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Action Items for Incoming Students

**Before School Starts**

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

**Foreign Language Requirement**

You will be required to demonstrate proficiency in a foreign language as the first formal step in the dissertation process. Begin thinking now about what would benefit your studies and how you may want to fulfill this requirement (see details page 10). Since there are different ways to fulfill this, each with their own timelines, it’s important to strategize early.

**Residency**

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

**Contact Information**

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

**Financial**

Set up Bruin Direct to have the balance of your BruinBill account deposited directly into your checking account; see [https://www.finance.ucla.edu/payroll/faculty-staff-info/choosing-direct-deposit](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, Faculty Graduate Advisor (FGA), and the SAO a few days before school starts. Bring your questions about any aspect of the graduate program, including immediate planning and registration issues.

**English as a Foreign Language (ESL)**

If you are a non-native English speaker, please review the guidelines for UCLA’s English requirements: [https://grad.ucla.edu/admissions/english-requirements/](https://grad.ucla.edu/admissions/english-requirements/).

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

In addition, please review the guidelines for the Test of Oral Proficiency (TOP) exam at [http://www.oid.ucla.edu/training/top](http://www.oid.ucla.edu/training/top). Take the test in the spring quarter of first year to be eligible for a Teaching Assistantship.
FYI & Reminders

✓ Check your Billing and Accounts Receivable (BAR) account every month on BruinBill. Pay bills by the 20th of the month to avoid holds. Typical charges you might see will be Ashe Center charges and library fees.

✓ All students who will be Teaching Assistants for our department are required to take Music 495 (Introductory Practicum for Teaching Apprentices), which lays the foundation for our history of teaching excellence.

✓ 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. You should also be aware that students are limited to 12 quarters of Teaching Assistantships, but may go to 18 quarters with an approved exception through Graduate Division.

✓ Students are encouraged to apply for Research Mentorships in their second or third year. For information on this and other sources of continuing support, see the Graduate Division continuing support webpage, https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/

✓ For those interested in attending a conference, there are funding resources available. Please apply for this funding opportunities in this order:

  The Graduate Division offers a Doctoral Travel Grant, which will reimburse up to $1,000 related to conference participation through the student’s 7th year in the doctoral program. More information here: https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/doctoral-student-travel-grants/

  The Herb Alpert School of Music also provides a Student Opportunity Fund for reimbursement of expenses related to travel for research, performances, classes, camps, and conferences up to $800 per academic year. More information here: https://www.schoolofmusic.ucla.edu/ucla-herb-alpert-school-of-music-student-opportunity-fund-application

✓ 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 or (310) 206-0039.
The DMA Graduate Program
Overview of Graduate Study Administrative Structure

The Academic Senate, Graduate Council, and Graduate Division

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

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

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

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

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

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

The Faculty Graduate Advisor

The Faculty Graduate Advisor (FGA), with the Student Affairs Officer, is in charge of tracking 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 serves as the primary advisor for the graduate students until their Dissertation Committee Chair is appointed. periodically holding individual meetings with them. The FGA also participates with the Chair in the fall orientation meeting for new students. The FGA is authorized to approve student petitions requesting exceptions for which a clear precedent and a compelling rationale exist.

The Office of Student Affairs and Enrollment Management (OSSEM) and SAO

The primary functions of the Office of Student Services & Enrollment Management are to recruit, matriculate, retain, and graduate undergraduate and graduate students at The UCLA Herb Alpert School of Music. OSSEM 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 OSSEM, the Music Graduate Student Affairs Officer (SAO) provides guidance and support to Music Graduate students in areas such as monitoring degree progress, funding, and academic advising. The SAO is also the liaison between students and the Graduate Committee. The SAO is responsible for bringing student petitions to the Graduate Committee for approval, as well as meeting with the Graduate Faculty Advisor to discuss students’ academic progress.
The DMA Graduate Program

Program Requirements

In order to fulfill the DMA program requirements, in addition to the Degree Milestones, you:

1. Must complete a minimum of 98 units
   1. 24 units must be completed at the 200 level, 60 units at the 400 level, and 10 units at the 500 level (4 units are electives).
2. Fulfill the Foreign Language Requirement (pg. 10)
3. Complete three (3) recitals

**NOTE:** Students who received the MM degree at UCLA are expected to complete at least 28 additional units and two recitals beyond the MM requirements, subject to the specific requirements of their area of specialization.

