b> | <p><u>DO:</u></p> <ul style="list-style-type: none"> <li>Enroll in 202 &amp; 597 for exam prep/ 599 for dissertation writing (12 units)</li> <li>Write Dissertation Prospectus</li> <li>Consider enrolling in Dissertation Seminar (MUSCLG 299)</li> </ul> <p><u>PLAN:</u></p> <ul style="list-style-type: none"> <li>Appoint doctoral committee</li> <li>Dissertation Proposal Defense</li> <li>Apply to other funding sources</li> </ul>                                                                  | <p><u>DO:</u></p> <ul style="list-style-type: none"> <li>Enroll in 202 &amp; 597 for exam prep/ 599 for dissertation writing (12 units)</li> <li>Dissertation Proposal Defense</li> <li>Apply to DYA, after ATC</li> <li>Apply to other funding sources</li> <li>Enroll in Dissertation Seminar (MUSCLG 299)</li> </ul> <p><u>PLAN:</u></p> <ul style="list-style-type: none"> <li>Apply to DYA, after ATC</li> <li>Apply to other funding sources</li> <li>Dissertation defense and filing</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Year 5</b> | <p><u>DO:</u></p> <ul style="list-style-type: none"> <li>Enroll in 599 for dissertation writing (12 units)</li> <li>Write Dissertation</li> <li>Enroll in Dissertation Seminar (MUSCLG 299)</li> </ul> <p><u>PLAN:</u></p> <ul style="list-style-type: none"> <li>Apply to other funding sources</li> </ul>                                                                                                                                                                                                 | <p><u>DO:</u></p> <ul style="list-style-type: none"> <li>Enroll in 599 for dissertation writing (12 units) in your last quarter or submit filing fee. Please reference filing fee information.</li> <li>Enroll in Dissertation Seminar (MUSCLG 299)</li> </ul> <p><u>PLAN:</u></p> <ul style="list-style-type: none"> <li>Dissertation defense and filing</li> </ul>                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

# First Year

*You must register for at least 12 units before the end of the second week of classes each quarter, which is known at UCLA as the "Study List Deadline." If you are not enrolled in at least 12 units by the end of Week 2, you will be dropped from all courses, and will then have to petition to add courses and pay the late fee.*

## FALL, Year 1

Study List Deadline: [End of Week 2](#)

### To Do

- [Required Courses](#). You are expected to pursue full-time coursework of at least 3 seminars and 200ABC this year. To fill your 12 required units each quarter, you may take additional seminars, join ensembles across the school, or start foreign language coursework if needed. 200A and 202 are required courses. You must take M201 once before your Comprehensive Exams.
- [Residency](#). If applicable, begin to apply for California Residency by contacting the Residence Deputy in 1113 Murphy Hall, 310-825-3447, [residence deputy@registrar.ucla.edu](mailto:residence deputy@registrar.ucla.edu) and familiarize yourself with the UC's Residence Guidelines.
- [Non-Native English Speakers](#). If your admissions checklist states that you have to take the ESL Placement Exam (ESLPE), do so in the Fall or Winter quarter of your first year. Review guidelines for the TOP exam in order to be eligible to TA during your second year.

### Plan Ahead

- [Comprehensive Exam](#). Students entering with an M.A. in Musicology following the "advanced" track, which entails taking their Comprehensive exam in the first year. The topics will be made available in Fall quarter. For more information about the exam, see the Comprehensive Exam section of this guide. The dates for the seminar paper submission and the exam will be announced in the fall Comprehensive Exam email from the SAO.
- [Career Planning](#). Assume an active role in your career development by attending professional development workshops and departmental career planning and events, and seeking out resources across campus.

## WINTER, Year 1

Study List Deadline: End of Week 2

### To Do

- [Required Courses](#). You are expected to pursue full-time coursework of at least 3 seminars and 200ABC this year. To fill your 12 required units each quarter, you may take additional seminars, join ensembles across the school, or start foreign language coursework if needed. 200A and 202 are required courses. You must take 202 every quarter and M201 once before your Comprehensive Exam.

### Plan Ahead

- [Funding](#). You should consider applying for any, and all, fellowships for which you are eligible.
- [Comprehensive Exam](#). Continue to prepare for the Comprehensive Exam if you are on the Advanced track.

## SPRING, Year 1

Study List Deadline: End of Week 2

### To Do

- [Required Courses](#). You are expected to pursue full-time coursework of at least 3 seminars and 200ABC this year. To fill your 12 required units each quarter, you may take additional seminars, join ensembles across the school, or start foreign language coursework if needed. 200A and 202 are required courses. You must take 202 every quarter and M201 once before your Comprehensive Exam.
- [TA's](#). You must take the 495 Introductory Practicum for TAs to become eligible to TA in your second year. The course is offered each Spring quarter, and Musicology and Ethnomusicology alternate offering it.. This will give you 4 units towards your 12-unit Study List. Comprehensive Exam. If you are taking your Comprehensive exam this year, continue to prepare for the take-home exam.

