In this guide

1. Action Items for Incoming Students.......................... 3
2. FYI & Reminders...................................................... 4
3. The Ethnomusicology Graduate Program
   a. Overview of Program Administrative Structure.................. 5
   b. Program Requirements............................................... 7
   c. Program Checklists.................................................. 9
4. Year-By-Year Overview............................................. 14
5. Degree Milestones
   a. Coursework ......................................................... 20
   b. Foreign Language Requirement.................................... 21
   c. Constitution of Committees....................................... 22
   d. Examinations.......................................................... 23
   e. Final Oral Defense & Filing........................................ 25
6. Institutional Review Board ......................................... 26
7. Annual Evaluation .................................................. 27
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 19). Since there are different ways to fulfill this, each with their own timelines, it’s important to strategize early.

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

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

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

Orientation
You will be asked to attend an orientation meeting with the department’s Chair, Director of Graduate Studies (DGS), and the Student Affairs Officers (SAO) a few days before school starts. Bring your questions about any aspect of the graduate program, including immediate planning and registration issues.

English as a Foreign Language (ESL)
If you are a non-native English speaker, please review the guidelines for UCLA’s English requirements: https://grad.ucla.edu/admissions/english-requirements/.
If your graduate admissions checklist on your admission portal states you have to take the ESL Placement Exam (ESLPE), please do so in the fall or winter quarter of your first year.
In addition, please review the guidelines for the Test of Oral Proficiency (TOP) exam at http://www.oid.ucla.edu/training/top. Take the test in the spring quarter of first year to be eligible to TA in fall of your second year.
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 or delinquent fees. Typical charges you might see will be Ashe Center charges and library fees.

✓ All students who will be TAing for our department are required to take Ethnomusicology 495 (Introductory Practicum for Teaching Apprentices) the first quarter they TA and Ethnomusicology 375 (Teaching Apprentice Practicum) for every quarter they TA.

✓ 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 TAing, but may go to 18 quarters with an approved exception through Graduate Division.

✓ Remember that you will need 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 outside of ethnomusicology. Ask your SAO for more details on doctoral committee regulations.

✓ Students are encouraged to apply for Research Mentorships in their second and 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 presenting a paper or attending a conference, there are funding resources available. Please apply for this funding opportunities in this order:

   The Graduate Division now offers the **Doctoral Travel Grant**, which will reimburse up to $1000 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.

10/6/2017
The Ethnomusicology 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 ethnomusicology 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.

Chair of the Department

The Chair of the department oversees all academic and funding aspects of the department. The Chair works closely with the Director of Graduate Studies (DGS) and faculty in the active recruitment of graduate students and participates in the new student orientation at the beginning of fall quarter. She/He also works closely with the DGS and SAO to determine students’ academic and professional progress including reviewing all annual progress reports. All Graduate Division academic and funding petitions and exceptions must be reviewed and approved by the Chair.
The Ethnomusicology Graduate Program
Overview of Graduate Study Administrative Structure (continued)

The Director of Graduate Studies

The Director of Graduate Studies (DGS) oversees the department’s graduate program. In particular, the DGS and Student Affairs Officer (SAO), track graduate students’ degree progress, encouraging timely progress, counsel students on when and how to schedule exams, and advise them on matters of professional development. The DGS guides students in their preparation for the M.A. exam and pays particular attention to the scheduling of and preparation for the Written Exam and the Dissertation Proposal Defense, the timing of which varies according to students’ topics and previous preparation. The DGS serves as graduate students’ primary faculty advisor, periodically holding individual meetings with them, until an advising relationship is officially established with the dissertation advisor. The DGS also participates with the Chair in the fall orientation meeting for new students, sends end-of-year progress letters or participates in end-of-year meetings, and periodic luncheon meetings, and is responsible for ensuring the offering of Ethnomusicology 495 (the Introductory Practicum for Teaching Apprentices). The DGS is authorized to approve student petitions requesting exceptions for which a clear precedent and a compelling rationale exist.

Student Affairs Officer (SAO)

The Student Affairs Officer (SAO) advises students on academic requirements and administrative processes. You may schedule an appointment with your SAO by sending an email (subject: appointment request) to OSSfrontdesk@schoolofmusic.ucla.edu. Office hours for the Office of Student Services and Enrollment Management are M-F 8:30am-4:30pm (excluding holidays); SAO’s are also available during walk-in hours. SAOs work closely with Graduate Division, the DGS, and the departmental Graduate Committee and should be able to help answer academic questions.
The Ethnomusicology Graduate Program

Program Requirements

Full Track

Students who enter the program at the M.A. level (no prior master's degree in closely related field) will be required to complete a M.A./Ph.D. program, or “full track.” All students on a full track will be required to take the Comprehensive M.A. exam in their second year.