Degree Milestones

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

1. Foreign Language Requirement
2. Recitals
   1. 1st year recital
   2. 2nd year Entrepreneurial recital
   3. Final DMA Recital
3. Departmental Written Qualifying Exam
4. Constitution of Doctoral Committee and Dissertation Proposal
5. University Oral Qualifying Exam
6. Final DMA Recital

This is further outlined in the following Degree Milestone pages.

See the Program Requirements on the Graduate Division website for more information: https://grad.ucla.edu/programs/herb-alpert-school-of-music/music/
## The DMA Graduate Program

### Program Checklists

### Instrumental/Vocal Performance

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Title</th>
<th>Total Units</th>
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</thead>
<tbody>
<tr>
<td>MUSC 202:</td>
<td>Analysis for Performers</td>
<td>4</td>
</tr>
<tr>
<td>MUSC 203:</td>
<td>Notation and Performance</td>
<td>4</td>
</tr>
<tr>
<td>MUSC 204:</td>
<td>Music Bibliography for Performers</td>
<td>4</td>
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<tr>
<th>Courses</th>
<th>Title</th>
<th>Total Units</th>
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<tbody>
<tr>
<td>MUSC 261A-F:</td>
<td>Problems in Performance Practices: Various (4 units each)</td>
<td>12</td>
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<td>3.</td>
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<tr>
<td>MUSC 400-level</td>
<td>performance instruction (6 units/quarter)</td>
<td>48</td>
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<td>8.</td>
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<tr>
<td>MUSC 401:</td>
<td>New Music Forum</td>
<td>2</td>
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<tr>
<td>MUSC 469 OR 471:</td>
<td>Instrumental Pedagogy OR Vocal Pedagogy</td>
<td>4</td>
</tr>
<tr>
<td>MUSC 595B:</td>
<td>Preparation of Final Doctoral Recital</td>
<td>6</td>
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<tr>
<td>MUSC 599:</td>
<td>Guidance of DMA Dissertation</td>
<td>4-12</td>
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<tr>
<td>4Elective:</td>
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<td>4</td>
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</tbody>
</table>

**INSTRUMENTAL STUDENTS: 3 quarters of MUSC C485:**
- Chamber Ensemble (2 units each)

**VOCAL STUDENTS: 3 quarters of MUSC C458:**
- Advanced Vocal Repertoire, Diction, and Interpretation (2 units each)

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

**NOTE:** Orchestral string players must take three additional terms of Music C481, which may be counted toward the elective units.

**NOTE:** Keyboard specialists must collaborate with at least one vocalist or vocal ensemble, one wind player or small ensemble, and one string player or small string ensemble within the context of the MUSC C485 requirement.
The DMA Graduate Program
Program Checklists

Collaborative Piano

<table>
<thead>
<tr>
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<tbody>
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<tr>
<td>MUSC 400-level performance instruction (6 units each)</td>
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<td>48</td>
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<tr>
<td>MUSC C458:</td>
<td>Advanced Vocal Repertoire, Diction, and Interpretation</td>
<td>2</td>
</tr>
<tr>
<td>MUSC C455:</td>
<td>Instrumental and Piano Duo Repertoire</td>
<td>2</td>
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<tr>
<td>MUSC 401:</td>
<td>New Music Forum</td>
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<tr>
<td></td>
<td>1 quarter of MUSC 400-level performance organization</td>
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<td>Instrumental Pedagogy OR 471: Vocal Pedagogy</td>
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# The DMA Graduate Program

## Program Checklists

### Conducting

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8 quarters of 400-level conducting instruction (6 units each)

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<tr>
<td>MUSC 401:</td>
<td>New Music Forum</td>
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3 quarters of MUSC 400-level chamber ensembles (2 units each)

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* Electives

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Degree Milestones
Foreign Language Requirement

Students 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.

**Instrumental** students are required to complete one foreign language in their first year.

Students in **voice, collaborative piano, and choral conducting**, must demonstrate reading proficiency in two languages by their second year.