### Plan Ahead

- [Foreign Language Requirement](#). Make a plan to meet the foreign language requirement for your Ph.D. It is advisable to start coursework in Fall of your second year if you plan to satisfy the requirement with coursework. There are several ways to fulfill this as outlined on page 24, so speak with your SAO if you have questions.

## Second Year

*You must register for at least 12 units before the end of the second week of classes each quarter, which is listed by quarter below as "Study List Deadline." If you are not enrolled in at least 12 units by the end of Week 2, you will be dropped from all courses, and will then have to petition to add courses and pay the late fee.*

### FALL, Year 2

Study List Deadline: [End of Week 2](#)

#### To Do

- **TAs.** It is your responsibility to know and adhere to your Written Notice of Appointment (WNA) and the description of duties (DOD).
- **Residency.** If you are not already a California Resident, contact the Residence Deputy to check application or apply: 1113 Murphy Hall, 310-825-3447, [residence deputy@registrar.ucla.edu](mailto:residence deputy@registrar.ucla.edu)

#### Plan Ahead

- **Comprehensive Exam.** The exam topics will be made available in Fall quarter. Students on the Full Track must also submit a portfolio of 2 revised seminar papers. The dates for the portfolio submission and the exam will be announced in the fall Comprehensive Exam email from the SAO.
- **Committees.** Begin cultivating relationships with faculty members who might act as your primary advisor and committee members, including a non-Musicology faculty member to serve as an "outside" member on your doctoral committee.

### WINTER, Year 2

Study List Deadline: [End of Week 2](#)

#### Plan Ahead

- **Funding.** You are encouraged to apply for yearlong GRMs through the Division of Graduate Education for your third or, possibly, fourth year. Please refer to the Division of Graduate Education's website for more information: <https://grad.ucla.edu/funding/financialaid/funding-for-continuing-students/graduate-research-mentorship-program/>

### SPRING, Year 2

Study List Deadline: [End of Week 2](#)

#### To Do

- **Comprehensive Exam.** If you are on the Full track, you will submit a portfolio of two revised final papers from UCLA Musicology seminars. The exam typically takes place over the Memorial Day weekend, so please keep it entirely open. If another time is scheduled, you will be notified.

#### Plan Ahead

- **Travel and Work.** If you are interested in presenting a paper at a conference, you have three funding options that may help support these efforts: The Division of Graduate Education's Doctoral Travel Grant, the Herb Alpert School of Music's Dean's Opportunity Fund, Student Opportunity Fund, and the departmental conference funds. Details can be found in this guide under "Support and Awards."
- **Exams.** The Departmental Qualifying Exams are known in the Department of Musicology as the Special Fields Exam which include both a written and oral aspects. The University Oral Qualifying Exam as the Dissertation Proposal Defense. Plan to complete the Special Fields Exam, which consists of written and oral component, during Winter or Spring of Year 3, and the Dissertation Proposal, which is an oral exam predicated upon prior submission of a proposal that the committee deems ready for such a defense, no later than Spring of Year 4. You may sign up for 597 units to prepare. Enroll in the Dissertation Research Colloquium (Musicology 299) as you write your dissertation proposal. You must submit your advisor-approved proposal to your committee members at least 2 weeks prior to the exam. Plan to have this ready by the 6th week of Fall quarter in order to avoid deferring the exam to the next quarter.

## Third Year

*You must register for at least 12 units before the end of the second week of classes each quarter, which is listed by quarter below as "Study List Deadline." If you are not enrolled in at least 12 units by the end of Week 2, you will be dropped from all courses, and will then have to petition to add courses and pay the late fee.*

### FALL, Year 3

Study List Deadline: [End of Week 2](#)

#### To Do

- **TAs.** It is your responsibility to know and adhere to your Written Notice of Appointment (WNA) and the description of duties (DOD).
- **Contact Info.** Update any contact information that's changed on your MyUCLA.

#### Plan Ahead

- **Exams.** Arrange to take the Written Exam (known in the Department of Musicology as the Special Field Exam, which consists of both a written and an oral component) during Winter or Spring. You may sign up for 597 units to prepare. Enroll in the Dissertation Research Colloquium (Musicology 299) as you write your proposal.

### WINTER, Year 3

Study List Deadline: [End of Week 2](#)

#### To Do

- **Exams.** You may take your exams this quarter beginning with the Special Fields Exam (University Written and Oral Qualifying Examinations). Begin writing your dissertation proposal in anticipation of the University Oral Qualifying Exam (Dissertation Proposal Defense). Enroll in the Dissertation Research Colloquium (Musicology 299) as you write your proposal.

