Graduate Handbook

Master of Music

Doctor of Musical Arts
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Welcome

It is my pleasure to welcome you the graduate program in music at UNLV. You are continuing on an exciting path to furthering your dreams in higher education whether as a performer, conductor, educator or composer. We hope to maintain the tradition of excellence and scholarship as you move forward and obtain leadership positions in music programs across the nation. Our award-winning professors are nationally and internationally recognized leaders in their fields and are here to help you pursue your educational and professional dreams. On behalf of the School of Music, I invite you to join this arts rich community and I look forward to witnessing your accomplishments.

Sue Mueller, Director

Mission Statement(s)

As an innovative artistic and educational leader in the United States, as well as the primary catalyst for music culture in Southern Nevada, the mission of the UNLV School of Music is to provide a professional artistic environment that supports programs of excellence in the education of musicians. With respect for and responsiveness to the needs of students and faculty, the School produces musicians of the highest quality, develops each student’s unique strengths in performance, composition, and the teaching of music, generates excellence in musical literacy and performance, and increases the public’s appreciation for the intrinsic value of music through leadership and excellence in teaching, research, scholarship and creativity, and professional service.

The University of Nevada, Las Vegas School of Music is acknowledged as one of the foremost comprehensive programs of music in the United States, able to attract the finest students and faculty. Through instructional excellence, leading-edge research, inspired creativity, and dedicated service, the School of Music prepares students to be artistic leaders in their profession, each possessing the highest standards of performance, teaching, scholarship and artistic vision, and each capable of achieving success in their chosen field.

Purpose

The purpose of this handbook is to provide program specific information that is not found in the UNLV Graduate Catalog. Students are responsible for understanding
and following the policies and procedures delineated in this document and the UNLV Graduate Catalog, as well as the NSHE Code, UNLV Bylaws, and the UNLV Student Conduct Code. Questions about policies should be directed to the Graduate College: https://www.unlv.edu/graduatecollege

Introduction

Graduate-level music study at the University of Nevada, Las Vegas is designed to provide students with an opportunity to pursue careers in one or more of the major areas of concentration: Music Composition, Music Conducting, Music Performance (Applied), and Music Education. This Handbook provides an overview of the Graduate Program in Music, and provides guidance through the policies and procedures of the various programs, from application to graduation.

This Handbook is a supplement to the information currently available in the UNLV Graduate Catalog, which is available to all students in hard copy at the UNLV Bookstore, or on line at:

http://catalog.unlv.edu/index.php?catoid=17

Graduate studies at UNLV conform to qualifying prerequisites and guidelines set forth by the National Association of Schools of Music, which include: intellectual awareness at the professional level of accomplishment in any or all the areas of Applied, Composition, Conducting, or Education. The School of Music commits to a strong focus on Music Theory, Music History, and Music Bibliography, along with particular emphasis on writing, speaking, and research skills.

Compliance

All School of Music Faculty and Graduate Students shall comply with the terms and protocol of this Document. Any Graduate Students who do not comply or meet the required expectations set forth in this Document will not be permitted to proceed through the program. It is the student’s responsibility to learn and review the requirements, policies, and procedures outlined herein.

Admissions Procedures

Applicants must complete all the UNLV Graduate College and School of Music application procedures for admittance to degree programs.

University Graduate Admissions Procedures
The UNLV Graduate College application and requirements for admission are found at the Graduate College website (https://www.unlv.edu/graduatecollege). Briefly summarized, they include supplying transcripts or proof of all requirements necessary to commence with the desired Degree Program. If Applicants have attended institutions outside of the United States they must have their courses and/or degrees evaluated by Josef Silny at http://www.jsilny.com, or at another NACES approved agency.

Complete an online application at: https://unlv-gradcollege.force.com/Portal_Login

Official transcripts shall be sent to:
University of Nevada, Las Vegas
Graduate College
FDH 352
Box 451017
4505 South Maryland Parkway
Las Vegas, Nevada 89154-1017

**Helpful Hints and Information**

Applicants are responsible for monitoring the Graduate College website and their MyUNLV accounts. The Graduate College website includes information about academic programs, registration, deadlines, student advising, publications and forms, financing options, Nevada residency, the Graduate Council, as well as a timeline guide for completion of the programs.

For specific information about degree progress, student records, or transcript information once officially enrolled, contact the Graduate College at (702) 895-3320.

For applicants or prospective applicants who have questions but are unable to physically come to campus, email (gradadmissions@unlv.edu) or call (702-895-3367) the UNLV Graduate Admissions Office.

**School of Music Admissions Procedures**

Online applications through the Graduate College are forwarded to the School of Music.

Application deadlines for US citizens are: 1 May for fall, 1 November for spring, and 10 May for summer (Music Ed only).
Application deadlines for international students (non-US and non-permanent residents) are: 1 May for fall, and 1 October for spring.

Additional School of Music application requirements submitted by applicants shall include the following six items:

1. Proof of a baccalaureate or advanced degree in music from a nationally accredited four-year college or university, or the equivalent. In special cases, the School of Music may accept students who do not possess an undergraduate degree in music, but demonstrate an exceptional level of equivalency. In such cases, the Graduate Advisor and Division Chair will determine what, if any, additional coursework is needed to prepare applicants for graduate study.

2. Proof of a minimum overall GPA of 2.75 (4.00=A) for the baccalaureate degree or a minimum of 3.00 for the last two years of music courses.

3. Two confidential letters of recommendation (THREE FOR DOCTORAL APPLICANTS) attesting to the applicant’s ability to complete the applied for graduate-level work. Instructions shall be uploaded electronically in the Recommendations section of the Graduate College on-line application.

4. A 500-word self-composed essay defining career goals and explaining how graduate studies in music will advance the applicant towards these goals. This shall be uploaded electronically under “Personal Statement” in the Graduate Program Supplementary Information section of the on-line application. This essay is used for informational purposes along with determining the applicant’s competency with style and organization of English prose.

5. A current resume uploaded to the Graduate College online application.

6. A successful audition and/or portfolio submission for the specific degree program. Music Education students are not required to perform an audition. Some divisions may require a pre-screening video. Contact the appropriate Division Chair to arrange an audition or submission of portfolio materials. All auditions and portfolios must be presented by 15 April for fall semester admission, and by 15 October for spring semester admission. The School of Music prefers to hear a live audition, whether the applicant is applying for a GA position or admission alone. However, if there are extenuating circumstances that might preclude an applicant from traveling to Las Vegas, at the discretion of the applicant’s Division Chair, a video may be used.

Transfer Credits
Not more than one-third of a student’s degree program (not including the thesis, dissertation, or professional/scholarly paper) may be transferred from another university at the time admission is granted, or subsequent to admission. For UNLV Non-Degree graduate students, a maximum of 15 graduate credits taken at UNLV may be applied toward a graduate degree program.

Once admitted to an advanced degree program, students must obtain prior written consent of the School and the Graduate Dean, by way of a Transfer Credit Request Form, to take course work elsewhere and use it in their UNLV graduate degree program.

To have transfer credits considered for UNLV credit, the following criteria must be demonstrated to the satisfaction of the School and the Graduate Dean:

- The work must have been taken at an appropriately accredited institution;
- The course must have been graded (it may not be pass/fail or S/U or S/F);
- The work must have been completed with a grade of B or higher (B- is not acceptable);
- Official transcripts covering the work must be sent directly from the issuing institution to the Graduate College;
- The work must be posted to the student’s permanent academic record;
- The course must be comparable in content, substance, and rigor to the coursework it is replacing in the student’s UNLV graduate degree program;
- Work that is being used to fulfill requirements for another degree may not be used toward another degree.

To have transfer credits considered for UNLV credit, applicants must furnish a syllabus or other pertinent documentation to the Faculty member teaching the equivalent course at UNLV.

Students may petition to have credits waived. For these instances the University Process and Procedures for Credit by Examination will apply.

**Returning Students After Absence in Matriculation**

Students who have been absent for five or more years without filing a Leave of Absence or an Extension form must re-apply to the Graduate College for admission to the degree program. All Students must file a Leave of Absence form for any semester for which they will not be enrolled, up to four semesters.

For additional time the Extension must be filed. Students must appeal for reinstatement to the Graduate College using Form #22, Appeal Form for Admitted Students, and complete Form #33, Six-Year/Eight-Year Course Limit Extension Request, in order to have coursework apply to the degree program.
Continuous Enrollment and Leaves of Absence

Students admitted to the graduate program must register for at least one, three-credit class during their first semester. Failure to register will cancel admission to the Graduate College. However, if needed, students may delay enrollment by contacting the Graduate College Admissions and Records Assistant for the College of Fine Arts.

