

UNLV

Department of Music

Graduate Program Handbook

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WELCOME

Dear Graduate Students,

It is my pleasure and excitement to welcome you to 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 Department of Music, I invite you to join this arts rich community and I look forward to witnessing your accomplishments.

Sue Mueller, Chair

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 Department 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 Department 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 Department of Music strives to be 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 Department seeks to prepare 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: valarie.burke@unlv.edu or GradAssociateDean@unlv.edu

INTRODUCTION

Graduate music study at the University of Nevada, Las Vegas is designed to provide the student with an opportunity to pursue studies in one of several major areas of concentration: composition, conducting, performance, and music education. This handbook is intended to provide an overview of the graduate program in music and guidance through the policies and procedures involved in graduate study from application to graduation.

This handbook is a supplement to the information currently available in the [UNLV Graduate Catalog](#).

Print copies of the UNLV Graduate Catalog are also sold at the UNLV bookstore. Students should consult both the UNLV Graduate Catalog and the Department of Music Graduate Handbook frequently during the course of graduate study.

DISCLAIMER AND LIMITATIONS

The Department of Music Graduate Handbook is provided as-is for informational purposes and does not represent a contract or agreement. Neither the University nor the Department of Music assumes liability for loss or damage incurred as a result of using this Handbook.

- The Department of Music reserves the right to revise this Handbook annually.
- In the event of disparity or conflict between this Handbook and the policies of the Graduate College or University, the Graduate College or University's policies shall take precedence.

COMPLIANCE

All Department of Music faculty advisory committees, and graduate students are expected to comply with the terms of this document. Any graduate student who does not meet expectations or observe the policies and protocols set forth in this document will not be permitted to proceed to the next level of study until the conditions of this document have been met. It is the responsibility of the student, the advisor, and the committee to learn and frequently review the requirements, policies, procedures outlined here. Non-compliance with the terms of this document will invalidate the results of the affected examinations, recitals, documents, and/or the defense.

Department Graduate Faculty

A current listing of the graduate faculty can be found in the UNLV Graduate Catalog. Faculty must hold either associate or full graduate faculty status to be involved in graduate education at UNLV. For up to date information regarding graduate faculty status in your department, visit the [Graduate Faculty status web page](#).

Program Information

We offer the **Master of Music** degree with the following graduate sub-plans/specializations:

Composition/Theory

- **Composition/Theory**
- **Jazz Composition/Theory**

Conducting

- **Choral**
- **Orchestral**
- **Wind Band**

Music Education

Music Education – Traditional Track

Orff-Schulwerk Track Graduate

Licensure Program Track

Performance/Applied

- Applied Instrument
 - **Brass**
 - **Guitar**
 - **Percussion**
 - **Piano**
- Multiple Woodwinds
 - **Strings**
 - **Voice**
 - **Woodwinds**

Jazz Performance

Doctor of Musical Arts

- Applied Instrument/Performance

Ed.D. and Ph.D. programs are also offered in Music Education through the College of Education, Department of Curriculum and Instruction. See **UNLV Teaching and Learning** for more information.

More information about the degree programs can be found in the **graduate catalog**.

Contact Information:

UNLV Music

Department Chair

Susan Mueller, M.Ed., Chair

susan.mueller@unlv.edu

Graduate Coordinator

Richard Miller, Ph.D.

Department Main Office

HFA 125

music@unlv.edu

Phone: (702) 895-3332

Fax: (702) 895-4239

UNIVERSITY GRADUATE ADMISSIONS PROCEDURES

Applicants need to complete the UNLV Graduate College application process and the Department of Music application process for admittance to all degree programs.

The UNLV Graduate College application and requirements for admission may be found at the Graduate College website ([UNLV Graduate College](#)). Briefly summarized, these include:

- Completion and recipient of a bachelor's degree (and/or master's degree if applicable) that includes preparation equivalent to the major in the area chosen for graduate study.
- Complete an online application at: [Grad Rebel Gateway](#)
- Submit the application and non-refundable fee by the deadline.
- Make arrangements to have official transcripts sent from all post-secondary institutions attended to:

University of Nevada, Las Vegas Graduate College FDH 352

Box 451017

4505 S. Maryland Parkway

Las Vegas, NV 89154-1017

- If you have attended any institutions outside of the U.S. you must have your courses and/or degree evaluated by Josef Sliny and Associates at [Josef Sliny & Associates, Inc.](#) or another NACES approved agency. See this page for a listing of acceptable evaluators: [Future Students](#)
- *The university Graduate College no longer sends paper copies of admissions decisions; these are in your Grad Rebel Gateway account and you will receive an email notifying you to check your account.*
- After a student matriculates he/she should continue to monitor the Graduate College website on a regular basis and his/her MyUNLV account. 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 helpful timeline for completion of the graduate degree.
- For specific information about degree progress, student records, or transcript information once officially enrolled, contact the Graduate College Admissions and Records: (702) 895-3320 or visit the Graduate College in FDH #352.