### SPRING, Year 3

Study List Deadline: [End of Week 2](#)

#### To Do

- **Exams.** If you have not done so yet, you may take the Special Fields Exam (University Written and Oral Qualifying Examinations). Begin writing your dissertation proposal in anticipation of the University Oral Qualifying Exam (Dissertation Proposal Defense). Enroll in the Dissertation Research Colloquium (Musicology 299) as you write your proposal.

#### Plan Ahead

- **Exams.** If you have not completed your Special Fields Exam and Dissertation Proposal Defense yet, plan to do so in Year 4.
- **University Oral Qualifying Exam.** This is also referred to as the "Dissertation Proposal Defense" within the department. Think ahead about the composition of your doctoral committee, which does not have to have the same members as your Special Fields committee. You should have an idea of whom you will ask to serve on your Doctoral Committee for your University Written and Oral Qualifying Exam. You are encouraged to take the University Written and Oral Qualifying Exam no later than fall of your fourth year, and you must constitute your committee at least one month prior. You must submit your advisor-approved proposal to your committee members at least 2 weeks prior to the exam. Plan to have this ready by the 6th week of Fall quarter in order to avoid deferring the exam to the next quarter.

## Fourth Year

*You must register for at least 12 units before the end of the second week of classes each quarter, which is listed by quarter below as “Study List Deadline”. If you are not enrolled in at least 12 units by the end of Week 2, you will be dropped from all courses, and will then have to petition to add courses and pay the late fee.*

### FALL, Year 4

Study List Deadline: [End of Week 2](#)

#### To Do

- **TAs.** It is your responsibility to know and adhere to your Written Notice of Appointment (WNA) and the description of duties (DOD).
- **Constitution of Doctoral Committee.** You must appoint your committee before moving on to your University Oral Qualifying Exams.
- **University Oral Qualifying Exam.** Enroll in 597 units as you prepare for the University Oral Qualifying Exam. At this point, your Doctoral Committee should be officially approved by the Division of Graduate Education. Ideally, you will take this exam during the Fall quarter so as to be eligible for the Dissertation Completion Award (DCA). For more information on the DCA, please refer to the Graduate Student Resources module on Bruin Learn.

#### Plan Ahead

- **Dissertation Funding.** In the event you do not receive the Dissertation Completion Award (DCA) to fund you through filing, you are expected to research and apply for other funding sources. You must be a registered student in order to file, and the department cannot guarantee support beyond the terms of your acceptance letter. If you have questions, contact your SAO.

### WINTER & SPRING, Year 4

Study List Deadline: [End of Week 2](#)

#### To Do

- **Candidacy.** Once you have advanced to candidacy (known at UCLA as ATC, more generally as ABD), you will enroll in 599 exam units to meet your 12-unit Study List minimum.
- **Writing and Planning.** Work with your Dissertation Committee Chair to develop a realistic plan for writing, revising, and defending your dissertation. We strongly encourage you to enroll in the Dissertation Research Colloquium (Musicology 299)

#### Plan Ahead

- **Final Oral Defense and Filing.** It's very important to monitor the Division of Graduate Education's most up-to-date protocols and deadlines for filing your dissertation. This should inform your timeline and effectively guide your use of resources. Please refer to their website: <https://grad.ucla.edu>

## Fifth Year – Final Oral Defense and Filing

*Typically, our funding packages last 4 or 5 years. We encourage students to be proactive about taking responsibility for this discrepancy, and we provide advice and support about funding options. EVEN NOW, you must register for at least 12 units before the end of the second week of classes each quarter, which is listed by quarter below as “Study List Deadline”. If you are not enrolled in at least 12 units by the end of Week 2, you will be dropped from all courses, and will then have to petition to add courses and pay the late fee. You must be registered in order to defend and file.*

### FALL & WINTER, Year 5

Study List Deadline: [End of Week 2](#)

#### To Do

- **Candidacy.** You will enroll in 599 exam units to meet your 12-unit Study List minimum.
- **TAs.** Please note that the first day of the Fall quarter is earlier than the first day of instruction. We recommend that you are available a week prior to your TA appointment, as it is understood that your faculty advisor will need you available for course preparation.
- **Writing and Planning.** Continue working with your committee chair to maintain a realistic plan for completing, revising, and defending your dissertation. We strongly encourage you to enroll in the Dissertation Seminar.

#### Plan Ahead

- **Final Oral Defense and Filing.** It is very important to keep up to date on the Division of Graduate Education’s most up-to-date protocols and deadlines for filing your dissertation. This should inform your timeline and effectively guide your use of resources. You should also work with your Doctoral Committee to begin the scheduling process for your final defense. Consult with your advisor about the rules currently in place regarding remote participation in exams, and be sure to comply. Don’t underestimate how tricky this can be!

### SPRING, Year 5

Study List Deadline: [End of Week 2](#)

#### To Do

- **Candidacy.** You will enroll in 599 exam units to meet your 12-unit Study List minimum.
- **Final Oral Defense.** When you and your Dissertation Committee Chair agree that the work is ready for defense, you will confirm the scheduling with your Committee.
- **Filing.** When your committee determines you have successfully defended your dissertation, you will move forward with the Division of Graduate Education’s filing procedures.

