Program Guide for Graduate Students 2020-2021
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Practical Issues for Incoming Students

**Before The Academic Year Begins**
Plan to arrive in Los Angeles by mid-September if you are a California resident **OR** September 1st if you are a non-resident.

**Residency**
If you are a U.S. Citizen or Permanent Resident 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 account. 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, 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/](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](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.

✓ Please note that if you work over 50% time on campus, you will need to see your Student Affairs Officer (SAO) about putting an Authorization to Work over 50% on file, which must be approved by the Department Chair. You should also be aware that students are limited to 12 quarters of serving as a Teaching Assistant (TAing), but this may extended to 18 quarters with an approved exception through Graduate Division.

✓ Students are encouraged to apply for Research Mentorships in their second and third years. 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, funding is 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. For more information, see: 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. For more information, see: https://www.schoolofmusic.ucla.edu/ucla-herb-alpert-school-of-music-student-opportunity-fund-application

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The Ethnomusicology Graduate Program

The Academic Senate, Graduate Council, and Graduate Division, and the Department

It is important to be aware of the overall structure of graduate programs 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 administering the policy set by the Graduate Council and for ensuring the overall success of graduate education on campus. This includes enforcing the program requirements on the following pages. Throughout your time here, you will be in contact with the Graduate Division regarding funding, degree milestones, and the awarding of your degree. You’ve already worked with them through the admissions process.

Our ethnomusicology program requirements are established by the department, vetted and approved by the Graduate Council, and administered through Graduate Division: https://grad.ucla.edu/programs/herb-alpert-school-of-music/ethnomusicology/. As a result, our program is subject to the Graduate Division’s Standards & Procedures, which are available on their website: https://grad.ucla.edu

The program requirements and the Graduate Division’s Standards & Procedures: https://grad.ucla.edu/gasaa/library/spfgs.pdf are considered contracts between you and the university.

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 recruiting of graduate students and participates in the new student orientation at the beginning of fall quarter. She or he also works closely with the DGS and SAO to monitor 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 Graduate Studies Committee, of which the Chair of the Department is an ex-officio member.
The Ethnomusicology Graduate Program (continued)

The Director of Graduate Studies (DGS) oversees the department’s graduate program, and chairs the Graduate Studies Committee. In particular, the DGS and Student Affairs Officer (SAO) monitor graduate students’ degree progress to ensure that students are advancing in a timely manner. The DGS serves as graduate students’ initial faculty advisor until an advising relationship is established with the student’s chosen advisor, usually in the second year. The DGS also participates with the Chair in the fall orientation meeting for new students, sends end-of-year progress letters, 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 Faculty Advisor, 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 is also involved with the students' Dissertation Proposal Defense, serving as graduate students' primary advisor (until their Dissertation Committee Chair is appointed), and 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.

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 Music Graduate Student Affairs Officer (SAO) provides guidance and support to 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.
# Program Checklists

## M.A./Ph.D.*

### 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>
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<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 and six ensembles required)

### Course | Title | Units |
<table>
<thead>
<tr>
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<td>SERIES I Elective:</td>
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<tr>
<td>SERIES II Elective:</td>
<td>1. 2.</td>
<td></td>
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<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>
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</table>

## DOCTORAL COURSEWORK (six courses required)

<table>
<thead>
<tr>
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<th>Title</th>
<th>Units</th>
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<tr>
<td>Elective:</td>
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The Ethnomusicology Graduate Program
Program Checklists

**Music & Anthropology specialization (M.A./Ph.D.)***

**CORE COURSEWORK (four courses required)**

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<tbody>
<tr>
<td>ANTHRO 203A:</td>
<td>Historical and Philosophical Foundations of Anthropology</td>
<td>4</td>
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<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>
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<td>SERIES I Elective:</td>
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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.

**Ethnomusicology Ph.D.**

**CORE COURSEWORK (six courses required)**

Students admitted directly into the PhD program without having first done the UCLA M.A. in ethnomusicology, who hold an M.A. degree in ethnomusicology or a related field from another university, or an M.A. degree in a related field from UCLA, may be required to take additional course work to make up deficiencies. Such students may be required to take one or more of the core seminars in the M.A. ethnomusicology program or world music/theory courses. These courses do not apply toward fulfilling the Ph.D. course requirements. Students will not be required to take courses that are considered to duplicate courses taken elsewhere comparable to the department’s offerings. The Graduate Studies Committee will decide which, if any, courses such students will be required to take.