After admission to a graduate program, students must register for a minimum of six credits each calendar year. Students working on a Document must register for three credits each semester (excluding summer), until the Document has been completed and has been given final approval. Students who have not registered for academic work within one calendar year will be separated from their programs and must reapply for admission should they wish to continue.

Students must be registered for three credits during the semester in which they intend to graduate.

E-mail Requirement

All UNLV students receive a RebelMail account after they have been admitted to the University. RebelMail is the official form of communication throughout the University. All information about deadlines, major campus events, and announcements are sent through RebelMail. Students are expected to check e-mail regularly in order to stay current with course-related communications, recognizing that certain communication may be time-critical. Regular e-mail management will minimize the risk that the inbox will be full, causing the email to be returned. Students can forward their RebelMail to another personal account. Undeliverable messages returned because of either a full inbox or use of a 'spam' filter will be considered delivered without any further action required by the instructor. For more information about your RebelMail account see: http://rebelmail.unlv.edu/

Grade Point Average – GPA

All students in the School of Music must maintain a minimum cumulative Grade Point Average (GPA) of 3.00 for all degree-required courses. Only courses for which a student earns a final grade of "A", "A-", "B+", "B", or "S" may be applied to the graduate degree. A student whose cumulative GPA falls below 3.0 (B) in a given term will be placed on probation for the following term. If a 3.0 cumulative GPA is not attained by the end of the probationary term, the student will either be granted a final opportunity to raise the GPA, or may be dismissed from the program.
student whose cumulative GPA falls below 3.0 for three successive semesters will be automatically dismissed from the program.

**Academic Performance**

The School of Music monitors the academic performance of students at the end of each semester and/or academic year. If the School of Music determines that a student is not making satisfactory progress towards the degree, it will request that the Graduate Dean separate the student from the University or place the student on probation. The School will provide the student with the specific requirements, including deadlines, which must be completed in order for the probation to be removed. Failure to meet the conditions of the probation will result in separation from the Graduate College and the University of Nevada, Las Vegas.

**Satisfactory Progress**

Failure to make satisfactory progress may include: failure to complete six credits per academic year toward the degree program; earning unsatisfactory grades (including Incompletes, grades below a B, or withdrawals); failure to consult with Advisor when requested; failure to establish a Graduate Committee; failure to develop an official, approved Degree Program; and failure of Comprehensive Examinations.

A UNLV graduate student who has been dismissed for academic reasons is not eligible for admission or re-entry. The student must petition the Graduate College for academic reinstatement.

Serious cases of misconduct, as defined by the Rules and Disciplinary Procedures for Members of the University Community, will be referred to the appropriate administrative officer for action.

For further information, consult the Graduate College Catalog: [http://catalog.unlv.edu/index.php?catoid=17](http://catalog.unlv.edu/index.php?catoid=17)

**Graduation – All Degrees**

All information regarding graduation processes and procedures is available on the Graduate College website. Please consult the following to assist in completing the necessary paperwork.

Information about completing the degree: [https://www.unlv.edu/graduatecollege/study-timeline](https://www.unlv.edu/graduatecollege/study-timeline)
Information about program deadlines:
https://www.unlv.edu/graduatecollege/graduation-deadlines

Graduation applications are available through MyUNLV – a link to this form and process is in each student’s account.

ALL forms must be submitted on time and prior to application for graduation. Students must apply for graduation by the semester deadline. Doing so triggers the student’s graduate evaluator to review their file and make sure that all procedural details are in order for graduation.

Applications for graduation will not be processed unless all required forms and documents have been submitted to the Graduate College. These forms include; Appointment of Advisory Committee; Proposed Degree program: Culminating Experience Results, and if required, the Prospectus Approval; Appointment of Advisory Committee; and the Advancement to Candidacy form.

If students do not complete the degree requirements within the term anticipated, it is expected that they will do so in the next regular term (summer excluded). If this is the case, a new application for graduation must be filed, and an additional diploma fee will be charged. In addition, students must be enrolled in a minimum of 3 credits during the term they apply for and expect to graduate. Degrees are awarded three times a year in May, December, and August.

When students apply for graduation, the Graduate College reviews the Degree Program. The Graduate Dean certifies that students have met degree requirements and a recommendation is forwarded to the Board of Regents. If any requirement has not been met, the degree will not be awarded. The degree will be revoked if it is awarded in error or due to fraudulent activity of any type.

Commencement

Students may not participate in Commencement prior to completion of all degree program requirements. Commencement is held twice a year, in May and December. August Graduates may participate in the December commencement following the completion of degree requirements.

Additional Information for Graduate Students

Information Technology

Students have access to computer labs, an e-mail account, wireless Internet,
information about discounted software and computers, file storage and website publishing. Contact the Student Help Desk at 895-0761 for help.

Financial Aid

Financial aid is available. For more information, please visit:
https://www.unlv.edu/finaid

Graduate Assistantships

Graduate Assistant (GA) is a term for a graduate student who has been appointed to provide teaching, research, or other support service to an academic unit while pursuing a graduate program of study. GAs are state funded with the Masters level at a minimum of $10,000 and DMA level at a minimum of $15,000. Graduate Assistants work on the average 20 hours per week. In addition to a monthly stipend they also receive a waiver of all out-of-state tuition and a reduction in tuition fees. Each GA has a specific work assignment submitted to the Graduate College. The Graduate Dean, the School of Music Director, and the Director of Graduate Studies must approve changes in work assignments.

Students may be eligible for a Part-Time Instructor position (PTI) if they are matriculated in a minimum of six graduate-level credits, all of which count towards their Degree Program.

Both a financial opportunity and an invaluable professional experience, a Graduate Assistantship of any type is a highly sought-after position. For information about how to apply for an assistantship, please visit:
https://www.unlv.edu/graduatecollege/ga

Deadlines for Graduate Assistantship Applications are 1 March for fall, and 1 November for spring. Students must apply for Graduate Assistantships through the Grad Rebel Gateway (GRG) portal on the graduate college.unlv.edu website (top right). Both new and renewals require an GRG application. Students must check their GRG account periodically; their GA accept or decline letter will only be sent to them via the GRG system. If declined, students may apply for a different GA position, or reapply for the same one in future terms. If accepted, the students will receive all the information they need in their offer letter in GRG, including a link to a webpage containing all the documents that they need to read, review, complete, and return in order to activate their GA and accept the position they have been offered. Students who receive a GA offer must accept or decline said via the GRG system by the posted deadline or their offer will be rescinded. If accepting, students must also register for a mandatory contract signing and information session at the same time. Failure to comply will nullify the GA offer. Students shall bring the required documents to the signing session.
International students are required to successfully pass a SPEAK test administered by the Graduate College prior to any teaching position. Students who do not pass the SPEAK test will be allowed to retain their assistantships, but will be moved into a teaching position only after they pass the test. The SPEAK test is free to all international graduate students and shall be taken at least two weeks before the beginning of the semester.

Before accepting employment on or off campus GAs must petition the Graduate Dean for approval, after first obtaining approval from the Director of the School of Music and the Director of Graduate Studies. The additional employment must be limited to ten hours per week and related to student’s area of study. Failure to request approval of employment may result in the assistantship being rescinded. International GAs may not accept any additional employment on or off campus.

GAs are employed by the university to conduct work in exchange for compensation. In this capacity they are expected to report in the same time frame as faculty, i.e., during academic semesters and not during break or vacation times. They must report one week prior to commencement of classes both fall and spring semester. Exceptions to this statement may be negotiated at the time of employment; however, approval must be obtained from the Director, Academic Dean, and Graduate Dean. Additional information is available at: https://www.unlv.edu/graduatecollege/ga

**Scholarships**

A variety of fellowships and scholarships are available to students at both the Master’s and Doctoral levels. For more information, please visit: https://www.unlv.edu/graduatecollege/scholarships

**Division of Educational Outreach**

Teaching opportunities may be available with the UNLV Division of Educational Outreach. For more information, call (702) 895-3394 or visit: http://edoutreach.unlv.edu/

**Graduate REBEL Success Center**

The Graduate College Graduate Rebel SUCCESS Center provides a formal, value added experience for graduate students to enhance their academic and professional career preparation and readiness. In addition, the programming centralizes
essential information, facilitates greater access to resources, organizes and promotes academic and professional development opportunities, and collaborates with other campus units to ensure that an array of opportunities are available to graduate students. For more information, please visit: https://www.unlv.edu/graduatecollege/gradrebel

**Student Conduct Code**

The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change, and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals.