**CONGRATULATIONS!**



# Degree Milestones

# Full Ph.D. Track

## Degree Milestones

### **M.A. in Musicology**

M.A. Coursework

Master's Advancement to Candidacy (due Friday of Week 2 every quarter)

Comprehensive Exam

### **Ph.D. in Musicology**

Doctoral Coursework

Foreign Language Requirement

Qualifying Exam (Special Fields Exam)

Constitution of Doctoral Committee

University Oral Qualifying Exam (Dissertation Proposal Defense)

Doctoral Advancement to Candidacy

Final Oral Defense

Filing

# Advanced Ph.D. Track

## Degree Milestones

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### Master's-Level Milestones

Comprehensive Exam

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### Ph.D. in Musicology

Doctoral Coursework

Foreign Language Requirement

Written Qualifying Exam (Special Field Exam)

Constitution of Doctoral Committee

University Oral Qualifying Exam (Dissertation Proposal Defense)

Doctoral Advancement to Candidacy

Final Oral Defense

Filing

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# Timeline to Candidacy

This chart models optimal progress through the program for **Full Track Ph.D. Students**

Year 1

- Full-time coursework (at least 6 courses) and 202 all quarters
- Spring: Teaching practicum (495)

Year 2

- Full-time coursework (5-6 courses) and 202 all quarters
- Late Spring: Comprehensive Exam

Year 3

- Winter or Spring: Language Requirement, Special Fields Exam (University Written and Oral Qualifying Examinations)

Year 4

- Fall: University Oral Qualifying Exam
- Dissertation research and writing; Dissertation Research Colloquium (Musicology 299)

Years 5-6

- Dissertation research and writing; Dissertation Research Colloquium (Musicology 299) Final Oral Defense and Filing

\*Average time-to-degree is closer to six years than to five. Time will vary according to students' backgrounds, chosen topics, development of special language skills, etc. Typically, our funding packages last 4 or 5 years. We encourage students to be proactive about taking responsibility for this discrepancy, and we provide advice and support about funding options (see following pages).

This chart models optimal progress through the program for **Advanced Track Ph.D. Students**

Year 1

- Full-time coursework (at least 8 courses) and 202 all quarters
- Spring: Teaching practicum (495)
- Late Spring: Comprehensive Exam

Year 2

- Remaining coursework and 202 all quarters
- Winter or Spring: Language Requirement, Special Fields Exam (University Written and Oral Qualifying Examinations)

Year 3

- Fall: University Oral Qualifying Exam
- Dissertation research and writing; Dissertation Research Colloquium (Musicology 299)

Year 4 -5

- Dissertation research and writing; Dissertation Research Colloquium (Musicology 299) Final Oral Defense and Filing

\*Average time-to-degree is closer to five years than four. Time will vary according to students' backgrounds, chosen topics, development of special language skills, etc. Typically, our funding packages last 4 or 5 years. We encourage students to be proactive about taking responsibility for this discrepancy, and we provide advice and support about funding options (see following pages).

## Foreign Language Requirement

Students are normally required to demonstrate proficiency in a language other than English as part of their doctoral studies. Students are informed of the language requirement upon admission to the program and should designate their language as soon as they know their areas of specialization. If the student is working on a topic that does not evidently require foreign language skills, the student should consult the Director of Graduate Studies about the language most suitable to their program of study.

The methods for fulfilling the requirement may include, but are not limited to:

1. Completion of an appropriate level of language instruction
2. Passing a departmental language examination
3. Demonstration of previously acquired language skills through documentation or an examination.

Language proficiency must be demonstrated before the time of the scheduling of the University Oral Qualifying Examination for the doctoral degree, which in this department consists of a defense of the dissertation proposal.



## Navigating 590 Courses

All enrollments in MUSCLG 596, 597, & 599 will be by PTE (Permission to Enroll) only and require instructor consent. Units: 2.0 to 12.0. Directed studies under the supervision of the instructor of record. S/U grading.

This change is a response to new UC guidelines (effective F25) which require syllabi for all courses, including directed studies. In order to enroll, you must follow the new procedure the Department has developed to comply with these requirements.

To simplify and streamline this additional work, we have created a template that serves as a contract for individualized syllabi for MUSCLG 596, 597, 599. You must complete a new contract each time you enroll in one of these courses. We implemented this new process in F25 and will continue to iterate the process as need be. Please contact us with questions or suggestions.

Enrollment Process for MUSCLG 596, 597, 598 & 599:

1. Students who are preparing for Comprehensive Exam, Special Fields, researching and writing their dissertation proposal, or dissertation chapters must consult with the faculty member(s) to discuss the work they would like to accomplish for the quarter in a Directed Studies course (596, 597, or 599)\*
2. If the faculty member agrees to supervise a Directed Studies course (596, 597, or 599), the student then completes the contract via DocuSign.
3. The completed contract is automatically sent to the faculty member for signature.
4. When the contract has been signed by the faculty member, the student receives PTE and can enroll in the Directed Studies course.
5. PTE generation process:
  - a. The student should request PTE from the respective faculty member for the course. The student should receive a message via MyUCLA which will notify them of the PTE number and instructing them to enroll in the course.