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<thead>
<tr>
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The Ethnomusicology Graduate Program

Ethnomusicology and
Ethnomusicology, Music & Anthropology specialization

DEGREE MILESTONES (see p 17-20 for detailed explanations of these)

<table>
<thead>
<tr>
<th>M.A.</th>
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<tbody>
<tr>
<td>M.A. Coursework</td>
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<tr>
<td>Foreign Language Requirement</td>
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<tr>
<td>Master's Advancement to Candidacy</td>
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<tr>
<td>Comprehensive M.A. Exam</td>
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<th>Ph.D.</th>
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<tr>
<td>Doctoral Coursework</td>
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<tr>
<td>Foreign Language Requirement</td>
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<tr>
<td>Written Qualifying Exam</td>
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<td>Constitution of Doctoral Committee</td>
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<td>University Oral Qualifying Exam (Dissertation Prospectus Defense)</td>
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<tr>
<td>Doctoral Advancement to Candidacy</td>
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<tr>
<td>Final Oral Defense</td>
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<td>Filing</td>
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</table>
First Year (M.A./Ph.D.)

NOTE: Students entering directly on the Ph.D. program should turn to the third year of the M.A./Ph.D. program, page 13.

You must register for at least 8 credits before the end of the second week of classes each quarter, which is listed by quarter below as “Study List Deadline” to avoid additional fees. If you are not enrolled in at least 12 units by the end of Week 3, 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 required to pursue full-time coursework of at least 3 seminars. To fill your 12 units, you may enroll in additional seminars, join ensembles across the school, enroll in 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 the DGS or your advisor to ensure you are on track and to explore possible research topics.

Plan Ahead

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

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

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 22.

• **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 planning for fulfilling the foreign language requirement for your M.A. degree. For example, you may want to start coursework in Fall if you choose to satisfy the language requirement through coursework. There are several ways to fulfill this, please speak with your SAO for more information.

• **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 of the second year.
Second Year (M.A./Ph.D.)

You must register for at least 8 credits before the end of the second week of classes each quarter, which is listed by quarter below as “Study List Deadline” to avoid additional fees. If you are not enrolled in at least 12 units by the end of Week 3, 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**
- **TAs.** You are required to enroll in 375 for 4 units if 50% or 2 units if 25%. Classes begin on a Thursday in Fall Quarter, plan to be available to help your supervising professor at least three weekdays before the first class meeting.
- **TAs.** The *495 Introductory Practicum for TAs in Ethnomusicology* is required if you plan to TA. This will give you 4 units towards your 12-unit Study List.
- **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 18.
- **Foreign Language.** You must complete language requirement for the MA by the end of spring Quarter.

**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 must submit a Master’s Advancement to Candidacy request to Graduate Division. [https://grad.ucla.edu/academics/masters-studies/masters-advancement-to-candidacy-petition/](https://grad.ucla.edu/academics/masters-studies/masters-advancement-to-candidacy-petition/)

**Plan Ahead**
- **Funding.** You are encouraged to apply for the yearlong Research Mentorships through the Graduate Division for your third or, ideally (because of fieldwork considerations), 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/](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 22.

**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.** If you expect to continue to the PhD program, you should begin cultivating a relationship with a faculty member who might act as your primary advisor if you have not already done so. You should also begin cultivating a relationship with a non-ethnomusicology faculty member to serve as an “outside” member on your doctoral committee.
Third Year (M.A./Ph.D.)

You must register for at least 8 credits before the end of the second week of classes each quarter, which is listed by quarter below as “Study List Deadline” to avoid additional fees. If you are not enrolled in at least 12 units by the end of Week 3, 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 must pursue full-time (12 units) enrollment status for the Ph.D. To fulfill your 12 unit requirement, you may enroll in additional seminars, join ensembles across the school, and enroll in directed or individual studies with faculty. Only four units of 596 or 597 may be counted towards the Ph.D.

- TAs. You are 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.

WINTER
Study List Deadline: End of Week 2
To Do

- Required Courses. You are required to pursue full-time (12 units) enrollment status for the Ph.D. To fulfill your 12 units, you may enroll in additional seminars, join ensembles across the school, and enroll in directed or individual studies with faculty. Only four units of 596 or 597 may be counted towards the Ph.D.

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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 22.