The UNLV Student Conduct Code (the “Student Conduct Code”) is designed to promote this environment and sets forth standards of conduct expected of students who choose to join the university community. Students who violate these standards will be subject to conduct sanctions in order to protect the university community, and to maintain order and stability on campus. To maintain an effective campus environment, each member of the campus community is strongly encouraged to notify appropriate officials of any violation of the Student Conduct Code and to assist in its enforcement. Students in violation of the Student Conduct Code are also subject to all local, state, and federal laws, in addition to the University’s internal discipline procedures.

All UNLV students have access to the provisions of the NSHE Code and the Student Conduct Code, which include conduct regulations and procedures. Copies of both are available in the Office of the Vice President for Student Life, Office of Student Conduct, University Libraries, offices and annexes of the Consolidated Students of the University of Nevada, Las Vegas (CSUN), Graduate and Professional Student Association (GPSA), Office of the Director of Student Conduct and Residential Life, and on the Office of Student Conduct website: https://www.unlv.edu/studentconduct

**Auditions**

Auditions are required for all graduate degree programs with the exception of Music Education. All auditions must be presented by 15 APRIL for the fall semester and 15 OCTOBER for the spring semester. Applicants who wish to be considered for an assistantship must have presented their audition by 1 MARCH.
Three Faculty members constitute an Audition Committee. The Committee shall consist of applicant’s primary instrument instructor and two other Faculty members. The Committee will complete an Audition Diagnostic Form upon completion of the audition. One set of copies is given to the Director of Graduate Studies and one set is placed in the applicant’s file.

**Orchestral Conducting**

Orchestral Conducting applicants shall plan on spending an entire day on campus to complete the entire audition process, consisting of: an Ear Training Examination of one-voice, four voice harmonic, and intervallic dictations; an examination on Transposition and Musical Terms, an essay on Music History; and Score Identification. Applicants will meet and interview with applicable Music Faculty within the Orchestral Conducting Area. Applicant will conduct the UNLV Symphony Orchestra, the repertoire for which will be chosen by the Orchestra Director.

**Wind Band Conducting**

Wind Band Conducting applicants shall be prepared to rehearse two excerpts of contrasting styles of major wind literature with the UNLV Wind Orchestra. The Director of Bands or designated area representative will approve the repertoire.

**Applied Instrumental**

**Brass Division**

An accompanist is not required, though applicants are welcome to bring one if they choose. Auditions are approximately 25 minutes in length and shall consist of: two complete compositions of applicant’s choice representing two different styles and style periods, minimum of three contrasting orchestral excerpts, and sight reading to demonstrate transposition skills.

**Percussion Division**

Applicants must present advanced solo, excerpt, and/or etude works in the areas of Keyboard Percussion, Timpani, and Snare Drum. Optional, but highly recommended is a presentation of prepared material on Multiple Percussion, Drumset, Steel Pan, Hand Drumming, or any other percussion areas in which applicant possesses expertise.

**Division of Keyboard Studies**
Applicants are granted auditions only after the Faculty has reviewed and approved a pre-screening video, the program for which may include works subsequently submitted for the audition. All works must be memorized, with the exception of those representing a contemporary idiom. These programs must reflect at least three contrasting style periods.

Throughout the audition process the applicants must demonstrate a broad and thoughtful interest in the world of music, including knowledge of its historical traditions and contemporary trends, a clear dedication to artistic excellence, and a desire to exercise artistic leadership. Applicants must prepare a full-length audition of stylistically diverse, musically and pianistically challenging works. Examples of this shall include: 1) A sonata by Haydn, Mozart, Clementi, Beethoven, Hummel, or Schubert; 2) A substantial work by Chopin, Mendelssohn, Schumann, Liszt, or Brahms; 3) A substantial work by composers of the late 19th or early 20th centuries, including, but not limited to Tchaikovsky, Mussorgsky, Scriabin, Rachmaninoff, Busoni, Debussy, Ravel, and Grieg; and 4) A substantial 20th or 21st century work by a composer post-dating Impressionism.

**String Division**

The School of Music String Division includes Violin, Viola, Cello, Bass, and Guitar.

The duration of String Area auditions shall be 30 minutes, with the exception of Guitar, which is 60 minutes. An accompanist is not required; however, applicants may utilize one if they so desire.

**Violin** auditions require a complete concerto, a complete Bach sonata or partita for solo violin, and an additional work of the applicants’ choice.

**Viola** auditions require a complete viola concerto such as by Bartok, Walton, or Hindemith and an additional work of the applicants’ choice.

**Cello** auditions require a complete concerto, a complete Bach suite for solo cello, and an additional work of the applicants’ choice.

**Bass** auditions include a complete concerto, two contrasting movements of a Bach suite for solo cello, and an additional work of the applicants’ choice.

**Guitar** auditions require one major Baroque work from the Lute Literature and/or transcription from strings or keyboard: Bach, Weiss; two major 20th Century or Modern works: Carter, Takemitsu, Brouwer, Assad, Dodgson, etc; one major work from the Romantic/contemporary repertoire: Ponce, Tedesco, Villa-Lobos, Mertz, Rodrigo, etc.; one movement from a major 20th Century Guitar concerto: Rodrigo,
Brouwer, Villa-Lobos, Tedesco, etc.. A detailed list of repertory is available upon request.

**Division of Vocal Studies**

Applicants may utilize the service of an independently retained accompanist or may request accompanist services through the UNLV Vocal Division with a 120-day advanced notice. The 30-minute audition shall consist of a mixture of Art Songs and Arias through which the applicants will demonstrate a variety of languages and musical styles. Applicants must submit to the Vocal Division a resume and a repertoire list at the time of the audition.

**Woodwind Division**

The UNLV Woodwind Division includes Bassoon, Clarinet, Flute, Oboe, Saxophone, and Multiple Woodwind.

The duration of Woodwind Division auditions shall be between 15–30 minutes. An accompanist is not required; however, applicants may utilize one if they so desire.

**Bassoon**

Auditions require that applicants prepare two complete compositions representing different musical styles and stylistic periods, and four contrasting orchestral excerpts, all of applicant’s choice.

**Clarinet**

Auditions require that applicants prepare two complete compositions representing different musical styles and stylistic periods, and four contrasting orchestral excerpts, all of applicant’s choice. Additionally, applicants are encouraged to demonstrate performance proficiency on the Bass Clarinet and/or the E-Flat Clarinet.

**Flute**

Auditions require that applicants prepare the following: One of seven sonatas of J.S. Bach; the Mozart Concerto in G Major, KV313, first movement with cadenza; a contemporary solo work demonstrating fluency with extended techniques; a selection from the literature by Copeland, Dutilleux, Ibert, Jolivet, Liebermann, Martin, Martinu, Nielsen, Prokofiev, Schubert or equivalent; and three orchestral excerpts.

**Oboe**

Auditions require that applicants prepare material representing different musical styles and stylistic periods. The chosen material may include as many as four orchestral excerpts.

**Saxophone**

Auditions require that applicants prepare three complete compositions representing different musical styles and stylistic periods, and two contrasting orchestral excerpts, all of applicant’s choice. Transcriptions from Baroque, Classical, and Romantic periods are permitted for one of the compositions presented,
however, the remaining audition selections shall emphasize original works for concert saxophone. The majority of the audition shall be presented on the alto saxophone, but one selection may be performed on soprano, tenor, or baritone saxophone. Applicants must also demonstrate extended, contemporary techniques along with proficiency on the altissimo register.

In addition to the audition for the applicants’ main woodwind instrument, the audition for the **Multiple Woodwind** includes one complete work on each of two secondary instruments. See **Appendix A** for a list of suggested repertoire.

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**Division of Jazz Studies**

Applicants must prepare three jazz works of contrasting feels over which they shall demonstrate improvisational ability and an overall understanding of the Jazz idiom. Also, applicants shall prepare a short classical excerpt or etude demonstrating technical proficiency on their primary instrument. Performance of scales and/or modes and sight-reading will also be included.

---

**Division Specific Admission Requirements**

**Performance – See Audition information, above**

**Composition/Theory**

Applicants need to submit a portfolio of compositions including at least one work from three of the following categories: 1. Orchestra, Band, or Chorus, 2. Solo instrument with piano accompaniment, or Solo piano, 3. String Quartet, Brass Quintet, Woodwind Quintet, or other small ensembles, 4. Set of songs for solo voice and piano, 5. Original compositions scored for Jazz ensemble. Additional works may be included. All works may be uploaded electronically under “Other Documents” in the Graduate Program Supplementary Information section of the online application, or mailed directly to the applicable Composition Faculty member.