\*Note, since the contract serves as the syllabus, it is important that students think through the specific work they will accomplish. Unit Credit is awarded at the rate of 1 unit for 30 hours of work per 10-week academic quarter. 12 units, which is the typical 599 enrollment for students who have advanced to candidacy, comes to 360 hours per 10-week quarter, i.e., 36 hours per week. The contract requires concrete outcomes, such as “draft and complete chapter 1 of the dissertation,” or “revise chapter 1 and 3 of the dissertation” and provide subgoals with deadlines. (Review the contract questions provided below.)

The projected outcomes should be SMART (specific, measurable, achievable, relevant, and timebound) to ensure timely progress toward degree. Bear in mind that we expect the Division of Graduate Education to consider adherence to these contracts when the Department asks them to grant exceptions for students to TA beyond the 12th quarter.

# Comprehensive Exam



## Comprehensive Exam

The purpose of the Comprehensive exam is to provide students with an opportunity to demonstrate their readiness to pursue the PhD in Musicology. The Comprehensive exam allows for dedicated time, thought, and written practice toward the advancement of their disciplinary knowledge and intellectual development in the field.

Because each student learns and studies differently, the responsibility for furnishing the study structure in preparation for the exam is up to them, although guidance from the designated exam committee will be provided. The aim is for students to arrive at a thorough grasp of musicology's methodological and analytical tools and intellectual stakes, and be able to apply this understanding efficiently, confidently, and clearly in writing and discussion.

The exam committee assesses readiness through the students' revised seminar papers (when required), written responses to the essay topics, and finally, real-time discussion of their work. The essay topics, which are given to students as prompts, are meant to be used as guides toward the field's core knowledge, without foreclosing the ever-changing and interdisciplinary state of the field, or the students' own curiosity.

The department sees the exam as a unique opportunity for students to deepen their knowledge of musicology outside of their interest areas, even as they clarify the areas to which they most wish to contribute. Equally, the exam acts, for the faculty, as a checkpoint of the program's efficacy, allowing faculty to ensure that the offerings of the program are imparting the tools students need to create the highest quality scholarship.

# Comprehensive Exam

## Comprehensive Exam

(Continued...)

Students take the comprehensive examination as they complete their course requirements, normally by the end of their second year. The examination is scheduled by the faculty for near the end of spring quarter and all second-year students normally take it together. However, students who enter with an M.A. in Musicology may, with permission of the faculty, choose to take the exam at the end of their first year.

The examination is intended to test students' skill at historical analysis, knowledge of a body of critical theory, interpretive and music analytical abilities, and the capacity for critical and reflective thinking, as evidenced in their writing and in discussion.

In anticipation of the examination, students will be given a set of 9 topics, each with a short "starter" bibliography (to be expanded by the student), by the end of fall preceding the exams.

In April prior to the exam, students who have not yet earned an M.A. in Musicology (or the equivalent) at another institution will submit a portfolio consisting of two revised final papers (or one final paper and a final project) from UCLA Musicology seminars, to be read by the faculty Examination Committee. Students who enter with an M.A. in Musicology or the equivalent from another institution are not required to submit the portfolio.

The Examination Committee will devise a specific essay prompt for five of the nine topics distributed in the previous fall for a four-day "take home" exam to be administered in the spring quarter, from which each student will choose three prompts to respond to in an essay.

Finally, if the Examination Committee deems that all submitted materials (portfolio and exam essays) are acceptable, there will be an oral exam of up to two hours with the Examination Committee, in which the student's revised seminar papers (if required) and take-home essays will be discussed, including possibilities and strategies for publication of seminar papers where warranted.

The oral exam will culminate in one of four outcomes: Pass (to the Ph.D.), Pass with Revision, Terminal Pass (M.A. only), or Fail. In the case of a Fail, the student may retake the exam only once, under conditions determined by the Examination Committee. In the case of a Terminal Pass (M.A. only), students are not permitted to retake the exam.

# Special Fields Exam

## Written and Oral Qualifying Exam

In accordance with the Division of Graduate Education's requirement that all doctoral students complete and pass university written and oral qualifying examinations. Passing these examinations constitutes doctoral advancement to candidacy. The department has developed the Special Fields Exam to correspond to the written portion of qualifying exams. The Special Fields Exam has a written component and an oral component.