DEPARTMENT OF MUSIC ADMISSION PROCEDURES

- Online applications through the Graduate College are forwarded to the Department of Music.
- Application deadlines for U.S. and International Students (Non-U.S. and Non-Permanent Residents) are found on the Graduate College website: [Application Deadlines](#)

Additional Department of Music Applications include the following items:

- Recipient of a baccalaureate or advanced degree from a regionally accredited four-year college or university in music.
 - In special cases, a student that has an undergraduate degree in a field other than music but who shows exceptional promise and a performance level equivalent of a student that holds such a degree may be accepted by the department. In such cases, the Graduate Advisor and Department Area Coordinator will determine what, if any, additional course work or applied study the student would need to take to complete the degree. The student should be informed of any additional requirements prior to being accepted or upon acceptance.
- Hold a minimum overall grade point average of 2.75 (4.00=A) for the bachelor's degree or a minimum 3.00 for the last two years in music.
 - A student who has an advanced degree from an accredited college or university with a minimum GPA of 3.00 may, at the option of the Graduate Dean and Department, be admitted to an advanced degree program with an undergraduate grade point average of at least 2.00.
- Two confidential letters of recommendation from former instructors attesting to the student's ability to complete graduate work at an acceptable level. (Uploaded electronically in the **Recommendations** section of the Graduate College on-line application).
- A 500-word essay defining career goals and explaining how graduate studies in music will advance the applicant toward these goals. (Uploaded electronically under "Personal Statement" in the **Graduate College Program Supplementary Information** section of the on-line application).
 - The essay is used to demonstrate the applicant's competence with English prose style and organization.
- A current resume uploaded to the Graduate College online application.
- A successful audition and/or portfolio submission (as indicated) to the appropriate degree program. Contact the appropriate Department Area Coordinator to arrange an Audition or submission of portfolio materials.

Auditions

- All auditions, portfolios, and compositions must be presented by **April 15th** for Fall Semester admission and by **October 15th** for Spring Semester admission.
- The audition committee will have the option of hearing as much of the prepared repertoire, in whole or in part, as it deems necessary to assess the applicant's ability. The applicant may choose the first piece to be performed.
- Applicants are strongly advised to audition on campus; **applicants applying for an assistantship must audition on campus and the audition must occur before the deadline for Graduate Assistantship applications – March 1st.**
 - In exceptional extenuating circumstances, a DVD may be used when applying for a Graduate Assistantship.
- If you cannot travel to Las Vegas, an online video audition is offered. This audition is specifically designed for those that have economic or logistical issues.
 - See the appendices for instructions for online video auditions.
- Three faculty members constitute an audition committee: the applicant's primary instrumental or discipline instructor, the Department Area Coordinator, and one additional faculty member selected by the Area Coordinator. In circumstances where the primary field and area chair are one in the same, then another person from the area or Department may serve on the audition committee.
- The audition committee will complete an **Audition Diagnostic Form**.
- If the student is using a baccalaureate senior recital for the entrance audition, all faculty members must approve and sign the **Audition Diagnostic Form**.
- One set of copies will be given to the Graduate Coordinator and one set of copies will be placed in the student's file.

Program Requirements

Program requirements regarding admission, coursework and culminating experience are found in the graduate catalog.

Master of Music – Specific Admission Requirements

Master of Music

- Performance/Applied – All areas
 - A successful on-campus performance audition.

- Theory/Composition: Classical
 - A portfolio of compositions including at least one work from three of the following categories: a) orchestra, band, or chorus; b) solo instrument and piano or for solo piano; c) string quartet, brass quintet, woodwind quintet, or other small ensemble; d) set of songs for solo voice and piano; e) original composition scored for jazz ensemble.
 - Additional works may be included.
 - May be uploaded electronically under “Other Documents” in the **Graduate Program Supplementary information** section of the on-line application or mailed directly to the composition faculty.

- Theory/Composition: Jazz
 - Submit two original jazz pieces, one large and one chamber work and/or arrangement demonstrating the equivalent level of proficiency of an undergraduate jazz composition/arranging senior recital.
 - Compositions may be uploaded electronically under “Other Documents” in the **Graduate Program Supplementary Information** section of the online application or mailed directly to the jazz faculty.
 - Prepare one jazz piece to demonstrate improvisational ability in the jazz idiom on your primary instrument.

- Music Education – Traditional Track
 - An undergraduate degree in Music Education or the equivalent is required for admission to the program.
 - Passing PPST I scores for Nevada found at www.ets.org
 - Provide portfolio evidence of two years of successful music teaching experience in the public school. This evidence may include, but is not limited to:
 - A current resume
 - A copy of your teaching credential
 - Representative lesson plans for two classes
 - Audio and/or video of your students’ learning or performing
 - Programs and other materials demonstrating programs you have given in the past two years

- Orff-Schulwerk Track
 - An undergraduate degree in Music Education or the equivalent is required for admission to the program.
 - Passing PPST I scores for Nevada found at www.ets.org
- Conducting – All Areas
 - A videotape or DVD of a rehearsal and performance under the applicant’s direction sent to the Department of Music.
 - Please indicate area of conducting interest: Choral, Orchestra, or Wind Band.
- Graduate Licensure Program Track
 - An undergraduate degree in Music is required for admission to the program.
 - Completion of prerequisites
 - Passing PPST I scores for Nevada at www.ets.org
 - Passing scores on the Teacher Licensure Examinations for Nevada School Law, Nevada Constitution and U.S. Constitution or related coursework.
 - Documentation of immunizations with UNLV Admissions and Records.
 - Field-based experiences (practicum and student teaching) require fingerprinting in compliance with the Clark County School District (CCSD) policy.

Doctor of Musical Arts – Specific Admission Requirements

Doctor of Musical Arts

- Applied Instrument/Performance
 - A Master’s degree in Music from a NASM accredited institution.
 - At least three confidential letters of recommendation from faculty addressing the prospective student’s ability to succeed at the doctoral level academically, musically, and professionally. (Uploaded electronically in the **Recommendations** section of the on-line application).
 - A 500-word statement of purpose written by the applicant. Applicants must explain their interests and goals relevant to continued study at the doctoral level. (Uploaded electronically under “Personal Statement” in the **Graduate Program Supplementary Information** section of the on-line application).
 - A successful on-campus audition.

Please note:

- The Department of Music does not require GRE testing.
- Under the **Program Information** section of the Graduate College online application, students should list their specific concentration.