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

1. Completing three quarters of UCLA foreign language instruction in the same language, or the 1G language study course, with a minimum grade of a B
2. Passing a language examination administered by a foreign language department, placing into level four or higher
3. Demonstrating previously acquired language skills through documentation or an examination.

Students specializing in repertoire in which another language is vital may petition to use a language not listed above.

This requirement must be completed by the end of the student’s second year of residency and must be fulfilled before taking the Departmental Written Qualifying Exam.

**NOTE:** Students who received the MM degree at UCLA should take their WQE in their first year in the program, and thus should plan to satisfy their foreign language requirement as soon as possible.
Degree Milestones
Recitals: General Information

Students are expected to perform one recital each academic year. The student is expected to submit the Recital Program Approval Form by the given deadlines for each respective recital (see pgs. 14-16). For each recital, a Recital Approval Form (available on the school website) must be submitted to the Graduate Committee. Along with the completed form, the student must attach a copy of any previous degree recital programs. The student must also upload a copy of the program to the Recital Portal (https://recitals.music.ucla.edu/recital/) as an ‘additional document’ to receive credit for the recital (see “Recital Portal” below). Uploading the program to this site will allow invited faculty members to provide an online review of the student’s recital. Recitals that are given out of sequence will not count toward the degree.

Except for the second-year Entrepreneurial Recital (which may occur during the summer), 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).

Orchestral and wind conducting students’ conducting recital requirements may be also fulfilled cumulatively by conducting single or multiple works on a variety of programs.

Choral conducting students: If a student received the MM at UCLA in choral conducting and is now a DMA choral conducting major, the student will be provided a minimum of 50 minutes of performance podium time in their two DMA years (plus corresponding rehearsal time), according to the following general guidelines: 20 minutes of performance time in the first year/30 minutes in the second year.

If a student earned a MM elsewhere, the student will be provided a minimum of 70 minutes of performance podium time in their three years of DMA studies (plus corresponding rehearsal time), according to the following guideline: 20 minutes in the first year/20 minutes in the second year/30 minutes in the third year.

Recital Portal

The Recital Portal (https://recitals.music.ucla.edu/recital/) allows students to manage their recitals and is used throughout the entire Recital process. Students must upload a copy of their program to the Recital Portal as an “additional document” to receive credit for the final recital. Once the program is approved, students can then schedule their recital date, time, and location (see Scheduling pg. 12). Students will also log this information into the Portal.

Once students upload their programs, they are required to add invited faculty members to their scheduled recital. This will allow the invited faculty to provide a review of the student’s recital online, as well as assign a grade.
Repertoire

DMA students may distribute their mastery of styles over their three (two, if you are a continuing MM from UCLA) concerts, tailored to their instrument and repertoire, with approximately 60 minutes of music for each concert.

The works performed by all students are expected to be repertoire they have learned while in their graduate degree program at UCLA. You may not include a work that you have performed previously in public as part of your study at another institution or at a summer festival, or that you have already studied extensively. A work learned while at UCLA but performed first elsewhere is eligible for inclusion in a graduate degree recital. If there are any questions about whether the repertoire the student wishes to play satisfies these requirements, the student should direct their questions to the Graduate Committee through the FGA at the earliest possible date.

Memorization

Piano: Everything must be played from memory.

Organ: At least one substantial work must be played from memory.

Other instruments:

- It is **not necessary** to play from memory repertoire that is played with another instrument where the two—or more—instruments are equal, i.e. sonatas, duos, trios, quartets, and certain song cycles

It is expected that the student will play from memory when the work is strictly a solo composition, where the other instrument(s), is or are, purely accompaniment, i.e. instrumental concertos, opera or concert arias, art songs, or unaccompanied works. Exceptions may be made at the discretion of the major teacher.

**NOTE:** At the discretion of the major teacher, the memorization requirement may be waived for avant-garde compositions or premieres.

Presentation

The student is expected to treat all degree recitals as formal solo events, both during preparation and at the time of presentation. The student should be dressed in appropriate concert attire and exhibit a professional manner on stage. This includes appropriate acknowledgment of the audience and all collaborating artists. Students may, in consultation with their major teacher and the Graduate Committee, explore alternate concert formats (such as multi-disciplinary) where the circumstances merit. Such projects will require significantly more lead-time and advance planning.