---

**Jazz Composition/Theory**

Applicants need to submit two original jazz works, one large ensemble and one chamber ensemble, and/or arrangements demonstrating the equivalent level of proficiency to meet that of a senior recital. All works may be uploaded electronically under “Other Documents” in the Graduate Program Supplementary Information section of the online application, or mailed directly to the applicable Composition Faculty member.
Applicants must prepare at least one jazz piece on their primary instrument to demonstrate improvisational ability in the Jazz Idiom.

**Music Education – Traditional**

Applicants need:
- Passing scores on the PPST I examinations, for Nevada found at [www.ets.org](http://www.ets.org).
- To provide portfolio evidence of minimum two years of successful music teaching experience at the public school level. This evidence may include, but is not limited to:
  * Current resume
  * Copy of teaching credential
  * Representative lesson plan for two classes
  * Audio and/or video student’ learning and performing

**Orff-Schulwerk and Graduate Licensure**

Applicants need:
- Passing scores on the PPST I examinations, for Nevada found at [www.ets.org](http://www.ets.org).

**Conducting – All Areas**

Applicants must supply to the appropriately indicated conducting area, a videotape or DVD of a rehearsal and performance under Applicants’ direction.

*Notables:*

*The UNLV School of Music does not require GRE testing.*

*Applicants shall list their specific concentration under the Program Information section of the Graduate College on-line application.*

*All requirements within this document are minimum requirements set forth by the Graduate College and the School of Music. Meeting these requirements does not guarantee admission to any of the established Graduate Programs*
The Master of Music degree at UNLV conforms to the guidelines set forth by the National Association of Schools of Music.

The MISSION of the Master of Music degree at UNLV is to prepare professionals for careers in music performance and/or education.

**Degree Programs**

Subplan 1: Instrumental Performance  
Subplan 2: Vocal Performance  
Subplan 3: Collaborative Piano  
Subplan 4: Multiple Woodwind  
Subplan 5: Jazz Performance  
Subplan 6: Theory/Composition  
Subplan 7: Jazz Theory/Composition  
Subplan 8: Choral Conducting (on hold)  
Subplan 9: Orchestral Conducting  
Subplan 10: Wind Band Conducting  
Subplan 11: Music Education  
Subplan 12: Music Education – Orff Schulwerk  
Subplan 13: Graduate Licensure: K-12 Music

**Degree Grids**

The minimum number of credits required for the Master of Music degree varies with each option. However, no more than eight credits of 500/600-level credits may be applied to student’s degree program.

Successful completion of MUS 690, Bibliography, with a minimum grade of B is a prerequisite for enrollment into all graduate-level Music History courses.

**Performance (Instrumental)**

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<tr>
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<tr>
<td>Music Theory</td>
<td>3</td>
</tr>
<tr>
<td>Pedagogy &amp; Literature</td>
<td>3</td>
</tr>
<tr>
<td>Applied Lessons*</td>
<td>8</td>
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<tr>
<td>Ensembles**</td>
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<td>Recital (MUS 698)</td>
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**Performance (Vocal)**
- Bibliography (MUS 690)           | 3       |
- Music History                     | 6       |
- Music Theory                      | 3       |
- Pedagogy & Literature             | 3       |
- Diction                           | 3       |
- Applied Lessons*                  | 8       |
- Ensembles**                       | 2       |
- Recital (MUS 698)                 | 2       |
| Elective (with approval)          | 3       |
| TOTAL                             | 33      |

**Performance – Collaborative Piano**
- Bibliography (MUS 690)           | 3       |
- Music History                     | 6       |
- Music Theory                      | 3       |
- Pedagogy & Literature             | 3       |
- Diction                           | 3       |
- Applied Lessons*                  | 8       |
- Ensembles**                       | 5       |
- Recital (MUS 698)                 | 2       |
| TOTAL                             | 33      |

**Performance – Multiple Woodwind**
- Bibliography (MUS 690)           | 3       |
- Music History                     | 6       |
- Music Theory                      | 3       |
- Pedagogy & Literature             | 3       |
- Applied Lessons – Major Inst.     | 8       |
- Applied Lessons – Secondary Inst. | 8       |
- Ensembles**                       | 2       |
- Recital (MUS 698)                 | 2       |
| Elective (with approval)          | 3       |
| TOTAL                             | 38      |

**Performance – Jazz**
- Bibliography (MUS 690)           | 3       |
- Jazz History                      | 3       |
- Jazz Theory                       | 3       |
- Jazz Keyboard                     | 3       |
- Jazz Pedagogy                     | 3       |
- Applied Lessons                   | 8       |
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**Jazz Theory/Composition**

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**Conducting: Choral (on hold)**

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**Conducting: Orchestra**

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<td>Ensembles (MUSE 521 &amp; 522)</td>
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**Conducting: Wind Band**

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**Music Education: Traditional**

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<tr>
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Maximum number of workshop credits is three. With approval these credits may include Applied and/or Conducting.

**Music Education: Orff Schulwerk**

<table>
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<td>Orff Level II (MUS 643)</td>
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<td>Orff Level III (MUS 644)</td>
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</table>
For Music Education: Graduate Licensure Program (48-51 Credits), students must consult with a Music Education Coordinator.

Note on Ensembles: Ensemble credits counting towards a degree must be a mixture of small and large ensembles. No credits of Ensemble, Applied Lessons, or Recitals may be used to fulfill Elective credits.

**Optional Thesis and Music Education Research Project**

A thesis is optional and may, with approval, be used to fulfill six credits of the students’ degree program. The Master’s Thesis is a scholarly piece of work through which students shall explore and expand boundaries to the extent to which they demonstrate a command over the relevant scholarship within their field of study. Information regarding the Thesis Project process and submission may be found at: [https://www.unlv.edu/graduatecollege/thesis](https://www.unlv.edu/graduatecollege/thesis)

**Advisory Committee**

Master of Music (MM) Students form a four-member Advisory Committee that oversees all recitals, examinations, and theses (if applicable). Committees shall be formed in consultation with student’s Advisor and shall consist of: student’s Advisor, at least one member from a graduate field of study outside the major instrument area (Music History, Music Theory, Music Education, etc.), Graduate College Representative, and faculty members from the student’s primary or minor area of study, inside or outside of the School of Music.

The Master’s Recital is considered (with the Comprehensive Examination) the culminating experience in the degree, and the Graduate College Representative is required to attend.

If the student (Music Education only) chooses to write a thesis in fulfillment of the degree requirements, one member of the committee must have had experience in writing and advising master’s level theses.

An additional fifth member is optional and may be drawn from other qualified faculty, instructors, or academic staff (if appropriate). Master’s Advisory Committees are limited to no more than five members.

Before completing more than 16 credit hours towards the degree, students must submit the Degree Audit Report and the Degree Audit Companion Form to the Graduate College. The Degree Audit Report may be accessed through MyUNLV and the Degree Audit Companion Form is found on the Graduate College website. When submitting the forms to the Graduate College, students shall retain a copy for their
Time Limitation

Master’s degree students may take a maximum of six years (continuous from the time of matriculation) in which to complete the requirements. Course work completed more than six calendar years before the term in which all degree requirements are met may not be used in the degree program.

Pre-Recital Hearings

The students’ Division may require a Pre-Recital Hearing before any or all recitals. The Pre-Recital Hearing is generally scheduled to occur two to three weeks prior to the actual Recital, the exact date of which is agreed upon between the Students and their major Division Advisor. The repertoire for the Pre-Recital Hearing shall be representative of the entire Recital. The Division Chair will determine the length of the Hearing. The Pre-Recital Hearing will be graded as either “Approved” or “Not Approved,” representing the student’s preparedness to present the Recital at the time it is scheduled. Students who receive a “Non Approved” grade on the Pre-Recital Hearing may be required to enroll in a non-degree Applied Lessons course until which time they are approved for the Recital.

A student is allowed a 2nd attempt in order to be “Approved” for a recital. In the event the 2nd attempt is “Not Approved” students must petition for a 3rd attempt. The student’s Advisory Committee, in association with the Directors of the School of Music and Graduate Study, will rule within 2 weeks on the petition and have the final determination as to whether the student will continue in the degree program.