In order to fulfill the Ph.D. in Ethnomusicology program requirements, you:
1. Must complete Ethnomusicology 215A, 215B, 216A, 216B, and 185 (recommended);
2. Must complete fourteen elective courses, of which four must be taken from Series I and two from Series II (full list on page 7);
   1. Students may fulfill electives with upper division courses and courses in other departments

In order to fulfill the Ph.D. in Music & Anthropology program requirements, you:
1. Must complete Ethnomusicology 215A, 215B, 216A, 216B, and 185 (recommended);
2. Must complete Anthropology 203A, 203B, and 203C;
3. Must complete eleven elective courses, of which three must be taken from Series I, one from Series II, and one from the Anthropology department;
   1. Students may fulfill electives with upper division courses and courses in other departments

In order to fulfill the Ph.D. in Systematic Musicology program requirements, you:
1. Must complete Ethnomusicology C204, one course from Series I, and one of Musicology 245, 250, or 255;
2. Must complete fifteen elective courses, of which two must be taken from Series I, a minimum of five must be in the department and a minimum of five must be at the graduate level;
   1. Students may fulfill electives with upper division courses and courses in other departments.

Degree Milestones

In addition to the required coursework, students must complete a series of degree milestones on a timely basis:
1. Comprehensive M.A. Exam or approval of previous M.A. degree from another accredited institution
2. Foreign Language Requirement
The Ethnomusicology Graduate Program

Program Requirements (continued)

Advanced Track
Students who enter the program with a Master’s degree in ethnomusicology or a closely related field, or have the equivalent of this preparation, may be permitted to take an “advanced” path.

In order to fulfill the Ph.D. in Ethnomusicology program requirements, you:

1. Must complete six courses of graduate and upper division courses, of which a minimum of three courses must be in the department, a minimum of four courses must be graduate level seminars, and at least two of these courses should be from Series I;
   1. Students may fulfill electives with upper division courses and courses in other departments

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

1. Comprehensive M.A. Exam
2. Foreign Language Requirement
3. Written Qualifying Exam
4. Constitution of Doctoral Committee
5. Oral Qualifying Exam (Dissertation Prospectus Defense and Advancement to Candidacy)
6. Final Oral Defense
7. Dissertation Filing

This is further outlined in the Program Checklists on the following pages. See the Program Requirements on the Graduate Division website for more information: https://grad.ucla.edu/programs/herb-alpert-school-of-music/ethnomusicology/


# The Ethnomusicology Graduate Program

## Program Checklists

Graduate - Ethnomusicology
Full M.A./Ph.D. Track

### Core Coursework (four courses required)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETHNMUS 215A:</td>
<td>Ethnomusicological Perspectives and Paradigms I: Late 19th Century to 1980s</td>
<td>4</td>
</tr>
<tr>
<td>ETHNMUS 215B:</td>
<td>Ethnomusicological Perspectives and Paradigms II: 1960s to Present</td>
<td>4</td>
</tr>
<tr>
<td>ETHNMUS 216A:</td>
<td>Ethnomusicological Methods I</td>
<td>4</td>
</tr>
<tr>
<td>ETHNMUS 216B:</td>
<td>Ethnomusicological Methods II</td>
<td>4</td>
</tr>
<tr>
<td>ETHNMUS 185</td>
<td>Information Literacy and Research Skills</td>
<td>1</td>
</tr>
</tbody>
</table>

### Master's Coursework (eight courses and six ensembles required)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SERIES I Elective:</td>
<td>1. 2.</td>
<td></td>
</tr>
<tr>
<td>SERIES II Elective:</td>
<td>1. 2.</td>
<td></td>
</tr>
<tr>
<td>Elective:</td>
<td>1. 2. 3. 4.</td>
<td></td>
</tr>
<tr>
<td>Performance Ensemble:</td>
<td>1. 2. 3. 4. 5. 6.</td>
<td></td>
</tr>
</tbody>
</table>

### Doctoral Coursework (six courses required)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SERIES I Elective:</td>
<td>1. 2.</td>
<td></td>
</tr>
<tr>
<td>Elective:</td>
<td>1. 2. 3. 4.</td>
<td></td>
</tr>
</tbody>
</table>
The Ethnomusicology Graduate Program
Program Checklists (continued)