Accompaniment

Staff and student piano accompanists are available without charge to students for UCLA related events including vocal studio lessons and recitals, instrumental recitals, master classes, juries, and auditions within the UCLA music program. Instrumentalists may choose their own accompanist or use the accompanist assigned to their major teacher’s studio. Up to three hours of rehearsal time will be allotted for DMA recitals. Music should be given to the accompanist at least **one month** prior to the first rehearsal.
Degree Milestones

Recitals: Scheduling

All recitals in Schoenberg and Popper Theater are scheduled by the Technical Services Office, Schoenberg 1309 (Michele Eckart, Public Events Manager, 310-206-1095). Before any recital can be scheduled, the program must be approved by the Graduate Committee, by turning in the Recital Program Approval Form.

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

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

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

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

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

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

- The printed program should be in formal recital format and include the student’s biography and the names of all collaborating artists. The program listing (see following sample) should include the composer’s name, birth and deceased years (if applicable), and complete, correct title[s] of works. The cover or face of the program must include the recital program title, the student’s name and instrument/voice, the recital date, and the location, along with the statement that: “This recital is in partial fulfillment of the requirements for the DMA degree at UCLA.” The printed program should be approved by the student’s teacher or the Faculty Graduate Advisor at least two weeks before the recital. Program notes are encouraged, though they are not required for the first two DMA recitals. **Program notes are required for the final DMA recital.** The student’s biography should follow any program notes, must include the information that they are currently studying with [teacher] in the DMA program at UCLA.

```
UCLA Herb Alpert School of Music
Final DMA Recital

PROGRAM TITLE
Student Name, instrument/voice
With accompanist’s name

---------------------------------------------------------------------------------------------------------
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. Allegro moderato

-INTERMISSION-

Sonata in A major César Franck (1822-1890)
   I. Allegretto ben moderato
   II. Allegro
   III. Recitativo-Fantasia
   IV. Allegretto poco mosso
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By the Monday of 7th week in the fall quarter, first-year DMA students must submit the Recital Program Approval Form for the First-year Recital, found on the school’s website. After program is approved by the Graduate Committee, the student may schedule their recital for the following winter or spring quarter. The student must also upload their program to https://recitals.music.ucla.edu/recital/ to receive faculty members’ reviews of the recital.

The recital program should include approximately one hour of music (except conducting) 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 student’s major teacher should attend (and is the only mandatory attendee, although other faculty may be invited).
After passing the First-year Recital, the student must submit another Recital Program Approval Form, this time for the 2nd-Year Entrepreneurial Recital. The form is due at least two months before the student plans on holding the recital. When turning in this form, the student must include a detailed proposal including the venue and date of the recital (with written confirmation from the sponsoring entity that the event is scheduled), venue confirmation, and should depict a creative approach to program building that has a good chance of attracting at least 100 audience members. The student must also attach the first-year recital program, as well as upload the program to the Recital Portal.

The Entrepreneurial Recital takes place in a location outside of the UCLA campus. The student will work with the FGA and other relevant faculty to refine their plan. The student must handle all scheduling, recording services, publicity, program notes, ticketing, and other matters, without the direct assistance of the supervising instructor. The student will be evaluated on the entrepreneurial aspects of this endeavor as well as their musical performance. As with the first-year recital, the major teacher should be in attendance.

NOTE: Conducting students may undertake the Entrepreneurial Recital at the discretion of their major teacher, or in place of this recital, may repeat the first-year recital requirements during the second year. Percussion and Organ students are not required to perform off-campus.

NOTE: The Entrepreneurial Recital will be the first recital for students who received the MM degree at UCLA.
Degree Milestones
Recitals: Final DMA Recital

At least two months before the student holds the final DMA recital the student must submit the Recital Program Approval Form, attaching the first-year and Entrepreneurial recital programs. The student must also submit the program to the Recital Portal. The final DMA recital for instrumental and vocal students must be a full recital containing approximately 60 minutes of music.

Since the final recital should reference the student’s dissertation topic, the student’s dissertation committee should attend.