These requirements are the minimum requirements set by the Graduate College and the Department of Music. Meeting the minimum requirements does not guarantee admission.

Auditions

All auditions must be presented by **April 15th** for Fall Semester admission and by **October 15th** for Spring Semester audition.

- Students who wish to apply for a Graduate Assistantship must have presented their audition by **March 1st**.
- The audition committee will have the option of hearing as much of the prepared repertoire, in whole or in part, as it deems necessary to assess the applicant's ability. The applicant may choose the first piece to be performed.
- Applicants are strongly advised to audition on campus; **applicants applying for an assistantship must audition on campus.**
- In exceptional extenuating circumstances, a DVD may be used when applying for a Graduate Assistantship.
 -]If you cannot travel to Las Vegas, an online video audition is offered. This audition is specifically designed for those that have economic or logistical issues.
 - See the appendices for instructions for online video auditions.
- Three faculty members constitute an audition committee: the applicant's primary instrumental or discipline instructor, the Department Area Coordinator, and one additional faculty member selected by the Area Coordinator. In circumstances where the primary field and area chair are one in the same, then another person from the area or Department may serve on the audition committee.
- The audition committee will complete an **Audition Diagnostic Form.**
- If the student is using a baccalaureate senior recital for the entrance audition, all faculty members must approve and sign the **Audition Diagnostic Form.**
- One set of copies will be given to the Graduate Coordinator and one set of copies will be placed in the student's file

Audition length, requirements, and contact information vary by area; please consult the list on the following page for specific information regarding auditions for your area.

Conducting

- Orchestral
 - Orchestra conducting applicants should plan to spend an entire day on campus for their audition.
 - The audition, which may only be taken in the Spring, is comprised of the following parts:
 - An ear-training test of:
 - One-voice dictation
 - Four-voice harmonic dictations
 - Interval dictation
 - A transposition test
 - A musical terms test
 - A music history essay
 - Score identification
 - An interview with Professor Taras Krysa
 - Conducting the UNLV Symphony Orchestra. Repertoire is determined by Professor Krysa.
 - Contact Professor Taras Krysa: taras.krysa@unlv.edu
- Wind Band
 - Rehears two contrasting excerpts of major wind literature to be specified by the area head.
 - Proficiency is assumed in rehearsal and conducting techniques appropriate to the specific graduate level.
 - Contact Professor Thomas Leslie: thomas.leslie@unlv.edu

Performance

- Brass Area
 - An accompanist is not required, though applicants are welcome to bring one if they choose. Brass auditions are approximately 25 minutes in length.
 - Prepare two complete compositions of your choice representing different styles and style periods, as well as three or four contrasting orchestral excerpts.
 - There may be sight-reading to demonstrate transposition skills. Proficiency is assumed in performance techniques appropriate to the graduate level.
 - Contact Professor Bill Bernatis: bill.bernatis@unlv.edu (Trumpet, Horn and Tuba)
 - Applicants should demonstrate skills on C, D/Eb, and piccolo trumpets and the appropriate transpositions.
 - Contact Professor Justin Emerich: justin.emerich@unlv.edu (Trumpet)
 - Contact Professor Nathan Tanouye: nathan.tanouye@unlv.edu (Trombone)
 - There may be sight-reading to demonstrate transposition/clef reading skills for trombone.

- Percussion Area
 - Live or DVD/video audition accepted.
 - Prepare advanced solo repertoire and/or orchestral excerpts for Keyboard and Timpani, and prepare advanced etude repertoire and/or orchestral excerpts for Snare Drum.
 - Optional, but recommended, prepared material on multiple percussion, drum set, steel pan, hand drumming, or other areas of expertise.
 - Contact: Dr. Timothy Jones: timothy.jones@unlv.edu, (702) 895-1066
 - Contact: Dr. Dean Gronemeier: dean.gronemeier@unlv.edu

- Piano Area
 - Criteria for acceptance:
 - A serious commitment to a career in music performance
 - Potential as a performer based on exceptional talent
 - Broad and thoughtful interest in the world of music, including its historical traditions and contemporary trends.
 - A clear dedication to artistic excellence and a desire to exercise artistic leadership.
 - Prepare a recital-length audition of stylistically diverse, musically and pianistically challenging works. (Shorter programs may be subject to approval by the piano faculty.) Examples include:
 - A sonata by Haydn, Mozart, Clementi, Beethoven, Hummel, or Schubert.
 - A substantial work by Chopin, Mendelssohn, Schumann, Liszt, or Brahms.
 - A substantial work by composers of late nineteenth or early twentieth century.
 - Including, but not limited to: Tchaikovsky, Mussorgsky, Scriabin, Rachmaninoff, Busoni, Debussy, Ravel, and Grieg
 - A substantial 20th or 21st-century work by a composer post-dating Impressionism.
 - Master of Music and Doctor of Musical Arts auditions in piano are granted only after the faculty has reviewed the pre-screening CD or DVD. The program may include pieces submitted as part of the screening process. All works must be memorized, with the possible exception of those in a contemporary idiom. Recital program must represent at least three contrasting style periods. Insufficient or incomplete audition repertoire may affect consideration for admission.
 - Contact Professor Mykola Suk: mykola.suk@unlv.edu

- String Area

An accompanist is not required, though applicants are welcome to bring one if they choose. String auditions are approximately 30 minutes in length.