- Required Courses. You are required to pursue full-time (12 units) enrollment status for the Ph.D. To fulfill your 12 units, you may enroll in additional seminars, join ensembles across the school, and enroll in directed or individual studies with faculty. Only four units of 596 or 597 may be counted towards the Ph.D.

- TAs. You are 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.

Plan Ahead

- Funding. You are encouraged to apply for the Graduate Division fellowships. 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

- Oral Qualifying Exam. This is also referred to as the “Dissertation Proposal Defense” within the department. There is more information in the graduate student handbook.

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. More information regarding committees on page 17.
Fourth Year (M.A./Ph.D.)

EVEN NOW, You must register for at least 8 credits before the end of the second week of classes each quarter, which is listed by quarter below as “Study List Deadline” to avoid additional fees. If you are not enrolled in at least 12 units by the end of Week 3, you will be dropped from all courses, and will then have to petition to add courses and pay the late fee.

FALL & WINTER

Study List Deadline: End of Week 2

To Do

- **TAs.** You are required to enroll in 375 for 4 units if 50% or 2 units if 25%. Also, remember that 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 Committees.** You must petition to have your Written Exam and Oral Exam/Dissertation/Doctoral committees appointed before proceeding to your Oral Qualifying Exams.

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

Plan Ahead

- **Written Qualifying Exams.** You should arrange to take the Written Exams during winter or spring. You may sign up for 597 units to prepare. More details on the Ph.D. written and oral qualifying exams are on page 19.

- **Oral Qualifying Exam.** At this point, your Doctoral Committee should have been approved by Graduate Division. Ideally, you will take this exam by the Fall Quarter of year 5 latest so as to be eligible for the Dissertation Year Fellowship nomination for your final year. You must be officially advanced to candidacy to be eligible for this nomination, which is due in March.

- **Funding.** You are encouraged to apply for the Graduate Division fellowships and extra-mural awards. 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](https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/graduate-research-mentorship-program) Note, most grant deadlines are in fall and winter.

WINTER

Study List Deadline: End of Week 2

To Do

- **Qualifying Exams.** You may take your exams this quarter, beginning with the Written Exams. You should also begin writing your dissertation prospectus in anticipation of the Oral Exam (Dissertation Proposal Defense). You may take the Oral Exam this quarter, or latest, Fall of year five.

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 22.

- **Qualifying Exams.** You may take your exams this quarter, beginning with the Written Exam. You should also begin writing your dissertation prospectus in anticipation of the Oral Exam (Dissertation Proposal Defense). You may take the Oral Exam this quarter, or latest, Fall of year five.

Plan Ahead

- **In-Absentia.** File In-Absentia through Graduate Division if you plan on completing fieldwork outside California during your fifth year.

- **Candidacy.** Once you have advanced to candidacy following completion of the written and oral qualifying exams, you must enroll in 599 “dissertation preparation units” to meet your 12-unit Study List minimum. If you are away doing fieldwork it may be possible to file for In-absentia if you are not receiving funding from the university.
Fifth Year (M.A./Ph.D.)

**EVEN NOW**, you must register for at least 8 credits before the end of the second week of classes each quarter, which is listed by quarter below as “Study List Deadline” to avoid additional fees. If you are not enrolled in at least 12 units by the end of Week 3, 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**
- **In-Absentia.** File In-Absentia through Graduate Division if you plan on completing fieldwork outside of California during your fifth year.
- **Candidacy.** You must enroll in 599 exam units to meet your 12-unit Study List minimum.
- **TAs.** You are required to enroll in 375 for 4 units if 50% or 2 units if 25%. Also, remember the first day of the quarter is earlier than the first day of instruction (normally a Thursday). Plan to be available to help your supervising professor at least three weekdays before the first class meeting.

**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**
- **Writing and Planning.** Work with your advisor to develop a realistic plan for writing, revising, and defending your dissertation.
- **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 22.

**Plan Ahead**
- **Final Oral Defense and Filing.** You should be aware of the Graduate Division’s most up-to-date protocols and deadlines for filing your dissertation in order to plan your timeline and effectively guide your use of resources: [https://grad.ucla.edu/academics/graduate-study/file-your-thesis-or-dissertation/](https://grad.ucla.edu/academics/graduate-study/file-your-thesis-or-dissertation/)
- **Funding.** You are encouraged to apply for the Graduate Division fellowships (specifically the Dissertation Year Fellowship), as well as extra-mural grants to support your write-up of the dissertation in your 6th 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](https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/graduate-research-mentorship-program).
Sixth Year (M.A./Ph.D.)