Graduate – Music & Anthropology
Full Ph.D. Track

**CORE COURSEWORK (four courses required)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETHNMUS 215A:</td>
<td>Ethnomusicological Perspectives and Paradigms I: Late 19th Century to 1980s</td>
<td>4</td>
</tr>
<tr>
<td>ETHNMUS 215B:</td>
<td>Ethnomusicological Perspectives and Paradigms II: 1960s to Present</td>
<td>4</td>
</tr>
<tr>
<td>ETHNMUS 216A:</td>
<td>Ethnomusicological Methods I</td>
<td>4</td>
</tr>
<tr>
<td>ETHNMUS 216B:</td>
<td>Ethnomusicological Methods II</td>
<td>4</td>
</tr>
<tr>
<td>ETHNMUS 185  (recommended):</td>
<td>Information Literacy and Research Skills</td>
<td>1</td>
</tr>
</tbody>
</table>

**MASTER’S COURSEWORK (eight courses & six ensembles required)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHRO 203A:</td>
<td>Historical and Philosophical Foundations of Anthropology</td>
<td>4</td>
</tr>
<tr>
<td>ANTHRO 203B:</td>
<td>Sociocultural Systems and Ethnography, Anthropology at Mid-Century</td>
<td>4</td>
</tr>
<tr>
<td>ANTHRO 203C:</td>
<td>Scientific and Interpretive Frameworks in Contemporary Anthropology</td>
<td>4</td>
</tr>
<tr>
<td>SERIES I Elective:</td>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>SERIES II Elective:</td>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>ANTHRO Elective:</td>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>Elective:</td>
<td>1. 2.</td>
<td></td>
</tr>
<tr>
<td>Performance Ensemble:</td>
<td>1. 2. 3. 4. 5. 6.</td>
<td></td>
</tr>
</tbody>
</table>

**DOCTORAL COURSEWORK (six courses required)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SERIES I Elective:</td>
<td>1. 2.</td>
<td></td>
</tr>
<tr>
<td>Elective:</td>
<td>1. 2.</td>
<td>3. 4.</td>
</tr>
</tbody>
</table>
The Ethnomusicology Graduate Program
Program Checklists (continued)

Graduate – Systematic Musicology
Full Ph.D. Track

**CORE COURSEWORK (three courses required)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETHNMUS C204:</td>
<td>Aesthetic and Philosophical Foundations in Systematic Musicology</td>
<td>4</td>
</tr>
<tr>
<td>MUSCLG 245;</td>
<td>Analytical/Repertoire Topics;</td>
<td>4;</td>
</tr>
<tr>
<td>MUSCLG 250;</td>
<td>Theoretical Topics;</td>
<td>4;</td>
</tr>
<tr>
<td>or MUSCLG 255:</td>
<td>Historical Topics</td>
<td>4</td>
</tr>
</tbody>
</table>

**SERIES I Course:**

**MASTER’S COURSEWORK (nine courses required; a minimum of five must be in the department and a minimum of five must be at the graduate level)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective:</td>
<td>1.</td>
</tr>
<tr>
<td></td>
<td>2.</td>
</tr>
<tr>
<td></td>
<td>3.</td>
</tr>
<tr>
<td></td>
<td>4.</td>
</tr>
<tr>
<td></td>
<td>5.</td>
</tr>
<tr>
<td></td>
<td>6.</td>
</tr>
<tr>
<td></td>
<td>7.</td>
</tr>
<tr>
<td></td>
<td>8.</td>
</tr>
<tr>
<td></td>
<td>9.</td>
</tr>
</tbody>
</table>

**DOCTORAL COURSEWORK (six courses required)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SERIES I Elective:</td>
<td>1.</td>
</tr>
<tr>
<td></td>
<td>2.</td>
</tr>
</tbody>
</table>

| Elective: | 1. |
|          | 2. |
|          | 3. |
|          | 4. |
### The Ethnomusicology Graduate Program

Program Checklists (continued)

Graduate – Ethnomusicology, Music & Anthropology, Systematic Musicology
Full Ph.D. Track