- Violin
 - A complete concerto; a complete Bach sonata or partita for solo violin; and an additional work of the applicant's choice.
 - Contact Professor Wei wei Le: weiwei.le@unlv.edu
- Viola
 - A complete Bach suite for solo cello; a complete viola concerto such as Bartok, Walton, or Hindemith; an additional work of the applicant's choice.
 - Contact Dr. Andrew Smith: andrew.smith@unlv.edu
- Cello
 - A complete concerto; a complete Bach suite for solo cello; an additional work of the applicant's choice.
 - Contact Dr. Andrew Smith: andrew.smith@unlv.edu
- Bass
 - A complete concerto; two contrasting movements of a Bach suite for solo cello; an additional work of the applicant's choice.
 - Contact Dr. Andrew Smith: andrew.smith@unlv.edu
- Guitar
 - Please see Page 63 of the complete audition requirements in Classical Guitar
 - Contact Mr. Ricardo Cobo: ricardo.cobo@unlv.edu

- Voice Area

- An accompanist will be provided with advance notice.
- At least twenty minutes of music representative of a variety of styles and languages.
- Please include both art songs and arias.
- For your audition, bring a current resume and repertoire list.
- Contact Dr. Tod Fitzpatrick: tod.fitzpatrick@unlv.edu, (702) 895-2540

- Woodwind Area

An accompanist is not required, though applicants are welcome to bring one if they chose. Woodwind auditions are approximately 25-30 minutes in length.

- Bassoon
 - Prepare two complete compositions of your choice representing different styles and style periods, as well as three or four contrasting orchestral excerpts.
 - Proficiency is assumed in performance techniques appropriate to the graduate level.
 - Contact Dr. Janis McKay: janis.mckay@unlv.edu

- Clarinet
 - Prepare two complete compositions of your choice representing different styles and style periods, as well as three or four contrasting orchestral excerpts.
 - The applicant is encouraged to demonstrate skills on the bass clarinet and/or E-flat clarinet if they choose to do so.
 - Proficiency is assumed in performance techniques appropriate to the graduate level.
 - Contact Dr. Marina Sturm: marina.sturm@unlv.edu
- Flute
 - Prepare the following: one of the 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 Copland, Dutilleux, Ibert, Jolivet, Liebermann, Martin, Martinu, Nielsen, Prokofiev, Schubert, or equivalent; and three orchestral excerpts.
 - Contact Dr. Jennifer Grim: jennifer.grim@unlv.edu
- Oboe
 - Prepare approximately thirty minutes of music, representing different styles and style periods. This may include three to four contrasting orchestral excerpts.
 - Proficiency is assumed in performance techniques and appropriate to the graduate level.
 - Contact Dr. Stephen Caplan: stephen.caplan@unlv.edu
- Saxophone
 - Prepare three complete compositions of your choice representing different style and style periods, as well as two contrasting orchestral excerpts.
 - Transcriptions from the Baroque, Classical, and Romantic style periods are permitted for one of the compositions presented, but the remaining audition selections should emphasize original works for concert saxophone.
 - Also, one selection may be performed on soprano, tenor, or baritone saxophone, but the majority of the audition should demonstrate performance ability on the alto saxophone.
 - Proficiency is assumed in performance techniques appropriate to the graduate level, including the altissimo register and extended/contemporary techniques.
 - Contact Dr. Stephen Caplan: stephen.caplan@unlv.edu
- Multiple Woodwind
 - One piece (complete) on two secondary instruments.
 - A complete listing of suggested repertoire is in the Appendix.

- Jazz Area
 - Live audition is preferred. DVD/CD will be accepted with approval of the jazz faculty.
 - Prepare three contrasting jazz pieces (medium tempo or fast “Jazz Swing,” straight-eighth ability and an understanding of the jazz idiom. Please refer to Appendix of this handbook for a complete listing of Jazz Audition Requirements.
 - In addition, prepare a short classical excerpt or etude demonstrating technical proficiency on your primary instrument. Performances of scales and/or modes and sight-reading will also be included in the audition.
 - Contact Professor Dave Loeb: dave.loeb@unlv.edu
- Theory/Composition
 - A portfolio of representative works must be submitted to the Area Coordinator.
 - Jazz
 - Contact Professor Dave Loeb: dave.loeb@unlv.edu
 - Traditional
 - Contact Professor Virko Baley: virko.baley@unlv.edu
 - Contact Professor Diego Vega: diego.vega@unlv.edu

Transfer Credits

- The department, area, or graduate coordinator may decide to use previous graduate work from another institution toward fulfillment of department course requirements; however, this work will not appear on the student’s UNLV transcript, and it does not count toward the Graduate College’s minimum credit requirement.
- Students may apply to transfer up to 6 credits for masters students and 15 credits for doctoral students for graduate-level course work completed successfully within the past five years at another institution.
- The credits cannot have been used towards a previous degree.
 - Students will need to furnish a syllabus or other documentation to the faculty member teaching the equivalent course on this campus.
 - Transfer of credits and their specific use to fulfill degree requirements also requires approval from the student’s major professor and the Graduate Coordinator.
 - Transfer credits will not be evaluated until you have enrolled as a graduate student and may not count toward any residency requirements.

Continuous Enrollment

The full [Student Program Dismissal Procedures](#) for the Graduate College can be found on the [Graduate College Website](#). A UNLV graduate student who has been separated for academic reasons is not eligible for admission or re-entry. The student must petition the Graduate College to be considered for academic reinstatement.

- Students must appeal for re-instatement to the Graduate College on 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

(Both of these forms require approval and signatures from the Graduate Coordinator, Department Chair and Advisory Committee Chair).

- No more than 15 credits from the previous course of study will be accepted towards the degree.
- Students may be required to register for non-major lessons for one semester in order to determine placement within the appropriate level of study.
- Students may also be required to take placement examinations or may petition to have some courses waived by exam to demonstrate the appropriate level of content knowledge, in which case the university process and procedures for credit by exam will apply.
- This guideline does not apply to doctoral candidates.