In careful preparation for the Written and Oral Qualifying Exam phase, the student must have decided upon an area of specialization and secured the agreement of a qualified faculty member to serve as the dissertation advisor. Considering the field designated, and the suggestions of the student and the advisor, the chair approves the appointment of three faculty members to serve as the examining committee. Three months before the examination, the student submits to the committee members a reading and repertoire list related to the area of specialization. Typically, this consists of a bibliography in the general area of the dissertation research and a list of relevant musical works, together totaling no more than 50 items.

The student is responsible for arranging and scheduling times for both the written and oral examinations in consultation with their committee members and coordinating the exam with the SAO. The SAO will solicit the essay prompts from the committee members, administer the written portion of the exam, distribute the completed written examination to the committee members, and formally schedule the oral exam after the student finds an acceptable time and the committee authorizes the oral portion of the exam to proceed.

In particular, the members of the examining committee (in consultation with one another to avoid duplication) each formulate one or more questions relating to the topic, repertoire, and methods thus staked out by the student. The student is allowed one week to address these topics using any desired research materials but is not allowed to seek or receive assistance from professional editors, colleagues, or AI while planning and writing their essays. Each essay should begin by stating the question it is addressing and typically consists of 3000-4000 words, inclusive of short-form citations but not bibliography. If the student chooses to use full Chicago citations, these should go in the footnotes, which will not be counted toward the word count.

After the completed written examination has been distributed to the examiners, a two-hour oral examination is scheduled. At this time, the committee may discuss the results of the written examination with the student and ask further questions related to the area of the dissertation research.

If a majority of the committee determines that the written and oral examinations have been passed, the student begins preparation for the second stage, the University Oral Qualifying Examination, which in our Department goes by the Dissertation Proposal and defense.

If the committee determines that the written and oral examinations have not been passed, the student may retake the Special Field Examination after six months of further preparation. More than one such attempt may be granted at the discretion of the full faculty.

# Constitution of Doctoral Committee

## Constitution of Doctoral Committee

The student should be thinking early on about which faculty members they want to ask to serve on their doctoral committee, especially regarding whom they might want to chair and whom they might ask to serve as outside members. In many cases, the Special Fields committee will continue as the departmental segment of the doctoral committee, but that is not a requirement. Recently, the Division of Graduate Education loosened its requirements for doctoral committees, requiring that each department develop its own criteria. Musicology's department rules now allow combinations other than the traditional configuration of three departmental members and one outside member.

All doctoral committees require a minimum of four members among whom a minimum of three members must hold current UCLA Academic Senate faculty appointments limited to Professor (any rank), Professor or Associate Professor Emeritus, Professor in Residence (any rank), or Acting Professor or Acting Associate Professor. Two of the three doctoral committee members from UCLA must hold the rank of professor or associate professor (regular or in- residence series).

1. The Chair (or one of the Co-Chairs) must come from the home department (this is the new minimum set by the Graduate Council). The Chair always must hold a current Academic Senate faculty appointment.
2. At least one of the other members of the committee must be "inside" but with respect to this member's affiliation, "inside" can mean belonging to any of the three departments in the UCLA Herb Alpert School of Music.
3. At least one of the members of the committee must be "outside," but with respect to this member's affiliation, those holding a 0% appointment in the department [and members of other Herb Alpert School of Music Departments] will be considered "outside."
4. The fourth member (and any additional members) of the committee may be either inside or outside.

Graduate students play a major role in deciding the composition of their committee, usually in consultation with their prospective chair. Within the committee composition guidelines created by the Division of Graduate Education, and with a reasonable expectation of consultation with their prospective chair, the department of Musicology supports its students in nominating faculty members of their choice to discuss the possibility of their forming part of the dissertation committee.

After securing agreement from all members of your committee, students should formalize them as their doctoral committee by completing two forms (one for the department, and one for the Division of Graduate Education), listed below.

[Nomination Doctoral Committee Form](#)

# University Oral Qualifying Exam

## University Oral Qualifying Exam

(Dissertation Proposal Defense & Advancement to Candidacy)

The University Oral Qualifying Examination is a defense of the dissertation prospectus, also known as the Dissertation Proposal Defense by the Department of Musicology. All other requirements, including language proficiency, must be satisfied before this examination can be scheduled. At least two weeks before the examination, the student must submit the proposal to the members of the examination committee, who may include, but are not required to include, the members of the first committee.

The proposal must be a substantially researched overview of the proposed dissertation that demonstrates that the student is fully prepared to undertake the dissertation project.

Any research that involves either the participation of human subjects or the use of human biological specimens, medical charts, or databases with identifying information about humans is considered to be human subject research and requires review.

For information on the application process and University Policy regarding Human Subjects, please visit <http://ohrpp.research.ucla.edu>.

Students are encouraged to consult with the members of their committee before the examination, which concentrates on the feasibility and significance of the project and the student's preparation for it. If the defense is unsatisfactory, the candidate may repeat the examination once, at the discretion of the full faculty.