#### DEGREE MILESTONES

<table>
<thead>
<tr>
<th>M.A. in Ethnomusicology</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.A. Coursework</td>
</tr>
<tr>
<td>Foreign Language Requirement</td>
</tr>
<tr>
<td>Master's Advancement to Candidacy</td>
</tr>
<tr>
<td>Comprehensive M.A. Exam</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ph.D. in Ethnomusicology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctoral Coursework</td>
</tr>
<tr>
<td>Foreign Language Requirement</td>
</tr>
<tr>
<td>Written Qualifying Exam</td>
</tr>
<tr>
<td>Constitution of Doctoral Committee</td>
</tr>
<tr>
<td>University Oral Qualifying Exam (Dissertation Prospectus Defense)</td>
</tr>
<tr>
<td>Doctoral Advancement to Candidacy</td>
</tr>
<tr>
<td>Final Oral Defense</td>
</tr>
<tr>
<td>Filing</td>
</tr>
</tbody>
</table>
The Ethnomusicology Graduate Program
Program Checklists (continued)

Graduate - Ethnomusicology
Advanced Ph.D. Track

Coursework – Courses Required
* Students required to take the M.A. examination who have successfully passed may petition the faculty to continue in the Ph.D. program (Form I). A petition that is approved allows the student to continue in the Ph.D. program. A petition that is denied by a majority of the ladder faculty can be appealed once for further consideration by the faculty. If a majority of the faculty votes to deny the petition again, that decision is final.

CORE COURSEWORK (six courses required)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SERIES I Elective:</td>
<td>1.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>1.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4.</td>
<td></td>
</tr>
</tbody>
</table>

DEGREE MILESTONES

Master’s-Level Milestones

Comprehensive M.A. Exam

Ph.D. in Ethnomusicology

Doctoral Coursework

Foreign Language Requirement

Written Qualifying Exam

Constitution of Doctoral Committee

University Oral Qualifying Exam (Dissertation Prospectus Defense)

Doctoral Advancement to Candidacy

Final Oral Defense

Filing
Year-By-Year Overview

The following pages provide a bird's-eye view of what to expect as you move through our program. Please keep in mind that every student's path is different.
First Year (full track)

You must register for at least 12 credits 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

Study List Deadline: End of Week 2

To Do

• **Required Courses.** You are expected to pursue full-time coursework of at least 3 seminars. To fill your 12 units, you may take additional seminars, join ensembles across the school, take directed or individual studies with faculty, or start foreign language coursework if you have no background.

• **Non-Native English Speakers.** If your admissions checklist states you have to take ESL Placement Exam (ESLPE), please do so in fall or winter quarter of your first year. In addition, please review guidelines for the TOP exam in order to be eligible to TA during your second year.

Plan Ahead

• **Career Planning.** Assume an active role in your career development now by attending departmental career planning events and seeking out resources across campus.

WINTER

Study List Deadline: End of Week 2

To Do:

• **M.A. Comprehensive Exam.** Meet with DGS to ensure you are on track and to explore possible research topics.

Plan Ahead

• **Funding.** You should consider applying for any and all fellowships for which you are eligible, specifically the Graduate Summer Research Mentorship (GSRM) fellowship to receive faculty guidance and conduct ethnographic research for the M.A. paper.

• **M.A. Comprehensive Exam.** Begin thinking about a possible specialization. Consult with faculty advisor if necessary.

SPRING

Study List Deadline: End of Week 2

To Do:

• **TAs.** If you will TA next year, the **495 Introductory Practicum for TAs in Ethnomusicology** is required. This will give you 4 units towards your 12-unit Study List.

• **Annual Evaluation.** You will be asked to submit an updated CV and annual progress report to your SAO by fifth week. More information about annual evaluations on page 26.

• **Residency.** Begin to apply for California Residency (if you’re eligible to do so) by contacting the Residence Deputy in 1113 Murphy Hall, 310-825-3447, residencedeputy@registrar.ucla.edu

Plan Ahead

• **Foreign Language Requirement.** You should begin thinking about the foreign language requirement for your M.A. or Ph.D. progress. For example, you may want to start coursework in Fall if you choose to satisfy with coursework. There are several ways to fulfill this as outlined on page 20, so speak with your SAO if you have any questions.

• **M.A. Comprehensive Exam.** Start thinking about your M.A. paper proposal with your faculty advisor. The M.A. topic proposal is due in fall.
Second Year (full track)

You must register for at least 12 credits 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 and pay the late fee.

FALL

Study List Deadline: End of Week 2

To Do

- **TAs.** You’re required to enroll in 375 for 4 units if 50% or 2 units if 25%. Also, the first day of the quarter is earlier than the first day of instruction. Plan to be available to help your supervising professor at least three weekdays before the first class meeting.