UPON ACCEPTANCE

Students should check back to the Graduate College online application portal for additional details about the terms and conditions of your admission and next steps. The Graduate College and the Department of Music no longer send paper copies of acceptance letters but posts admission decisions at the same Graduate College website where applications are submitted

- Students need to confirm their acceptance online because this sets in motion a series of notifications to several different offices on the campus.
- Students must submit copies of health forms and immunizations records to Admission and Student Enrollment Services (this is not handled by the Graduate College) in order to be able to register.
- Contact the Graduate Coordinator to receive your advisor assignment.
 - Students should meet with the assigned advisor each semester.
 - Advisors play an active role in helping students correct deficiencies by suggesting appropriate course work.
- Each student receives a UNLV Rebelmail account with additional information and log-in information for a university NSHE identification number.
- The NSHE identification number is necessary to register for classes and lessons.
- For information on how to register for classes, visit the [registration website](#).
- Students must take placement exams in Music History, Music Theory and Ear Training prior to the semester in which they matriculate.
 - Exams are offered during the *week before* classes begin each fall semester.
 - Students may enroll in remedial courses (MUS 602, 603, 604) the first semester of study in lieu of taking the exams.
 - Students who do not pass the exam are required to take remedial course work as assigned by the Department of Music and any additional studies as recommended by the graduate advisor.
 - Students may not retake placement exams or take them later than the first fall semester of matriculation.
 - UNLV Students are not exempt from taking the exams
- After exam results are available, the student should setup an appointment with his/her designated graduate advisor or correspond by e-mail to determine the appropriate registration for classes.

COURSE OF STUDY – MASTER OF MUSIC

The Master of Music degrees at UNLV conforms to the following qualifying prerequisites and guidelines for study set forth by the National Association Schools of Music:

1. Demonstrate baccalaureate-level capabilities in basic music competencies.
2. Demonstrate sufficient knowledge and skill in English to pursue advanced studies.

Mission

The mission of the Master of Music degree at UNLV is to prepare musicians and music educators for careers in performance and education.

Degree Plan Requirements: Master of Music

Please note: No credits of ensembles, applied lessons, or recitals may be used towards elective credits.

Music Education: Optional Thesis and Music Education Research Projects

A thesis is optional and may, with approval, be used in lieu of six (6) credits in the student's program. The master's thesis is a scholarly piece of work in which the student is expected to show a command of the relevant scholarship in their field of study. The thesis explores or expands the scholarship or creative expectations in the field of study. For information about Music Education projects, please contact Dr. Genie Burkett, (702) 895-1206, eugenie.burkett@unlv.edu

- Information regarding the Thesis and Project process and submission may be found at:
 - [Thesis/Dissertation Approval Forms](#)
 - [Thesis Preparation Forms](#)

COURSE OF STUDY – DOCTOR OF MUSICAL ARTS

The Doctor of Musical Arts degree at UNLV conforms to the following qualifying prerequisites and guidelines for doctoral study set forth by the National Association of Schools of Music:

1. Intellectual awareness and curiosity sufficient to predict continued growth and contribution to the discipline.
2. Significant advanced, professional-level accomplishment in performance, composition, scholarship, or conducting.
3. Knowledge of the techniques of music theory sufficient to perform advanced analysis.
4. Knowledge of representative literature and composers of each major period of music history.
5. Knowledge of general bibliographical resources in music.
6. Considerable depth of knowledge in some aspect of music, such as an historical period, an aspect of theory, performance practice, or compositional styles.
7. Sufficient writing and speaking skills to communicate clearly and effectively to members of the scholarly community and the wider community, and especially in teaching situations.
8. Research skills appropriate to the area of study.

Mission

The mission of the Doctor of Musical Arts degree programs at UNLV is to nurture the artistry, musicianship, and scholarly and pedagogical skills of exceptionally talented and capable individuals who both desire and have potential to achieve success as educators, performers, and scholars primarily active in higher education or other major cultural and educational institutions.

Objectives

In preparing degree candidates to meet the demands of professional performance, research, and teaching, the Doctor of Musical Arts degree program at UNLV has the following goals:

1. Development through applied studio studies and performance opportunities of the highest caliber of musical artistry and technical facility;
2. Development through academic studies of advanced scholarly research, analytical, and written and oral communication skills;
3. Development of pedagogy and leadership skills.

Admission Criteria

It is expected that applicants to the Doctor of Musical Arts degree program shall demonstrate skills needed to progress to appropriately advanced levels of artistic and scholarship activity.

[Degree Plan Requirements: Doctor of Musical Arts](#)

Foreign Language Requirement

Reading knowledge of at least one foreign language is required for the DMA: French, German, Spanish, or Italian. With permission of the Department of Music Graduate Committee, another language may be substituted. Students whose native language is not English may not use English or their native language to fulfill this requirement.

This requirement must be fulfilled before the student schedules his/her qualifying exams.