All committee members are expected to attend both the pre-recital hearing and the student’s recital, however the Advisory Committee Chair must attend each. The recital must be evaluated in writing by at least TWO additional members of the committee. Since some committee members may be unavailable to attend all performances, the student must arrange to have all recital, pre-recital hearings, and the Qualifying Hearing recorded for archival purposes and to make these available to the entire committee for later review.

The division may choose to schedule all pre-recital hearings on specific dates to avoid continuously adjusting schedules.

Recitals

The degree recital date must be scheduled by the first month of the semester. The coordination of the entire recital process is the sole responsibility of the student.
The process includes, but is not limited to, securing the venue, procuring the availability of committee members, and maintaining sufficient communication with all Music Office staff.

All recitals must be recorded for archival purposes, the process of which is automatically initiated when the student reserves a venue for the Recital. There is a fee for this official recording.

**Grades**

All members of the Committee, excluding the Graduate College Representative, shall issue a letter grade for each recital. Committee members’ comments, which are written on the School of Music Recital Grade Forms, are recorded and placed in the students’ files.

The School of Music Office must print all official recital programs. Therefore, the students must have their completed program submitted to the Office no later than three (3) weeks prior to the Recital.

**Comprehensive Examinations (MM)**

All students for the Master of Music degree in Applied Music, Composition/ Theory, and Conducting are required to take a comprehensive examination. The student’s graduate recital, if required, should take place before the comprehensive examinations. The comprehensive examination is taken during the term in which the student intends to graduate and must be completed at least three weeks before final day of instruction. The examination is scheduled in consultation with the student’s advisory committee. Music Education students who are teaching full-time may set a date that is compatible with the Music Education Coordinator and the student’s availability.

Beginning in fall 2016, the Master of Music Comprehensive Examination consists of an oral exam. The material for the comprehensive exam will be determined solely by the student’s advisory committee.

The examination will include five musical examples for score style analysis and identification. Students will be asked to identify: the instrumentation and ensemble type, the possible genre, the possible historical period of the work’s origin, and the possible composer. Music Education students are exempt from oral examination provided their written examination is deemed satisfactory by their examination committee.

The comprehensive examination is graded by each committee member as Pass, Fail, or Abstain. A minimum of three Pass grades is required. The grade, along with
committee member comments, are recorded on the Comprehensive Exam Grade form. This is an internal School of Music form that is retained in the student’s file. In the event that students do not pass the comprehensive examination, they may request that the Committee administer a second examination. Students must wait at least three months before taking a second examination. The committee may require additional coursework or study to prepare the student for the second examination. A second failure of a comprehensive examination results in termination of studies and separation from the University. The Chair of the student’s Advisory Committee submits the Final Examination form results to the Graduate College immediately after the oral examination is completed. The form used for this purpose is called Culminating Experience Results.

https://www.unlv.edu/graduatecollege/forms

The Chair shall retain a copy of the form and include file this with the internal examination assessment forms in Student’s School of Music file.

Doctor of Musical Arts
DMA

The MISSION of the Doctor of Musical Arts degree programs at UNLV is to nurture and further develop the artistry, musicianship, scholarship, and pedagogical skills of the already exceptionally talented students.

In preparing degree students to meet the demands of professional performance, research, and teaching, the Doctor of Musical Arts (DMA) degree program develops: the highest caliber of musical artistry through applied studio studies; advanced skills in areas of scholarly research, analysis, and communication, both written and oral; and, pedagogical and leadership skills.

Degree Programs

Subplan 1: Brass Track
Subplan 2: Piano Track
Subplan 3: String Track
Subplan 4: **Woodwind Track**  
Subplan 5: **Conducting (Wind Band) Track**  
Subplan 6: **Conducting (Orchestra) Track**  
Subplan 7: **Percussion Track**  
Subplan 8: **Voice Track**

### Degree Grids

**Applied: Brass, Piano, Strings, and Woodwinds**

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<td>Pedagogy (MUS 747 or MUS 748)</td>
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<td>Recitals (3)</td>
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**TOTAL** 60

**Wind Band Conducting**

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<td>Music Theory (Must include MUS 708)</td>
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**TOTAL** 60

**Orchestral Conducting**

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<tr>
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<td>Pedagogy (MUS 726 and MUS 722A)</td>
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<tr>
<td>Ensembles (1 Large and 1 Small)</td>
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<tr>
<td>Recitals (3)</td>
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<tr>
<td>Lecture Recital</td>
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<td>Document</td>
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### Applied Voice

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### Advisory Committee

DMA students form a five-member Advisory Committee in consultation with the Major Professor. All five members must be UNLV Graduate Faculty (Associate or Full Graduate Faculty status). A list of all Graduate Faculty, both Full and Associate, may be found on the Graduate College website: [https://www.unlv.edu/graduatecollege/graduate-faculty-status](https://www.unlv.edu/graduatecollege/graduate-faculty-status). One member must serve as a Graduate College Representative from outside the School of Music. Of the remaining four members, three shall be from the student’s field of study or hold expertise in a minor subject area related to the student’s field of study. The remaining member shall be from a field of study outside the major instrument area.
A minimum of one member of the committee must have had experience in writing and advising doctoral level dissertations or lecture-recital documents. An additional sixth member is optional and may be drawn from other qualified faculty, instructors, or academic staff (if appropriate). Doctoral Advisory Committees are limited to no more than six members.

Upon the completion of no more than 14 credit hours, student, with assistance from Committee Chair, shall complete an Appointment of Advisory form to the Graduate College. This shall be completed before submitting a Proposed Degree Program. Students may NOT defend their Qualifying Examinations or Document without prior approval and filing of the Appointment of Advisory form. A copy of the form shall be submitted to the Director of Graduate Studies for the student’s permanent file. When submitting the form to the Graduate College, students shall retain a copy for their personal files.

Before completing more than 16 credit hours towards the degree, students must submit the Degree Audit Report and the Degree Audit Companion Form to the Graduate College. The Degree Audit Report may be accessed through MyUNLV and the Degree Audit Companion Form is found on the Graduate College website. When submitting the forms to the Graduate College, students shall retain a copy for their personal files.

### Time Limitation

Doctoral students holding a master's degree in an appropriate field of study must complete all program requirements within six years. A student beginning a doctoral degree program without a master's degree receives eight years in which to complete all degree requirements. The Six-Year and Eight-Year Policy applies to all course work, including all approved transfer degree course work. In special circumstances, the student’s faculty advisory committee may recommend that the Graduate Dean extend these degree time limits.

Students violating the six-year policy and/or the continuous enrollment policy are no longer automatically eligible to complete their degree program under the requirements in place at the time of admission and shall be separated from the Graduate College. Students may appeal the six-year policy but must demonstrate satisfactory progress towards the degree by completing six-degree program credits per year.

This decision regarding the appeal is left to the discretion of the School and the Dean of the Graduate College.
**Ensemble Enrollment**

Participation in large ensembles may be required throughout the student's residency. Some Divisions may have specific large and small ensemble requirements. Students shall consult their advisor for details. Ensembles may not be used to fulfill elective credits.

**Foreign Language Requirement**

The student's DMA advisory committee may require reading knowledge of one or more non-English languages for fulfillment of the degree, and it is the responsibility of the DMA student's committee chair to certify fulfillment of this requirement. French, German, Spanish, and Italian are commonly chosen languages for this requirement, but the DMA advisory committee may approve other languages as appropriate for the student's course of study. If the student’s DMA committee elects not to require the student demonstrate reading knowledge of at least one non-English language, they may choose to substitute more appropriate coursework.

**Qualifying Hearing or DMA Jury**

DMA Applied Performance students **are required** to perform a **DMA Jury** or a **Qualifying Hearing** in the first semester of study. DMA students are not required to perform juries after the Qualifying Hearing or the first jury, unless their advisor determines that they should. Some areas require a pre-recital hearing and this may be used to fulfill the first jury requirement. For specific jury requirements, students should consult their advisor.

The purpose of the **Qualifying Hearing** and **DMA Jury** is to serve as a diagnostic assessment of

- The student’s performance strengths and weaknesses,
- To guide the primary instructor and Advisory Committee in appropriate repertory decisions for future study an recitals, and
- To provide the faculty with an opportunity to determine the student's ability to organize, select, and produce a short performance with minimum guidance.

If the decision has been made to complete the **Qualifying Hearing**, the student’s Advisory Committee should be constituted in the student’s first semester of matriculation. All members of the students’ Advisory Committee are invited to attend and must be informed as to the time and date of the **Qualifying Hearing**, however area members are required to attend since this is a diagnostic/qualifying event.
The **Qualifying Hearing** or **DMA Jury** should be no less than 20-30 minutes of music, in length.