NOTE: This recital may not be given in the same academic year as the Entrepreneurial Recital.
Degree Milestones
Departmental Written Qualifying Exam

The Departmental Written Qualifying Exam (WQE) takes place once the student has completed all required coursework or is in their last quarter of coursework, and has satisfied the foreign language requirement. In conjunction with the student’s private teacher and the FGA, the student will determine when they are ready to take the exam. To maintain satisfactory progress towards the DMA degree, full-track students should take the WQE towards the end of their second year of the program. Students who received their MM at UCLA should be prepared to take the WQE towards the end of their first year of the program.

WQE Study List -- The 50 List

When the student is ready to take the WQE they will declare a historical period of roughly 100 years, consulting with the major teacher and/or the Faculty Graduate Advisor. The student will then draw up a list of roughly fifty items more-or-less evenly divided between significant examples of musical repertoire falling within the declared historical period (focusing on scores, possibly augmented by historically compelling recordings) and bibliographic sources (both primary and secondary) relevant to that repertoire (i.e., about 25 scores and 25 bibliographic sources). It is expected that the list will strike a balance between emphasizing the student’s area of concentration and reflecting larger issues of the period.

The 50 List must be turned in to the Graduate Committee (through the Faculty Graduate Advisor) at least six weeks before the exam is to take place, identifying the specific historical era to be addressed. The Written Qualifying Examination will be administered and graded by the Graduate Committee, in consultation with the major teacher. A student is permitted three attempts to pass the exam. A third No Pass will result in dismissal from the program.

Once the 50 list is approved, it becomes the student’s Study List. The list narrows the scope of a period exam that could potentially cover a large amount of material, but also raises expectations that students will prepare for the exam by developing a thorough understanding of the representative items on the list. Students will approach the exam knowing it will be designed to test their ability to write insightfully about the repertoire and scholarly sources that have been agreed upon.

The WQE

The Written Qualifying Exam is a day-long project that asks the student to synthesize their cumulative musical knowledge—historical, stylistic, and performance practice—in the investigation of performance issues in a major work, or group of works. The question, including the identity of any specific works referenced, is not revealed until the student starts the exam. The student will be given nine hours to complete the exam, which should be at least ten pages, double-spaced, and include a relevant bibliography of at least a dozen items. For the exam, the student is permitted full use of the Music Library and other online resources.

The exam will be graded Pass or No Pass. Grading is dependent on the degree of specificity with which the student responds to the specific questions/issues, and on the thoroughness, thoughtfulness, aptness, and originality of the student’s treatment of the topic. The exam should reflect a balance between scholarly works cited and the student’s own original ideas.
Degree Milestones
Constitution of Doctoral Committee and Dissertation Proposal

After the student passes the Foreign Language requirement, gives the first- and second-year recitals, and passes the Departmental Written Qualifying Exam, the student must assemble and request the formation of their Doctoral Committee. The student must also submit their Dissertation Proposal for approval.

Constitution of the Doctoral Committee
This committee must have at least four members and will be chaired by a member of the professorial faculty.

The composition of the doctoral committee must adhere to these rules:
• The chair (or one of the co-chairs) must come from the Music Department.
• A minimum of two of the four members need to be from one of the three UCLA School of Music Departments (adjuncts may serve if they are certified and approved by the Committee on Degree Programs).
• A third member needs to be a UCLA faculty member, though need not be in the School of Music.
• Two of the three UCLA-affiliated members must be at the Associate rank or higher.
• The fourth member can be either from UCLA or its academic equivalent at another accredited university or college (Non-UCLA members must have Senate faculty appointment).

Dissertation Proposal
The dissertation proposal should be a description of the project the student plans to undertake, including a description of the issue at hand, how the student will conduct the research, and a bibliography of resources the student will consult. The FGA and the proposed Dissertation Chair can aid students in formulating their proposals.

The dissertation proposal:
• Begin with a robust, thoughtful title.
• Include background to the proposed project.
• List the goals for the project.
• Survey the existing literature in this area.
• Specify the general analytic procedures/methods you will use.
• Give a sample outline of the structure of the dissertation, including a proposed list of chapters.
• Provide an appropriate bibliography, annotated as necessary for clarity.
• Offer a proposed timeline for completion.
Forms