- Students may fulfill the language requirement by doing one of the following:
 - The Foreign Language Proficiency Exam typically involves the translation of a 350 to 500-word text in a 90-minute period – the student may use a dictionary during the exam.
 - Students interested in this option should first contact the Graduate Coordinator to schedule the exam. The exam content will be selected from a Departmental set of translational excerpts.
 - Once complete, the exam is graded by a member of the Foreign Language Department, and the results are documented in completion of **the DMA Foreign Language Evaluation** form by the person overseeing the exam and should be sent to the Graduate Coordinator for the student's file.
 - If the student does not succeed in passing the Foreign Language Proficiency Exam, they must fulfill the foreign language requirement by completing Option 2.
- Complete two successive semesters of regular undergraduate foreign language courses while in residence for the DMA at UNLV in French, German or Italian with a **grade of B (3.0)** or better in each course. Students may choose as a starting point the course that best suits their current level of competency.
- These courses are offered at UNLV that may be taken to fulfill the foreign language requirement:
FREN 113-114; FREN 213-214. 3 credits each.
GER 113-114; GER 213-214. 3 credits each.
SPAN 113-114; SPAN 213-214. 3 credits each.
ITAL 113-114; ITAL 213-214. 3 credits each.
- Students must formally petition the Department of Music Graduate Committee in advance if they wish to substitute a language for French, German, Spanish, or Italian.
- Students may also enroll in WLC 198 – Reading Proficiency in a Foreign Language for Graduate Students to satisfy the Foreign Language Requirement

Residency Requirement

All DMA candidates must complete one year of residency. One year of residency is defined as successive fall-spring semesters registered for full-time status of at least seven graduate credits that apply towards the candidate's degree.

Program Timeline

- MM degree: Two Years
- DMA degree: Three to Five Years

PLACEMENT EXAMINATIONS

Prior to registration, all graduate students must take placement examinations in music history, theory, and aural skills/sight-singing, regardless of their area of concentration.

- Passions scores on these exams, or passing grades in the appropriate history or theory review courses ('B' or higher) are required before students may enroll in graduate level history and theory courses.
- Course credit associated with review courses will not be applied towards the degree.
- Students who show deficiencies will be required to register for the appropriate review course (MUS 602, 603, 604).
- Students may not retake placement exams or take them later than the first fall semester of matriculation.
- UNLV students are not exempt from taking the exams.
- Examinations are given prior to the first day of instruction for the Fall semester and the Spring semester. The exact date, time, and location will be posted by the Graduate Coordinator and sent to each student.
- Students must take the exam at the designated time; no make-up examinations will be given. Students who do not take the exam at the scheduled time must complete the review courses before enrolling in any other music history or music theory courses.
- Review courses are offered primarily in the Fall semesters.

Students may repeat a graduate remedial course once in order to achieve a passing score. Students failing the remedial course twice will be separated from the program. Students must petition the department in order to register for a third attempt. Such action is approved only under extenuating circumstances.

Music History Placement Exam

The purpose of the history examination is to evaluate the depth and breadth of each incoming student's knowledge of music-historical facts, concepts, and repertoire from the Western art music tradition (medieval through contemporary periods). The examination helps ensure that all graduates of UNLV's music programs are adequately equipped to speak and write knowledgeably about the Western music tradition, both in subsequent graduate courses or professional careers, which in many instances demand teaching, public lecturing, or writing about Western music.

The examination is an assessment of accumulated knowledge.

Suggested Texts and Recordings for Review

J.thPeter Burkholder, Donald J. Grout, and Claude V. Palisca, *A History of Western Music*, 8th edition (New York: W.W. Norton, 2010), earlier editions of the same, the volumes of the Prentice Hall History of Music series, or similar texts.

For more specific details concerning the placement exam, please consult the Music History Handbook, available on the [Department of Music website](#):

Or contact Dr. Anthony Barone (702) 895-5953, anthony.barone@unlv.edu

Music Theory and Aural Skills/Sight-Singing Placement Examination

The Graduate Music Theory Placement Examination consists of:

- Four- part writing in chorale style with a given melody, a figured bass or a roman-numeral chord progression. Chromatic harmony and modulation may be included.
- Counterpoint: exposition of a fugue with a given subject and a two-part sixteenth-century exercise on a given cantus firmus.
- Form and Analysis: analysis of a complete piece or movement based on specific questions and guidelines.

The Graduate Aural Skills/Sight-Singing Examination consists of:

- Two-voice dictation
- Three-voice dictation
- Harmonic dictation
- Two-part rhythmic dictation
- Sight-singing of a melody in any of the modern clefs (treble, alto, tenor, bass).
 - A single melody may contain clef changes

Suggested Texts for Music Theory Review

Kostak/Payne, *Tonal Harmony*

Green, *Form in Tonal Music*

Berry, *Musical Form*

A sample exam may be found on the [Department of Music's Website](#): For more specific details concerning the placement exam, please contact Dr. [Diego Vega \(702-895-5040, diego.vega@unlv.edu\)](mailto:diego.vega@unlv.edu).

POLICIES AND PROCEDURES FOR GRADUATE STUDY

Advisory Committee

- Master of Music (MM) students form a 4-member Advisory Committee (1 member of which is a Graduate College Representative) that oversees all recitals, examinations, and theses (optional). The committees should be formed in consultation with the major professor.
 - The remaining 3 members of the committee may be constituted from members of the student's primary or minor area of study, inside or outside of the department.
 - The master's recital is considered (with the comprehensive exams) the culminating experience in the degree and the Graduate College representative is required to attend and has 1 vote. The Graduate College representative may defer to the other committee members, but a grade must be given
 - It is *highly* recommended that one of the committee members be selected from a graduate field of study outside the major instrument area (music history, music theory, music education, etc.) in order to obtain a broader perspective.
 - If the student 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.