Repertoire for the **Qualifying Hearing** or the **DMA Jury** should be of new repertoire that has not been previously performed.

Repertoire performed may be repeated at the discretion of the Student’s Advisory Committee.

As a qualifying event the **Qualifying Hearing** or the **DMA Jury** receives no course or recital credit.

**Pre-Recital Hearings**

According to the particular Division of the School of Music, the student may be required to perform a Pre-Recital Hearing at least three weeks prior to the Recital, for which the student will receive a mark of “Approved” or Not Approved” as to whether the Committee determines the student will be able to perform a successful recital. If the student receives a “Not Approved,” the student may schedule a second attempt. If a second attempt results in a “Not Approved,” the student may appeal to student’s Committee to be granted a third attempt. However, at any time during student’s “Not Approved” status, Committee Chair may require that student enroll in MUSA 760 until which time the Chair feels student is prepared to perform a successful Recital.

If required to perform a Pre-Recital Hearing, the Student shall be prepared to perform the entire recital.

With the exception of the Conducting DMA programs, all Applied DMA Students shall perform four (4) Recitals. These Recitals include two Solo Recitals, one Chamber Recital, and one Lecture Recital.

**DMA Recitals**

The degree recital date must be scheduled by the first month of the semester. The coordination of the entire recital process is the sole responsibility of the student. The process includes, but is not limited to, securing the venue, procuring the availability of committee members, and maintaining sufficient communication with all Music Office staff. **NO DEGREE RECITAL SHALL EXCEED ONE HOUR IN LENGTH.**

All recitals must be recorded for archival purposes, the process of which is automatically initiated when student reserves a venue for the Recital. There is a fee for this official recording.
The School of Music Office must approve all official recital programs. Students must have their completed program submitted to the Office no later than three (3) weeks prior to the Recital.

**Recital Grades**

All members of the Committee, excluding the Graduate College Representative, shall issue a letter grade for each recital. Committee members’ comments, which are written on the School of Music Recital Grade Forms, are recorded and placed in the student’s official School of Music files.

**Solo Recitals**

Repertoire for the two Solo Recitals shall be approved and agreed upon by the student’s Advisory Committee Chair.

**Chamber Recital**

The Chamber Recital consists of works classified as Chamber Works, in that they are ensemble based. The purpose of the Chamber Recital is to demonstrate the student’s ability to work independently and collaboratively in small, variable groups of mixed instrumentation. Exceptions to the chamber music recital are determined on a case-by-case basis by the student’s committee in conjunction with the Advisory Committee Chair.

**Qualifying Examination: Doctor of Musical Arts**

The Qualifying Examination for the DMA consists of two distinct parts, History and Division.

**History Examination**

The History Examination is scheduled in the final semester (or after) of a student’s completion of the history requirements. The History Examination is scheduled on the date designated as the mid-term of the semester. The examination is monitored by a faculty member. The examination is evaluated with the results being determined by the History Division. If a student does not pass the History Exam, further examination will be determined in consultation with the Musicology Division and the student’s Advisory Committee Chair.
Division Examination

The Division portion of the Qualifying Examination is scheduled in the student’s final semester of academic coursework. The examination consists of a written exam and an oral exam. Before scheduling the Division Written Qualifying Examination, the student must do the following: remedy all academic deficiencies, satisfy the foreign language requirement (if required by student's advisory committee), and complete all academic coursework, with the exception of those courses being completed during the qualifying examination semester. Student must also maintain a minimum GPA of 3.00, with no course work receiving a grade of B or below.

The scheduling of the Division Written Qualifying Examination is contingent on passing the History Examination. The student and their advisor arrange the date and place for the written qualifying exam. The examination is constructed by the student’s advisory committee.

The Division Written Qualifying Examination focuses on the student’s area of specialization and also consists of questions examining the student’s general knowledge of music history, including score style analysis and identification.

Results of the Examination

When the Division Written Qualifying Examination is complete, the student shall print out a copy of the examination, e-mail a copy it to Committee Chair, and save it to the provided flash drive. The Chair will collect all materials at the end of the day.

Student’s Advisory Committee Chair distributes copies of the written responses to the Examination Committee members and other involved faculty for evaluation. Each portion of the Examination is graded by the Advisory Committee members, and indicated on the DMA Qualifying Exam Grade Form with a Pass, Fail, or Abstain. Students pass the Division Written Qualifying Examination if they receive a minimum of three passing grades from their committee members. The DMA Qualifying Examination Grade Form is an internal form and all copies shall be placed in the Student’s School of Music file.

If a student does not pass a portion of the Division Written Qualifying Examination, the student may retake that particular portion of the Examination within six months. Students may also be required by their Committee to complete additional coursework before retaking any portion of the Division Written Qualifying Examination. Students may only retake any portion of the Division Written Qualifying Examination one time. Students will not be given guidance for further study to prepare for the Oral Examination.
Qualifying Examination: Oral

The Division Oral Qualifying Examination focuses on the student’s area of concentration. The Examination includes five musical examples for score style analysis and identification. Students will be presented musical examples with which they will identify the instrumentation and ensemble type, the genre, and the period. The responses shall be based on student’s knowledge of instrumentation, melody, harmony, rhythm, dynamics, style, and the language used. Student must identify the composers of various works, while giving specific reasons substantiating responses. Student may be also asked to expand upon, or provide more complete information to, the answers provided in the Division Written Qualifying Examination. The Division Oral Qualifying Examination will be scheduled one week after the Student’s Division Written Qualifying Examination, and a minimum of two hours shall be reserved for the examination.

Prospectus

All students are required to write a "Document Prospectus" that outlines the proposed Lecture-Recital research, program, and document. This prospectus will serve as the basis for the presentation. The student will develop the prospectus in consultation with the student’s Major Professor and Advisory Committee. The Prospectus must be completed and accepted prior to the Advancement to Candidacy and before the completion of the Qualifying Oral Examination, and shall consist of three to ten double-spaced, typed pages. The Prospectus must be approved by a majority of the student’s advisory committee based on: relevance to the student’s major field and career goals; comprehensive coverage of a topic with clearly defined limits; research and discussion of historical context; and a demonstrated ability to do original writing in a formal, academic style. It is necessary for the student to make broader connections to the major field.

The Prospectus shall include a statement of a thesis to be demonstrated or proven, a question to be answered, or a task to be executed; this shall be accompanied by reasons and objectives (as relevant). Also required is a description of the relevance of the problem, program, work, topic, etc., a review of prior scholarly research relevant to the Prospectus topic, a description of the methodology or theoretical approach to be employed in the proposed research, a description of data sources and collection procedures (if appropriate), and a selected and relevant annotated bibliography.

The Prospectus Approval Form must be submitted, along with the proposed document. Once the Prospectus is approved, the student's Advisory Committee may elect to schedule a presentation time at which the student will present the
Prospectus to faculty and fellow graduate students and submit to questions. The form for this presentation can be found at: https://www.unlv.edu/graduatecollege/forms

Students shall not leave the Graduate College without at least one TIMESTAMPED copy of this form for their records.

Abstract

An Abstract of student’s proposed Document must be presented to the Examination Committee for approval no later than the execution of the first Oral Examination. Student’s entire Advisory Committee must approve the proposed Document Abstract.

Advancement to Candidacy

Students may advance to candidacy for the degree after they have completed all course work; passed the Qualifying Examinations; completed the Prospectus; and have had it, along with the Abstract, approved by the Dean of the Graduate College. At this point students must complete and file the Advancement to Candidacy form with the Graduate College. The form may be found at: https://www.unlv.edu/graduatecollege/forms

Students shall not leave the Graduate College without at least one TIMESTAMPED copy of this form for their records and shall also submit a copy to the Director of Graduate Studies for their School of Music file.

Lecture Recital

The final recital is the Lecture Recital with accompanying Document, which is performed after student has successfully passed the DMA Qualifying Examination, submitted an approved Prospectus, and filed the Advancement to Candidacy form. The candidate’s Division Chair shall approve the topic of the Document and the accompanying lecture/performance. Conducting candidates fulfill this requirement through a compilation of conducting performances, all of which are coordinated through and approved by candidate’s Division Chair. All members of the committee, including the Graduate College Representative, shall issue a letter grade for the Lecture Recital.