- **Residency.** If you are not already a California Resident, contact the Residence Deputy to check application or apply: 1113 Murphy Hall, 310-825-3447, residencedeputy@registrar.ucla.edu

- **M.A. Comprehensive Exam.** Submit M.A. paper proposal (250-500 words) to your SAO by the end of fifth week.

Plan Ahead

- **M.A. Comprehensive Exam.** You will be required to submit a revised final seminar paper or a research paper. More information about M.A. exams on page 22.

- **Foreign Language.** You should begin the language requirement for the Ph.D. program if you plan to continue onto the Ph.D. full track.

WINTER

Study List Deadline: End of Week 2

To Do

- **M.A. Advancement to Candidacy.** Once your topic proposal is approved by the department, you will submit a Master’s Advancement to Candidacy request to Graduate Division.

Plan Ahead

- **Funding.** You are encouraged to apply for yearlong Research Mentorships through Graduate Division for your third or, possibly, fourth year. Please refer to Graduate Division’s website for more information: https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/graduate-research-mentorship-program/

SPRING

Study List Deadline: End of Week 2

To Do

- **Annual Evaluation.** You will be asked to submit an updated CV and annual progress report to your SAO by fifth week. More information about annual evaluations on page 26.

Plan Ahead

- **M.A. Comprehensive Exam.** Once advanced to candidacy, you will need to complete your M.A. comprehensive exam.

- **Travel and Work.** If you are interested in presenting a paper at a conference, you have two funding options: Graduate Division’s Doctoral Travel Grant and the Herb Alpert School of Music’s Student Opportunity Fund. Details can be found in this guide on page 3.

- **Committees.** Begin cultivating a relationship with a faculty member who might act as your primary advisor, and a non-ethnomusicology faculty member to serve as an “outside” member on your doctoral committee.

- **Program Requirements.** All coursework and foreign language requirements must be completed before the doctoral advancement to candidacy.
Third Year (full track)

You must register for at least 12 credits 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 and pay the late fee.

FALL

Study List Deadline: End of Week 2

To Do

• **TAs.** You’re required to enroll in 375 for 4 units if 50% or 2 units if 25%. Also, the first day of the quarter is earlier than the first day of instruction. Plan to be available to help your supervising professor at least three weekdays before the first class meeting.

• **Contact Info.** Update any contact information that’s changed on your MyUCLA.

Plan Ahead

• **Qualifying Exams.** You should arrange to take the Written Exam during winter or spring. Now is a good time to start developing expertise in your chosen area of specialization. You may sign up for 597 units to prepare. More details on the Ph.D. written and oral qualifying exams on page 23.

WINTER

Study List Deadline: End of Week 2

To Do

• **Qualifying Exams.** You may take your exam this quarter beginning with the Written Exam. You should also begin writing your dissertation prospectus in anticipation of the Oral Exam (Dissertation Proposal Defense).

SPRING

Study List Deadline: End of Week 2

To Do

• **Annual Evaluation.** You will be asked to submit an updated CV and annual progress report to your SAO by fifth week. More information about annual evaluations on page 26.

• **Qualifying Exams.** You may take your exam this quarter, beginning with the Written Exam. You should also begin writing your dissertation prospectus in anticipation of the Oral Exam (Dissertation Proposal Defense).

Plan Ahead

• **Oral Qualifying Exam.** This is also referred to as the “Dissertation Proposal Defense” within the department. There is more information in this guide on page 24.

  • Though it may be different from your written exam committee, you should have an idea of whom you will ask to serve on your Doctoral Committee for your Oral Qualifying Exam. You are encouraged to take the Oral Qualifying Exam in fall of your fourth year, and you must constitute your committee at least one month prior. More information regarding committees on page 21.

  • You must submit your advisor-approved prospectus to your committee members at least 2 weeks prior to the exam. Practically speaking, 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 (full track)

You must register for at least 12 credits 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 and pay the late fee.

**FALL**

**Study List Deadline: End of Week 2**

**To Do**

- **TAs.** You’re required to enroll in 375 for 4 units if 50% or 2 units if 25%. Also, the first day of the quarter is earlier than the first day of instruction. Plan to be available to help your supervising professor at least three weekdays before the first class meeting.

- **Constitution of Doctoral Committee.** You must appoint your committee before moving on to your Oral Qualifying Exams.