- DMA students form a 5-member Advisory Committee in consultation with the Major Professor.
 - All five members must be UNLV graduate faculty (Associate or Full Graduate Faculty Status).
 - One member must serve as a Graduate College Representative from outside the Department of Music.
 - The first 3 DMA recitals are considered milestones within the degree therefore the Graduate College representative is not required to attend these but should be invited and informed of the recitals, provided with a recording if so desired, and is not required to submit a grade for the recitals.
 - For the DMA Lecture-Recital with Document, the Graduate College representative must be present for both and must give a grade.
 - A list of all Graduate Faculty, both Full and Associate, may be found on the Graduate College website: [UNLV Graduate Faculty Status faculty-status](#)
 - Of the remaining four members, three should 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 should be from a field of study outside the major instrument area (music history, music theory, music education, or another external minor of study).
 - The 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
- After the student has completed 12-14 credit hours the student, with assistance from the committee chair, should complete an **Appointment of Advisory** form to the Graduate College.
 - This should be completed before submitting a proposed degree program.
 - Students may NOT defend their comprehensive exams or a thesis without prior approval and filing of the Appointment of Advisory form.
 - A copy should be submitted to the Graduate Coordinator for the student's permanent file.
 - When submitting the form to the Graduate College, students should retain a copy for their personal files.
- Degree Audit Report and Degree Audit Companion Form. (This is for students who started UNLV in Fall 2013 or later.)
 - Students must submit the Degree Audit Report ([available on MyUNLV](#)) along with the Degree Audit Companion Form (on GC website) by the end of the first week of the semester of graduation.

If the student's proposed degree program changes before graduation, a **Change of Proposed Degree** form must be completed and filed. The form is found [here](#).

Continuous Enrollment and Leaves of Absence

Students admitted to the graduate program must register for at least one 3 credit graduate class during their first semester. Failure to register will cancel admission to the Graduate College. Students may be able to delay enrollment by contacting the Graduate College Admissions and Records: GradAdmissions@unlv.edu 702-895-3320.

- After admission to a graduate program, students working on a thesis must register for three semester hours of credit 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 program and must reapply for admission should they wish to continue.
- Students must be registered for 3 credits during the semester in which they intend to graduate and/or take comprehensive examinations or defend a thesis.

E-mail Requirement

All UNLV students receive a RebelMail account after they have been admitted to the university.

The 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. It is recommended that e-mail be checked daily, but at a minimum twice per week. 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: [UNLV RebelMail](#)

Ensemble Enrollment

- Participation in large ensembles is expected throughout the student's residency.
 - Some areas may have more specific large and small ensemble requirements.
 - Students should consult their advisor for more details.
 - Ensemble requirements may also be found on the Proposed Degree Form, Part II form. These forms are all available on the [Department of Music website](#)
 - Ensembles may not be used to fulfill elective credit

Grade Point Average – GPA

All graduate students in music must maintain a minimum cumulative grade point average (GPA) of 3.00 in all degree-required courses. Only courses for which the student earns a final grade of "A," "A-," "B+," "B," or "S" may be applied to the graduate degree. A graduate 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 her/his GPA or may be dismissed from the program. A student whose cumulative GPA falls below 3.0 for three successive semesters will be automatically dismissed from the program.

- The Department of Music monitors the academic performance of graduate students at the end of each semester and/or academic year.
- If the Department of Music determines that a student is not making satisfactory progress toward the degree, it will request that the Graduate Dean separate the student from the department or place the student on probation. The department 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. Failure to make satisfactory progress may include:
 - Failure to complete six credits in three rolling semesters (including summer) toward the degree program; unsatisfactory grades (including Incompletes, grades below a B, or withdrawals);
 - Failure to consult with the advisor when requested;
 - Failure to establish a graduate committee;
 - Failure to develop an official, approved degree program; and
 - Failure of comprehensive examinations.
- Students must demonstrate that they are making satisfactory progress towards the completion of their degree by completing a minimum of six degree program credits in three rolling semesters (including summer).
 - 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 [here](#).

Time Limitations

- Master's degree candidates 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.
- 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 will 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 department.

Juries, Pre-Recital Hearings, and Recitals

MM Juries

- MM students should consult their assigned advisor for specific jury information.

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 and 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 student's 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 (MM and DMA)

- The student's area **may require** a pre-recital hearing approximately 2-4 weeks prior to any of the masters or doctoral recitals. This is left up to the discretion of the Advisory Committee Chair in association with the student's studio teacher and the area faculty.
 - Pre-recital hearings should be approximately 30 minutes in length and should be representative of the entire recital repertoire. Students should allow for approximately one hour for performance and possible discussion.
 - The pre-recital hearing will not be graded but will be either "Approved" or "Not Approved" in order to gauge the student's preparedness to present the performance.
 - Students who are "Not Approved" after the pre-recital hearing may be required to enroll in non-degree applied credits (MUSA 760) until 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 Department Chair and the Area Coordinator 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 candidate 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 area or department may choose to schedule all pre-recital hearings on specific dates to avoid continuously adjusting schedules.

Recital – Masters

All MM students in Performance, Theory/Compositions and Conducting must perform one-degree recital.

MM students in the Piano Accompanying sub-plan will present two recitals, one instrumental, and one vocal.

- Recitals must be **scheduled** no later than **five to six weeks** before final day of instruction. This enables the Advisory committee to completely process the necessary paperwork and reporting requirements set by the Graduate College.
 - Students must determine the availability of their committee and the performance space to be used before proceeding to schedule their recital.
 - *As a professional courtesy, all committee members, including the Graduate College representative, should be given written notification (hard-copy or e-mail) confirming the reserved recital date, time and location.*
 - **Notification of changes should be sent to all committee members within 24-hours of the change.**
 - If necessary, a committee member who must miss the live performance of the recital may view a DVD or hear a CD of the same. The student's advisor must have the approval of the entire committee to allow this change, except in cases of emergency.
 - If the committee wishes to have all members in attendance for the live performance, the recital must be schedule for a time when all committee members can be present.
- Recital Committees and Grades
 - **Masters:** All members of the committee, including the Graduate College representative, will issue a letter grade for each recital, will issue a letter grade for each recital. Comments from each committee will be recorded on official Department of Music Recital Grade forms, which are then placed in the student's file.
- All MM recitals must be recorded for archival purposes.
 - The process for recording recitals is automatically initiated when the student reserves the hall for a MM recital.
 - A small recording fee is collected by the Department of Music office at this time.
- All MM recital programs must be printed by the Department of Music office. Students may not provide their own programs for MM recitals.
 - Programs must be submitted to the Department of Music no later than three weeks before the recital for formatting, proofing, and printing.
 - Translations and notes are student's responsibility and not included with the printing by the Department of Music.
 - The student's advisor should proof each program carefully before printing. One copy of each recital program will be placed in the Music Library and one copy in the student's file for archival purposes.