The Lecture Recital is the culmination of the Doctor of Musical Arts degree program, requiring students to exhibit accumulated skills and knowledge in a presentation that demonstrates a synthesis of performance and scholarship. The quality of the
presentation shall be at the caliber appropriate for presentation at the highest professional level.

The Lecture Recital topic is directly related to the topic of the candidate’s DMA Document. Lecture Recital/Document topics may include, but are not limited to, performance and analysis, performance practice, pedagogy, editions, new music, or other areas of the candidate’s interest approved by Committee Chair.

The Lecture Recital may not be given before completion of all required academic courses. Academic courses are all courses other than musical ensembles or applied lessons.

**Document**

A written document is required of each Candidate for the Doctor of Musical Arts degree. The document is limited in scope compared to a dissertation, but demonstrates professional standards of scholarship, with the purpose of contributing to the existing knowledge within the field of study.

A draft of the Document shall be submitted to the Advisory Committee during the first week of the semester in which Candidate anticipates graduating, at which time each School of Music Advisory Committee member must approve the draft or make suggestions for changes. It is Candidate’s responsibility to maintain regular contact with the Advisory Committee throughout the preparation of the Document.

All human subjects research conducted by UNLV faculty, staff, and students must be approved by the UNLV Institutional Review Board before the research project begins. Additionally, all researchers, including faculty, staff, and students must have completed training on human subjects research provided through the Collaborative Institutional Training Initiative (CITI) prior to their submission of an IRB protocol package. CITI training is valid for five years. [https://www.unlv.edu/research/ORI-HSR/getting-started](https://www.unlv.edu/research/ORI-HSR/getting-started)

The Document must be at least fifty (50) pages in length, except under special circumstances determined by the Candidate’s Advisor. The document must be double-spaced, in a legible, standard serif font. Candidates shall use the writing style and formatting guidelines from the most current editions of either *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian or *The Chicago Manual of Style* by the University of Chicago Press Staff.

**Formatting for Thesis/Dissertation/Lecture-Recital Document**

Candidates shall consult the Graduate College standards in “UNLV Graduate
The Graduate College UNLV Formatting includes: cover page information and layout, page numbering, font, spacing, margins, numbering of images, tables, diagrams, graphs, and document organization.

The Advisory Committee’s responsibilities pertaining to the Thesis or Lecture Recital Document (the "Document") include: evaluating the Candidate's compliance with School and University standards for research and critical methodology, writing and editorial quality, and Document design and format (excepting document review functions reserved to the Graduate College); informing Candidates of their obligations and responsibilities concerning copyright, use and citation of sources, plagiarism, as well as ramifications for non-adherence; and promoting and ensuring that the Candidate's Document demonstrates competencies and scholarly protocols expected by the School Area, School, University, and Profession. All Committee Members shall read the Document and provide feedback to Candidate. The Document shall be at a level acceptable for juried publication.

**Document Defense: Oral**

The second oral examination is a Defense of Candidate’s Lecture Recital and Document and is to be scheduled for the semester in which Candidate satisfies the Lecture Recital requirement and completes the Document. This Oral Defense shall occur no later than three weeks prior to the last day of instruction in the semester in which Candidate anticipates graduating. Candidate must be registered for at least three credits during this time.

The Candidate is responsible for all details involved with scheduling the Oral Defense.

**iThenticate**

All documents defended after January 15, 2016 must be submitted to iThenticate for a similarity check prior to submission of the final document to the Graduate College. A copy of the similarity report must be submitted to the student's advisory committee at the time of the final defense, and it will be taken into account when determining the outcome of the defense. If the student passes their defense, the report shall be attached to the Culminating Experience Results form before submission to the Graduate College.
The Graduate College Representative must be present for the Defense. The Oral Defense is graded as Pass, Fail, or Abstain, with a minimum of three (3) Faculty favorable votes to receive a Pass. All committee members will sign the Culminating Experience Results (Form #58).

In the event that Candidate does not pass the Oral Defense, Candidate, in consultation with Advisor, may request the Committee to administer a second defense. The Culminating Experience Results form must be submitted to the Graduate College if Candidate does not pass the Defense. The Chair shall obtain at least one TIME-STAMPED copy of this form for safe keeping in Candidate’s Records. Candidate must wait at least three months before defending a second time. Committee may require additional work on the Document before a second defense. The Oral Defense will not be given more than twice.


Candidate must defend the Document and collect committee signatures on the Culminating Experience Results form, then electronically submit the final approved and properly formatted Document to the Graduate College.

Candidate receives an email from the Graduate College indicating UNLV format requirements have been met with an attached electronic signature page to be inserted as “page ii” in the document and a link for final electronic submission to ProQuest. The ProQuest submission is reviewed and approved by an archivist at the UNLV library. If there are problems with the UNLV formatting Candidate will receive an email identifying the problem and the modifications needed. The UNLV archivist will notify Candidate once the requirements are met. The UNLV archivist notifies the Graduate College that the document is approved and the degree can be conferred. More information is at: [https://www.unlv.edu/graduatecollege/thesis](https://www.unlv.edu/graduatecollege/thesis)

Candidates shall submit the final copies of the Document to the Graduate College at least two weeks prior to the last day of instruction in the semester in which they anticipate graduating. The Chair of the Candidate’s Advisory Committee must personally submit all required items to the Graduate College.

The DMA Oral Defense Grade Form is an internal form from the School of Music and all copies (completed by individual committee members) shall be filed in the Candidate’s file.

The Graduate College form for reporting the results is the Culminating Experience Results (Form #58). This form requires signatures of all committee members and must be submitted to the Graduate College with a copy placed in the Candidate’s file in accordance with the submission process for Thesis/Dissertation/Lecture-Recital Document explained above. This must be accomplished two weeks prior to the last
Appendix A: Audition Requirements for the Masters Degree (MM) in Multiple Woodwinds

Main instrument: Two contrasting pieces of your choice
In addition to the main instrument, Applicants must perform one piece (complete) on two secondary instruments, and must choose selections from the following:

Flute:
Bach: one of the seven Sonatas
Mozart: Concerto in G major or D major
Faure: Fantasie
Enesco: Cantabile et Presto
Gaubert: Nocturne et Allegro scherzando
Taffanel: Andante Pastoral et Scherzettino
Poulenc: Sonata
Chaminade: Concertino

Oboe:
Mozart: Oboe Quartet
Marcello: Concerto
Hindemith: Sonate
Schumann: Three Romances
Saint-Saens: Sonata

Clarinet:
Saint-Saens: Sonata
Brahms-Sonata
Messiaen: Abime des Oiseaux
Stamitz: Concerto #3 in B flat Major
Weber: Concertino
Hindemith: Sonate
Moazrt: Concerto
Schumann: Fantasy Pieces

Bassoon:
Telemann: Sonata in f minor
Galliard: Suite
Hindemith: Sonate
Vivaldi: concerto (any)
Devienne: Sonata (F major or g minor)
Alto Saxophone:
Bonneau: Caprice en forme de Valse
Glazunov: Concerto
Dubois: Concerto
Ibert: Concertino da Camera
Creston: Sonata
Heiden: Sonata
Milhaud: Scaramouche
Maurice: Tableaux de Provence

Soprano/Tenor Saxophone:
Villa-Lobos: Fantasia
Scelsi: Tre-Pezzi
Ruggiero: Interplay
Worley: Sonata
Hatley: Sonata
Cunningham: Trigon
DiPasquale: Sonata
Schmidt: Concerto

Appendix B: Lecture Recital Hints for Preparation (DMA)

It is Student’s responsibility to maintain regular contact with the Advisory Committee throughout the preparation of the lecture recital.

Students are required to use some form of computer-based technology in the Presentation, such as Powerpoint, Artstor slides, Finale, etc., and will also prepare and distribute a one or two-page handout. The handout shall be clearly identified with the Student’s name, and the title and date of the Lecture Recital. The handout shall also include a brief bibliography directing the listener to other related and useful treatments of the topic that Student has used in the course of research. Musical examples, other figures, and quoted text or data must be captioned to indicate sources, with pages or measure numbers as appropriate.

By the time of the lecture recital, it is expected that Student will know the material sufficiently to present it from notes or a topical outline. However, the Committee may require the student to write out the entire lecture portion to help ensure a coherent and well-organized presentation. Although all members of the committee will attend the Lecture Recital (or view a DVD of the same) and will evaluate it with a letter grade, comments from each committee member will be recorded on a special Lecture Recital Grading Form.