EVEN NOW, you must register for at least 8 credits before the end of the second week of classes each quarter, which is listed by quarter below as “Study List Deadline” to avoid additional fees. If you are not enrolled in at least 12 units by the end of Week 3, you will be dropped from all courses, and will then have to petition to add courses and pay the late fee.

FALL & WINTER

Study List Deadline: End of Week 2

To Do

• Candidacy. You must enroll in 599 exam units to meet your 12-unit Study List minimum.

• TAs. You are 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 is important to keep in mind the 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.

SPRING

Study List Deadline: End of Week 2

To Do

• Candidacy. You must 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 must confirm the scheduling with your committee. There is more information on the defense process on page 20.

• 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 21.
Degree Milestones: Constitution of Committees

**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.

**Doctoral Qualifying Exams Committee**
The four written qualifying exams must be administered by at least three people; a maximum of two exams may be administered by any one professor.

**Ph.D. Doctoral Committee**
Within the department, this exam is usually referred to as the “dissertation committee.” The doctoral committee must include at least three members of the ethnomusicology faculty and at least one outside faculty member from another department on campus. 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 the Department of Ethnomusicology, 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. All committee nominations and reconstitutions adhere to the [Minimum Standards for Doctoral Committee Constitution](#).
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. [https://grad.ucla.edu/academics/masters-studies/masters-advancement-to-candidacy-petition/](https://grad.ucla.edu/academics/masters-studies/masters-advancement-to-candidacy-petition/)

Students must obtain IRB approval for their M.A. paper topic BEFORE conducting fieldwork for it.

The Department requires an examination that is essentially a take-home paper, followed by an oral examination on the paper and how it draws on 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 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 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. The paper will be due at the end of the fifth week of spring quarter. Evidence of IRB approval having been given for the project must be provided at the same time.

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 before the end of the quarter.
Degree Milestones: Examinations
(continued)

**Ph.D. Written and Oral Qualifying Exams/Advancement to Candidacy (ATC)**

The Ph.D. examinations consist of four written exams 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 examination topics are:
1. History, theory, and method of ethnomusicology;
2. Music cultures of the world;
3. A cultural/geographical area or theoretical approach in ethnomusicology or a topic or discipline outside of ethnomusicology;
4. A second area of emphasis, for example a theoretical approach in ethnomusicology, a secondary cultural/geographical area, or a topic drawing from a discipline outside of ethnomusicology.

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 in advance by petition to the Graduate Advisory 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, who will grade the examination and submit the grade to the SAO within two weeks. 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 the research methodology 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 can be found on page 21.

The University Oral Qualifying Examination is primarily a defense of the doctoral dissertation proposal. Students will advance to candidacy (ATC) the day the oral qualifying form is turned in to the Graduate Division.
Degree Milestones: Final oral defense and filing

**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 to each member of the committee at least two weeks in advance of the defense. This may be by email if a committee member(s) agrees. 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. The committee Chair (or one of the co-Chairs) must be physically present. 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/](https://grad.ucla.edu/academics/graduate-study/thesis-and-dissertation-filing-requirements/)


**Copyright**
While dissertation authors are responsible for obtaining any necessary permissions to reuse copyrighted material in a dissertation (including in many cases formal permission to reuse articles you have already published), by University policy you do not need these permissions in place on the date you file your dissertation, and you will not need to verify these permissions to the University in any way. The Fair Use exception to copyright law can be used to justify most uses of copyrighted materials without permission. However, you must carefully analyze each use of copyrighted material and make your own Fair Use determinations. For those uses that are beyond the bounds of Fair Use, you are advised to secure written permission. These permissions matter most when your dissertation is shared publicly on one Scholarship and Proquest; lack of permissions (when necessary) could lead to a complaint by the copyright holder, and lead to a takedown of your dissertation from those public websites. For more information on permissions and/or Fair Use, be sure to read the copyright section on page 16 of the UCLA Thesis & Dissertation Filing Requirements, or contact a UCLA Librarian for consultation by emailing copyright@library.ucla.edu.

Institutional Review Board (IRB)

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 the 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.

At 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 achievements 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 Ph.D. or to leave with a terminal M.A.).

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 any given 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”] at https://grad.ucla.edu/academics/graduate-study/standards-and-procedures-for-graduate-study/].