After passing this examination, the student is advanced to candidacy (ATC) and begins to write the dissertation. Please note that the UCLA abbreviation, ATC, which most places goes by ABD (all but dissertation). Candidates are encouraged to enroll in or audit seminars in their field whenever they are offered and strongly encouraged to enroll in the Department dissertation seminar.

# Final Oral Defense & Filing

## Final Oral Defense & Filing

### Final Oral Defense (Defense of the Dissertation)

The oral defense of the dissertation is scheduled when the Dissertation Committee Chair and the candidate agree that the work is ready for defense. The candidate is responsible for coordinating the defense date, room (and Zoom link, if relevant) in consultation with the Dissertation committee Chair and SAO. Complete copies of the dissertation must be delivered (or emailed if member states this is acceptable) by the candidate to each member of the committee at least three weeks in advance of the defense. However, the candidate is responsible for communicating with each committee member to ensure they receive the dissertation at a time that will allow them to read it, as faculty might be unavailable the three weeks immediately prior to the defense. The student should consult with their advisor about the rules currently in place regarding remote participation in exams, and be sure that they comply. Allow plenty of time to schedule the oral examination, and be aware that faculty members tend to plan travel, research, and sabbatical leaves months, even years in advance.

### Filing

For advice on preparing and filing your dissertation, see the [Division of Graduate Education website](#).

You are strongly encouraged to attend one of the quarterly [Dissertation Filing Workshops](#).

Be aware that you are not required to obtain any copyright permissions in order to file your dissertation. Even for later publication of your work as a book, Fair Use protects most uses of copyrighted materials provided that they are reproduced only in part, for academic purposes of commentary or criticism, so long as such use does not harm the economic value of the copyright. But in any case, university policy explicitly states that no copyright permissions of any kind are required in order to file the dissertation.

If you have any questions regarding copyright and/or embargoes for your work, please contact the Copyright & Licensing Librarian, Martin J. Brennan at [martinjbrennan@library.ucla.edu](mailto:martinjbrennan@library.ucla.edu) or (310) 206-0039.

For further information on Fair Use, see also the American Musicology Society's statement on Fair Use, available at [http://www.ams-et.org/AMS\\_Fair\\_Use\\_Statement.pdf](http://www.ams-et.org/AMS_Fair_Use_Statement.pdf).

## Support and Awards

### Departmental Teaching Award

Each Spring, the faculty presents a departmental Distinguished Teaching Award to a graduate student, based on teaching evaluations and short statements from those receiving the top scores. In addition to assisting the faculty in selecting an awardee, these teaching statements are meant to give TAs practice writing teaching statements in preparation for applying for academic jobs. Statements should be no more than one page each, and they should contain a TA's qualitative assessment of her or his teaching over the evaluated period, rather than a teaching philosophy statement.

### Musicology Dissertation Completion Award

As of Fall 2025, the Division of Graduate Education no longer administers the Dissertation Year Award (DYA). Following this and based on DGE's general restructuring of the way in which graduate funding allocations flow, the Department has established its own award, for which eligible Musicology students may apply: the Dissertation Completion Award (DCA).

Award amounts and the award duration will vary, and the award is intended to support graduate students who have advanced to candidacy and are within one year of filing their dissertation. Awards may be for only one quarter or for multiple quarters and will depend on the availability of funds and amount of time the student has left to complete the dissertation.

#### Eligibility

- Eligible students must be one of the following: 1) US citizens; 2) permanent residents; 3) international students; 4) undocumented students who are eligible for an AB540 exemption. For international students, funding is subject to eligibility with regard to visa type. For those under AB540, funding will be provided only if AB131 is still in effect for the duration of the award.
- A letter of nomination from the dissertation chair, confirming the anticipated filing date (month and year). Students may only be nominated one time for the Dissertation Completion Award.
- Students must have completed two chapters or 50% of the planned dissertation, whichever is greater.

#### Apply

By applying, students understand that they are giving their consent to disclose application information to the Department of Musicology faculty.

- Students must:
  - Apply via the application portal made available by the SAO
  - Review the instructions entirely prior to starting the application.
  - Be in good academic standing.

#### Deadline

The deadline typically falls around mid-February each academic year. Be on the lookout for information sent by the SAO and shared in townhalls etc.

#### Terms of the Award

Recipients must submit a quarterly report and newly completed work by the end of week 10. This material should be submitted to the Department via the SAO. Failure to comply with these terms may lead to rescission of the remainder of the award.

## Support and Awards

(Continued...)

### **The Professor Ciro Zoppo Graduate Student Award in Music**

The \$3,000 fellowship will be awarded to a graduate student in the School of Music to support research and travel in connection with a research project that will culminate in a public presentation and concert. Applicants must submit the following:

- a 500 word essay that describes how the Professor Ciro Zoppo Graduate Student Award will enhance a clearly defined research project, and includes a plan for the performance
- a detailed budget that includes the concert and recording as well as travel and research expenses
- a detailed resume or curriculum vita

Applicants must possess a grade point average of 3.5 or higher. The award will be given only to students who are conducting research on non-canonical composers, whose production took place prior to 1950, who have limited or no publication. Research should include the use of, but is not restricted to, church records, library holdings, or personal interviews.