After selecting members for the doctoral committee and completing the dissertation proposal, the student will first submit the **Doctoral Committee Request & Dissertation Approval Departmental Form**. This form will list the proposed faculty members for the committee and must be approved by the Committee Chair and the Graduate Committee. It will also include the student’s Dissertation Proposal.

After the departmental form and dissertation is approved by the department, the student must complete the **Nomination of Doctoral Committee Graduate Division form**. This form is turned in to the Academic Services Department in the Graduate Division for the student’s doctoral committee to be officially approved and constituted by the university. Before submitting this form to Academic Services, it must be signed by the Department Chair or FGA.
Degree Milestones

University Oral Qualifying Exam

After the student’s proposed doctoral committee and dissertation proposal is approved by the Graduate Committee, and the student has received approval of their doctoral committee from the Graduate Division, the student is able to schedule the University Oral Qualifying exam (OQE). This is the student’s first meeting with their committee. This ca. 90-minute exam must take place a minimum of two months before the final Doctoral Recital, and requires the student to formally present their dissertation proposal, including its relationship to the final recital.

**NOTE:** Students CANNOT take the OQE until their Doctoral committee is officially constituted by the Graduate Division.

Shortly before the exam, the student is responsible for obtaining the Report on the Oral Qualifying Examination Graduate Division Form from the SAO. This form must be signed by members of the Doctoral Committee signifying if the student has passed the OQE or not, and is turned in to the Academic Services office in the Graduate Division. The passing of the OQE results in the student being formally Advanced to Candidacy.

Due to faculty members’ busy schedules, it is highly recommended that students start looking for a date and time to hold their OQE well in advance. Students are responsible for finding a space to hold their exam and should schedule it for at least two hours. Students are also responsible for ensuring their committee members are able to attend the exam. Only one committee member (never the Chair or Co-Chair) may participate remotely in an OQE, and this must be a matter of necessity rather than convenience. The Committee Chair should work with the SAO to petition the Graduate Division in advance of the examination to allow one member to participate remotely. The technology required for remote participation must allow for the participant to see/be seen by and hear/be heard by all committee members and have access to visual materials simultaneously. The department/program must notify the Graduate Division of the remote participation within 14 business days of the examination.
Final Defense of the Dissertation

The final defense of the dissertation is scheduled when the Committee Chair and the candidate agree the work is ready for defense. Complete copies of the dissertation must be sent to each member of the committee at least three weeks in advance of the defense.

The Final Defense of the Dissertation should not be scheduled to occur sooner than three weeks after the final draft of the dissertation has been distributed to their Doctoral Committee. In neither this nor any other matter of timing may the student use financial or other issues to pressure the Committee into acting any sooner than it deems appropriate. Awareness of upcoming deadlines is the student’s responsibility.

Please note that the University requires that all able members of the dissertation committee physically attend the defense. An exception can be made for up to one member to video conference in to the meeting, but this must be approved by the Graduate Division in advance. 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.

Under normal circumstances, the final recital will take place before the Dissertation is completed and filed.

Filing

All dissertation “signatures” and filing are done electronically. Please see the Graduate Division website for important information on filing procedures and formatting requirements. You should plan on attending one of the Quarterly Dissertation Filing meetings given by the Graduate Division.

For advice on preparing and filing your dissertation, see the Graduate Division website: https://grad.ucla.edu/academics/graduate-study/thesis-and-dissertation-filing-requirements/

You are strongly encouraged to attend one of the quarterly Dissertation Filing Workshops: https://grad.ucla.edu/academics/calendar/thesis-dissertation-filing-deadlines-and-workshops/

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Timeline To Candidacy

This chart models optimal progress through the program. Students entering with a MM from UCLA typically start in Year 2 of the program, as described here. Satisfactory progress through the program is one of the requirements for continuing graduate student financial support.

Year 1
• Full-time coursework
• Foreign language requirement completed
• First-year recital

Year 2
• Full-time coursework
• 2nd Foreign language requirement completed (if applicable)
• Entrepreneurial recital
• Departmental Written Qualifying Exam
• Constitute Dissertation Committee
• University Oral Exam

Year 3
• University Oral Exam (if not completed in 2nd year)
• Final DMA Recital
• University Final Defense of the Dissertation
• Dissertation filing