- **Oral Qualifying Exam.** Enroll in 597 units as you prepare for the Oral Qualifying Exam. At this point, your Doctoral Committee should be officially approved by Graduate Division. Ideally, you will take this exam during the fall quarter so as to be eligible for the Dissertation Year Fellowship nomination. You must be officially advanced to candidacy to be eligible for this nomination, which is due in March.

**Plan Ahead**

- **Dissertation Funding.** In the event you do not receive the DYF to fund you through filing, you should research and apply for other funding sources as you are required to be a registered student in order to file.

**WINTER & SPRING**

**Study List Deadline: End of Week 2**

**To Do**

- **Candidacy.** Once you have advanced to candidacy, you will enroll in 599 exam units to meet your 12-unit Study List minimum.

- **Writing and Planning.** Work with your advisor to develop a realistic plan for writing, revising, and defending your dissertation. You may also enroll in the Dissertation Seminar.

- **Annual Evaluation.** You will be asked to submit an updated CV and annual progress report to your SAO by fifth week. More information about annual evaluations on page 26.

**Plan Ahead**

- **Final Oral Defense and Filing.** It’s very important to keep in mind Graduate Division’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 (full track)

EVEN NOW, you must register for at least 12 credits 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 and pay the late fee. You are required to be registered in order to defend and file.

FALL & WINTER

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.** You’re required to enroll in 375 for 4 units if 50% or 2 units if 25%. Also, the first day of the quarter is earlier than the first day of instruction. Plan to be available to help your supervising professor at least three weekdays before the first class meeting. Also, be aware that you can only work as a TA for 12 quarters (or 18 with an exception from Graduate Division).

• **Writing and Planning.** Continue working with your advisor to maintain a realistic plan for completing, revising, and defending your dissertation. You may also enroll in the Dissertation Seminar.

Plan Ahead

• **Final Oral Defense and Filing.**
  - It's very important to keep in mind Graduate Division’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. Only one member may participate remotely (never a chair or co-chair) with written approval from the chair, so you want to allow plenty of time to schedule around faculty plans for travel, research, and sabbaticals. Don’t underestimate how tricky this can be!

SPRING

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 advisor agree that the work is ready for defense, you will confirm the scheduling with your committee. There is more information on the defense process on page 24.

• **Filing.** When your committee determines you have successfully defended your dissertation, you will move forward with Graduate Division’s filing procedures. There is more information on the filing process on page 25.

CONGRATULATIONS!
Degree Milestones

Coursework

Students who enter the program at the M.A. level must complete the core seminars within the first year. In addition, students must take 8 elective seminars if they are in the ethnomusicology or music and anthropology specializations, or nine electives if they are in the systematic musicology specialization. M.A.

Students who have completed the M.A. coursework or enter with an M.A. approved by the department will complete six elective courses with no core courses. However, students from non-UCLA ethnomusicology programs or non-ethnomusicology programs may be required to take one or more of the M.A. core seminars in addition to these six courses. If students have to make up one or more of the M.A. core seminars, they do not count toward fulfilling the Ph.D. requirements.

To satisfy the course requirements, students typically take two seminars or courses per quarter for two years. In addition to these required courses, students often take from one to three quarters of Ethnomusicology 20ABC as well as language courses and one or more performance ensembles. Independent study (596) is recommended during the second year, to help with the preparation of the master's examination paper.

Beyond the core seminars, the curriculum is designed to give the student a great deal of flexibility in designing a program that meets their interests and needs.

The Department also encourages students to take courses outside the Department for two reasons. First, some courses may build on a student's strengths in traditional music disciplines such as music history, music theory, conducting, and so forth or in other fields such as anthropology or area studies. Maintaining strengths in areas outside ethnomusicology and systematic musicology during the graduate career can make the student more attractive on the job market in the future. Second, ethnomusicology has long owed intellectual debts to anthropology and musicology. In recent years, as the boundaries between disciplines have blurred and as disciplines increasingly draw on some of the same contemporary social theories, ethnomusicologists and systematic musicologists are reading in a growing set of disciplinary perspectives, including cultural studies, sociology, history, women's studies, critical race theory, cognitive science, and so on. Keeping abreast of developments in these fields should help to make the student's research relevant to a broad range of scholars in the humanities, social sciences, and life sciences.
Degree Milestones
Foreign Language Requirement

For students who enter the graduate program at the M.A. level (M.A./Ph.D. full track), the language requirement (two languages total) must be completed by the ninth quarter of enrollment.

For students who enter with an M.A. (Ph.D. advanced track), the language requirement must be completed by the beginning of their sixth quarter in residence.