The recipient of the award will give a public presentation on the research project, in the academic year after the award was presented. The public presentation must include a concert, not necessarily by the recipient, along with a report of the research findings; the concert should not be presented as a lecture- demonstration. A DVD and/or sound recording must be made of the performance.

### **Herman and Celia Wise Best Dissertation Chapter Award**

This award is given annually to a graduate student in Musicology who has advanced to Ph.D. candidacy. The basis for the award is a dissertation chapter. A faculty subcommittee judges the submissions; a different committee is constituted each year. The prize will be awarded in the form of a gift card, with the amount varying from year to year but potentially reaching up to \$595. Students must be in good academic standing to be considered for the award. Submissions are solicited during the Spring quarter and the award is announced at the end of the school year.

### **The Friends of Musicology Best Seminar Paper Award**

This award, established by the Friends of Musicology, is given annually to a graduate student in Musicology. The award is for pre-dissertation work to be done in the department, normally a seminar paper. Students typically revise their papers in preparation for the competition. A subcommittee of faculty members judges the submissions; a different committee is constituted each year. The prize will be awarded in the form of a gift card, with the amount varying from year to year but potentially reaching up to \$595.. Students must be in good academic standing to be considered for the award.

## Support and Awards

(Continued...)

### Travel

If you will present your work at a conference this AY, congratulations! Some UCLA resources to fund your travel appear below and are listed in the order in which you should use them.

1. Begin with the Division of Graduate Education (DGE).

Graduate students are entitled to \$1000 for conferences, professional development, and off-campus research expenses over the course of their careers here.

<https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/doctoral-student-travel-grants/>

Please note that this option is for reimbursement. If you have exhausted your \$1000 from DGE, or California law prohibits reimbursement for travel to the place you need to go, proceed to option 2.

2. Apply to the HASOM Student Opportunity Fund for up to \$3000.

<https://airtable.com/appwMJEIu0v71EBGI/shrjkHC3JgilHSU6e>

Detailed instructions will be sent during Week 1 of Fall quarter.

Please note that this option cannot be used for reimbursement.

If your application to the HASOM Student Opportunity Fund is unsuccessful, proceed to option 3.

3. Apply for up to \$600 from the Department.

These funds are limited and awarded on a first come, first served basis. Priority will be given to those who are presenting. Applications should be submitted before conference travel begins\*. The application should take the form of an email to the chair, DGS, and department manager that includes a budget and a link to the program where your presentation is listed. Expect a response within about two weeks of submission. If an award is made, students submit receipts after travel is complete for reimbursement up to the amount awarded.

\*Funds may be awarded retroactively for summer conference travel only if that travel began on or after July 1, 2024.

### Other (External) Awards

There are a multitude of external travel and research grants available for musicologists! You are encouraged to seek them out yourself. If you have questions about applying for these, or would like help identifying them based on your research area, though, please feel free to reach out to your SAO.

#### Division of Graduate Education Awards

A detailed list of awards can be found on the [Graduate Student Financial Support for Continuing Students page](#). The SAO will also send out a fellowship calendar in early Winter quarter with a list of deadlines for the Division of Graduate Education awards and other well-known fellowships/ awards.

Students are encouraged to apply for Graduate Research Mentorships (GRMs) in their second or third year. For information on this and other sources of continuing support, see [the Division of Graduate Education Continuing Support webpage](#).

## Support and Awards

(Continued...)

### Academic Senate Award Opportunities

The UCLA Academic Senate welcomes nominations for the Diversity, Equity, and Inclusion Awards from individuals in departments, interdepartmental degree programs, institutes, or other academic units who qualify. For more information, visit the [Academic Senate website](#).

### Summer Support

The department and the university may provide a number of opportunities for graduate student teaching experience and financial support during the summer.

For information on Graduate Summer Research Mentorships (GSRM), see [this page](#).

Most graduate students will at some point teach during the Summer sessions. Requests for summer teaching appointments are solicited in the Fall, and appointments are based on seniority, degree progress, prior teaching experience, and expertise in the particular subject matter of the course.

### Other Support

**There may also be opportunities for additional support through appointments as an Academic Student Employee (ASE) or Graduate Student Researcher (GSR).** ASE appointments include TAships as well as Readers, Special Readers, and Tutors. For more information, please visit the Division of Graduate Education's page on Working at UCLA: <https://grad.ucla.edu/funding/working-at-ucla/>.

## Graduate Guidebook Closing

As you conclude your review of the graduate guidebook, we encourage you to keep in mind the important reminders, support, program checklists, degree milestones, and guidelines provided. These resources are designed to help you navigate your academic journey with clarity and confidence. Don't forget to take advantage of the campus assistance services available to support you throughout your time at UCLA.

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 Musicology