Appendix C: Qualifying Examination (DMA)
Music History

The Music History Examination comprises the following components:

Part 1. Student will correctly explain and illustrate a selection of terms (concepts, persons, musical works, or technical terms) relating to each of the following five periods of music history (Medieval and Renaissance, Baroque, Classical, Romantic, and Modern). Student will select two out of four randomly selected terms for each period, for a total of 10. Student will identify a specific composer, musical work, or other object that clearly illustrates or exemplifies the meaning of each selected term.

Part 2. Student will choose four out of five unidentified score excerpts that represent different musical periods, styles, and genres, and explain in brief essays (100-150 words) the important style features of each excerpt, and assign it plausibly to a composer and/or historical period. Audio recordings of these excerpts will not be played. The essays will be evaluated based on; the comprehensiveness, depth, and music-technical precision of the writer’s stylistic analysis and placement of the example in its proper historical period; and on identification of the composers.

Part 3. Student will write two essays (500-750 words each) addressing two broad music historical questions. Student will choose the two topics from a selection of four. The Essay will be evaluated based primarily on content, and secondarily on form and style. The questions will specify minimum requirements as to topics and repertoire discussed.

Division

The following is a typical guide for how the Division Written Qualifying Examination works in most situations. For more specific information, please consult Advisor.

Student and Advisor arrange the date and place for the Division Written Qualifying Examination. The Examination is constructed by Student’s Advisory Committee. The Examination may be taken in any room that has a computer and is monitored by a UNLV faculty or staff member. Student must furnish a blank flash drive (unopened, in the original packaging) to the exam and will be provided with a laptop computer that must be used to complete the examination. The laptop computer may be checked out from the Music Office. Student shall reserve the computer with the Office while scheduling the Examination. Students shall back up their work frequently on the flash drive. Under no circumstances will Student be permitted to use notes or reference materials, or access the Internet for research purposes for the examination.
Student may query individual professors before the Qualifying Examination for specific preparation advice, which may or may not be given. Student will not be given any exam questions before the actual examination.

Every Division Written Qualifying Examination is tailored to the individual Student; as such, Students shall seek guidance from their Advisory Committee regarding what to expect for examinations. Examination content generally conforms to these general guidelines:

The Division Written Qualifying Examination focuses on pedagogy, literature, performance, score identification, or other areas derived from the student’s program of study.

**Appendix D: Division Oral Qualifying Examination (DMA)**

The following is a typical guide for how the Division Oral Qualifying Examination works in most situations. For more specific information, please consult Advisor. Student and Advisor arrange the date and testing space for the Division Oral Qualifying Examination. Also, Students shall determine the availability of their committee members. The Graduate College Representative shall be present for the Oral Examination. The ultimate responsibility of for all aspects of scheduling the Division Oral Qualifying Examination rests with the Student. The defense shall be scheduled for a two-hour block of time.

The Division Oral Qualifying Examination is graded by each committee member as Pass, Fail, or Abstain. A minimum of three Committee members must submit a passing grade in order for Student to pass this examination. All committee members will complete an Oral Qualifying Examination Grade Form. In the event that Student does not pass the Oral Qualifying Examination, Student, in consultation with Advisor, may request the Committee to administer a second examination. Student must wait at least three months before taking the second examination. The Committee may require additional coursework or study to prepare the student for the second examination. Student will not be allowed to take the qualifying oral examination more than two times.

The DMA Qualifying Examination Forms, Written and Oral, are internal School of Music forms and shall be filed with the student’s file. These forms are not submitted to the Graduate College.

**Appendix E: Forms**

Graduate Assistantship Application
[https://unlv-gradcollege.force.com/Portal_Login](https://unlv-gradcollege.force.com/Portal_Login)
Appointment of Advisory Committee Approval Form
https://www.unlv.edu/sites/default/files/page_files/27/AdvisoryCommitteeForm.pdf
Change in Advisory Committee:
https://www.unlv.edu/sites/default/files/page_files/27/Advisory-Committee-Change2.5.16.pdf
Proposed Masters and Specialist Degree – Part I
Proposed Doctoral Degree Program – Part I
Change in Proposed Degree Program
Degree Audit Companion Form
Authorization for Overload Form
https://www.unlv.edu/sites/default/files/page_files/945/GradCollege-OverloadAuthorizationForm.pdf
Graduate College Academic Appeal
Leave of Absence Form
Prospectus Approval
https://www.unlv.edu/sites/default/files/page_files/27/GradCollege-ProspectusApprovalForm.pdf
Thesis/Dissertation Approval Form – Master’s only
https://www.unlv.edu/graduatecollege/forms/thesis-dissertation-approval
Advancement to Doctoral Candidacy Application
Oral Defense Results
Culminating Experience Results
Graduation Instructions and Application

Appendix F: How to Successfully Complete Your Degree

1. Take the placement exams before classes begin.
2. Meet with Advisor to determine overall course of study and continue to meet with Advisor on a regular basis, especially before the beginning of each semester.
3. Plan to take any remedial coursework or Bibliography, if needed, before enrolling in any graduate level music history or theory classes.
4. Begin planning and scheduling recitals, including pre-recital hearings. DMA Students should give a recital the first semester of study.
5. Select the Advisory committee after completing 12-15 hours. Submit the Appointment of Advisory Committee form to the School and Graduate College.
6. DMA Students shall pass the Foreign Language Proficiency Exam before taking the Qualifying Examinations. Petition the School of Music Graduate Committee if planning to substitute a language for French, German, Italian, or Spanish.
7. Submit the Proposed Masters Degree Program, or Proposed Doctoral Degree Program forms Parts I, the Degree Audit Report, and the Degree Audit Report Companion Form to the School and Graduate College before completing more than 16 hours towards the degree.
8. Satisfy the Graduate College residency requirement, as appropriate.
9. Successfully pass Written Comprehensive (Masters) or Written Qualifying Exams (Doctoral) with Oral Defense/Examination, as appropriate.
10. Submit Prospectus for Lecture-Recital and Document to the Advisory Committee. The approved Prospectus Approval Form should be filed with the School and the Graduate College.
11. Submit the Advancement to Candidacy (DMA only) form to the School and the Graduate College.
12. Apply for graduation within the appropriate time period.
13. Meet with the Associate Dean for Graduate Student Services for initial format check of document by the eighth week of the semester of graduation. Submit paper draft of Document to the Advisory Committee.
14. Schedule the final recital (Masters) or Lecture-recital (Doctoral) no later than five weeks before final day of instruction and before Comprehensive Examinations (Masters).
15. Schedule the Oral Defense, as appropriate, no later than 3 weeks before the final day of instruction. The advisory committee chair will submit the Oral Defense Results form and/or the Final Exam Results to the School and the Graduate College.
16. Obtain permission to print the Document (Thesis or Lecture-Recital Document) from the Associate Dean for Graduate Student Services. Final Document must be submitted no later than two weeks before last day of instruction.

Appendix G: Online Video Audition Instructions

Online video auditions are only to be utilized in exceptional extenuating circumstances. Use the best quality video and audio recording devices possible. The performance shall be recorded as if you are at a "live" audition. At the beginning of the recording, state your full name, the date, and the Degree Program for which you are applying. At the conclusion of the performance portion of the audition, announce that the recording is finished and restate your name. After you complete the UNLV
video audition recording, post your audition video on YouTube in the following manner and send an unlisted link (http://help.youtube.com/support/youtube/bin/answer.py?hl=en&answer=181547) to the Director of Graduate Studies per the instructions below.

**Description of an unlisted video**

An unlisted video is a different type of private video. "Unlisted" means that only people who know the link to the video can view it (such as friends or family to whom you send the link). An unlisted video will not appear in any of YouTube's public spaces (such as search results, your channel, or the Browse page). An unlisted video is different from a private video in that a YouTube account is not necessary to watch the video (an unlisted video can be seen by simply using the video’s link), and there is no 25-person sharing limit.

**How to create an unlisted video**

The following describes how to make any uploads an unlisted video in YouTube Account settings.
1. Sign into YouTube Account
2. Go to your My Videos page
3. Select the video to be made unlisted and click the “Edit” button to access the video’s settings.
4. Go to the Privacy section of the page and find the option to mark the video as “unlisted,” “public,” or “private.” **Select unlisted.**
5. Click the “Save Changes” button and the video will be unlisted.

Title the video “UNLV [Program Name] Audition: Applicant Name, Date.” For example, “UNLV Flute Audition: John Smith, 1/1/2011.”

Make sure to test the link before sending it. Once the link is working, send the link and all contact information to the School of Music Graduate Coordinator who will distribute it accordingly.