Students are informed of the language requirement upon admission to the program, and should choose their language, in consultation with the Chair and Director of Graduate Studies, during their first year, usually based on their expected areas of specialization. If a student expects to work on a dissertation topic that does not evidently require foreign language skills, this does not exempt the student from the requirement, who should then choose a language based on other scholarly interests.

The methods for fulfilling the requirement may include, but are not limited to: (1) completion of an appropriate level of language instruction up to level three (or one year) of a college level course with a minimum grade of a B; (2) passing a departmental language examination; or (3) demonstration of previously acquired language skills through documentation or an examination.

Language proficiency must be demonstrated at 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 prospectus, as outlined below. As appropriate, students are expected to include texts in the foreign language they have designated on their dissertation prospectus, and to be ready to discuss them in the prospectus defense.
Degree Milestones
Constitution of Committees

The Ethnomusicology department requires two committees to be appointed for the M.A./Ph.D full track. Student should be thinking early on about whom they want to ask to serve on their committees, especially regarding whom they might want to chair and whom they might ask to serve as an outside member. In many cases, the Master's committee will continue as the departmental segment of the doctoral committee, but that is not a requirement.

M.A. Comprehensive Examination Committee

The M.A. comprehensive examination committee will consist of the paper's principal advisor plus two faculty members selected by the Department. The same two faculty members serve on every M.A. committee that year; the Department will announce the committee at the end of fifth week of fall quarter. As research and writing progress, the student should meet regularly not only with his or her principal advisor but also with the other members of the committee.

Ph.D. Doctoral Committee

The doctoral committee must include at least two members of the ethnomusicology faculty and at least one outside faculty member. For purposes of this committee, “inside” can mean belonging to any of the three departments in the School of Music, and those holding a 0% appointment in the department may be considered “outside.” The Chair (or one of the co-chairs) must be a member of the department. At least two members of the committee must be tenured faculty. This committee must be officially constituted at least a month before the scheduled defense.

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 Graduate Division, and with a reasonable expectation of consultation with their prospective chair, the department of Ethnomusicology supports its students in nominating faculty members of their choice to discuss the possibility of their forming part of the dissertation committee.
Degree Milestones

Examinations

M.A. Comprehensive Exam/Advancement to Candidacy for the Master’s Degree (MATC)

Students who enter at the M.A. level, should be prepared to submit their Petition to Advance to Candidacy for the master’s degree by Friday of second week in winter quarter of their second year. All coursework and foreign language requirements must be fulfilled by the time students advance to candidacy and can move forward with the M.A. comprehensive exam.

The Department requires an examination that is essentially a take-home paper, followed by an oral examination on the paper and how it participates in the history, theory, and method of the field of ethnomusicology.

The relative brevity of the paper is designed to focus the student’s attention on producing a high-quality document. The paper is an aspect of professional training in the field and should help the student understand the professional standards for publication.

For the M.A. paper, most students extend, deepen, and polish a paper written for a seminar during the first year, though the paper can be based on new research pursued in the summer following the first year.

Three key features of the paper are: (1) it must be based on a significant amount of ethnographic research; (2) it must be positioned in the field of ethnomusicology and other disciplines consulted, and in relation to existing literature in the geographical or cultural area of study; and (3) it must include musical description and analysis (with or without transcription) if relevant.

By the end of the fifth week of the fall quarter of the second year, the student should submit a brief 250-500 word proposal stating the themes of the paper, signed by the paper’s principal advisor. (This is normally someone selected by the student in consultation with that faculty member, who has particular expertise in the geographical or theoretical area of the paper.)

The paper will be due at the end of the fifth week of spring quarter.

The oral examination focuses on questions and comments arising from the paper, as perceived by the faculty committee, including issues the student may not have directly addressed. In preparation, students are advised to keep up with reading in the field on their own and to review readings from both core and elective courses taken over the last two years.

The oral examination may take place a few days or up to two to three weeks after the paper is submitted. The results are announced later.
Ph.D. Written and Oral Qualifying Exams/Advancement to Candidacy (ATC)

The Ph.D. examinations consist of four written examinations plus the submission of an extended proposal for the Ph.D. research, which must be defended in an oral exam conducted by all members of the dissertation committee. (Note: qualifying exams differ somewhat for specializations within the department).

The Department sets some of the examination topics for the written exams and the student may choose some, with some of the same considerations in mind as for course selection.

Some of the examinations may be take-home examinations, while others may be written during a prescribed period. The type of exam given is negotiated by students with their examiners. The examination subjects and the professors must be approved beforehand by petition to the Graduate Advisory Committee.

Once an exam is submitted, its examiner will have two weeks to grade the examination and submit the grade to the SAO.

When all the grades have been submitted, the SAO will notify the student and each professor of the results, as well as the chair of the doctoral dissertation committee.

Each examination is graded by the professor giving the exam, and the student passes or fails each examination based on the evaluation of that professor. If a student fails any exam, s/he may retake it only once, on a specified date and time during the next regular quarter.

Once the SAO determines that all the written examinations have been passed, s/he notifies the student and the student’s doctoral committee, and the student is free to set a date for the Oral Qualifying Examination (the oral defense of the dissertation proposal).

The doctoral dissertation proposal is a document of roughly 30-40 pages, including references, which presents the dissertation topic and problem(s) to be investigated and the theoretical literature(s) to be employed. The dissertation proposal should situate the dissertation’s research and arguments within the existing ethnomusicological and related literatures with a thorough literature review. There should also be an in-depth discussion of methodologies to be employed.

It is also common to offer a summary of each chapter in dissertation proposals.

Evidence should be given that Institutional Review Board (IRB) clearance or an exemption has been granted or is underway. More information about IRB clearance on page 25.

The University Oral Qualifying Examination is primarily a defense of the doctoral dissertation proposal, especially its relation to previous research in the area and to theory and method in ethnomusicology.

Students will advance to candidacy (ATC) the day the oral qualifying form is turned in to the Graduate Division.
Final Oral Defense

The oral defense of the dissertation is scheduled when the advisor and the candidate agree that the work is ready for defense. Complete copies of the dissertation must be delivered (or emailed if member states this is acceptable) to each member of the committee at least three weeks in advance of the defense. 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.

Filing

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/

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 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-net.org/AMS_Fair_Use_Statement.pdf
Institutional Review Board (IRB)

Human Subjects

Before conducting ethnographic research (fieldwork) for the M.A. and Ph.D. degrees, students must submit to the Department copies of their approved Human Subjects exemptions or a document explaining why exemptions will not be needed.

For the M.A., Human Subjects material must be submitted along with the proposal for your M.A. paper, which is at the end of the fifth week of the fall quarter of your second year in the program.

For the Ph.D., Human Subjects documentation must be submitted at the same time you request the approval of your topic proposal and dissertation committee.

All researchers need to file for review with Office of Human Research Protection Program (OHRPP) because of their use of human subjects. An online credential must be obtained, and then a separate form is filed to claim an exemption from review board action, a process often completed quickly. If the study does not meet the requirements for exemption, the application must go forward to the review board, a process that can take many weeks or months.

For information on the application process and University Policy regarding Human Subjects, go to http://ohrpp.research.ucla.edu.
Annual Evaluations
Report and Disqualification

Each year, department faculty meet to discuss students’ performance and progress toward the degree.

During the beginning of spring quarter, students will receive an email from the DGS asking to submit an updated CV and an annual progress report. The annual progress report is a self-evaluation (up to 250 words) describing the student’s achievement during the year (including contributions outside the department) and comments on progress they have made on any weaknesses identified in previous end-of-year evaluations (if applicable).

The annual progress report should also include the name of the student’s faculty advisor for the current and upcoming academic year.

In addition to the updated CV and annual progress report, students submitting their M.A. papers should also submit the department’s Form I (a form indicating their desire to proceed to the PhD or terminal MA).

All completed materials must be submitted to the student’s SAO by the end of fifth week.

Academic Disqualification

The faculty is committed to having each student complete the program they were admitted to, and works with the student to try to ensure that decisions about termination of study are mutual and understood to be in the best interest of the student.

A graduate student may be disqualified from continuing in the graduate program for a variety of reasons. The most common is failure to maintain the minimum cumulative grade point average (3.0) required by the Academic Senate to remain in good standing. Other examples include failure of examinations, lack of progress toward the degree, poor performance in core courses, etc. Students whose cumulative grade point average falls below 3.00 are subject to dismissal upon recommendation by the Department.

University guidelines governing disqualification of graduate students, including the appeal procedure, are outlined in Standards and Procedures for Graduate Study at UCLA [“Regulations and Policies: Standard of Scholarship: Academic Disqualification and Appeal of Disqualification”]
https://grad.ucla.edu.academics/graduate-study/standards-and-procedures-for-graduate-study/).