The ultimate responsibility for all aspects of scheduling the recital rests with the students. For specific recital requirements, please consult your advisor.

Recital – Doctoral

- With the exception of Conducting, All DMA Applied Performance students perform four recitals.
 - One recital must be a chamber music recital – all music on the recital must be chamber music, only one work of which may be conducted.
 - The purpose of chamber music studies and chamber recital performance is to develop students' abilities to work independently and collaboratively in small, variable groups of mixed instrumentation; to increase their knowledge of chamber repertoire, and to develop skills needed to meet the performance demands of precision, sensitivity, intonation, balance, and style that are peculiar to the chamber music repertoire.
 - Traditional chamber groupings of trio, quartet, and quintet may serve as the basis for the chamber music recital; however, the student is urged to consider the wide variety of chamber music repertoire available for varying instrumentation and size.
 - Students may not “share” a recital in which a combined work is performed (i.e., Bartok Sonata for Two Pianos and Percussion) and both receive chamber recital credits; however, students may play individual chamber recitals in which the combined work is performed on both students' recitals.
 - Exceptions to the chamber music recital are determined on a case-by-case basis by the students' committee in conjunction with the Department Chair.
 - The remaining two recitals may consist of one solo recital, one solo/chamber combination recital, a major role in an oratorio or opera. Approval for the oratorio or opera must be granted prior to the performance. Students must register for the appropriate recital credits.

The final recital is a Lecture-Recital with document that is performed after the student has successfully passed the DMA Written Qualifying Examinations and submitted an approved Prospectus.

- Conducting students work towards a compilation of conducting performances in order to complete the recital requirements.
 - Theory/Composition students work toward a portfolio of compositions.
- Recital Committees and Grades
 - Recitals must be scheduled no later than **five to six weeks** before final day of instruction. This enables the Advisory Committee to completely process the necessary paperwork and reporting requirements set by the Graduate College.
 - Students must determine the availability of their committee and the performance space to be used before proceeding to schedule their recital.
 - *As a professional courtesy, all committee members, including the Graduate College representative, should be given written notification (hard-copy or e-mail) confirming the reserved recital date, time and location.*
 - ***Notification should be sent to all committee members within 24-hours of the change.***
 - If necessary, a committee member who must miss the live performance of the recital may view a DVD or hear a CD of the same. The student's advisor must have the approval of the entire committee to allow this change, except in cases of emergency.
 - If the committee wishes to have all members in attendance for the live performance, the recital must be scheduled for a time when all committee members can be present.

- **Doctoral:** The first 3 DMA recitals are considered milestones within the degree therefore the Graduate College representative is not required to attend these but should be invited and informed of the recitals, provided with a recording if so desired, and is not required to submit a grade for the recitals.
 - For the DMA Lecture-Recital with Document, the **Graduate College representative must be present** for both and must give a grade.
 - All members of the committee will issue a letter grade for each recital. Comments from each committee member will be recorded on official Department of Music **Recital Grade forms**, (NOT the form currently used for juries), which are then placed in the student's file.
-
- All recitals must be recorded for archival purposes.
 - The process for recording recitals is automatically initiated when the student reserves the hall for a recital.
 - A small recording fee is collected by the Department of Music Office at this time.
 - For more information, please contact: (702) 895-3332.
 - All recital programs must be printed by the Department of Music Office. Students may not provide their own programs for MM recitals with the exception of notes and translations.
 - Programs must be submitted to the Department of Music no later than three weeks before the recital for formatting, proofing, and printing.
 - The student's advisor should proof each program carefully before printing. One copy of each recital program will be placed in the music library and one copy in the student's file for archival purposes.

The ultimate responsibility for all aspects of scheduling the recital rests with the student. For specific recital requirements, please consult your advisor.

COMPREHENSIVE EXAMINATIONS – MASTER OF MUSIC

All candidates for the Master of Music degree in Applied Music, Composition/ Theory, and Conducting are required to take a comprehensive exam consisting of written and oral components.

- The student's graduate recital, if required, should take place **before** the comprehensive exams.
- The comprehensive exam is taken during the term in which the student intends to graduate.

The following is a brief description of the comprehensive exam process. **For more specific information, please consult your advisor.**

Written Component

- The Master of Music written comprehensive examination takes place on the date designated as the mid-term of the semester. If this date falls on a weekend, the examination takes place on the closest weekday. With the exception of Music Education and Jazz students, all candidates take the written examination together. The exam is monitored by a faculty member.
 - 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.
 - Jazz comprehensive examinations are scheduled and administered through the Director of Jazz Studies.
- The exam has 3 parts, Music History, Music Theory, and Area of Specialization. The Graduate Coordinator solicits all questions for the Written Component.
- The Music Theory consists of:
 - **Part I.** Harmonic analysis of a 4-part chorale: including Roman numeral analysis, and specific questions about cadences, tonal areas, modulation, exceptional resolutions, argumented sixths, Neapolitan sixth, and non-chord tones.
 - **Part II:** The student chooses 1 of 3 musical works and answers its corresponding questions. These work may include: a contrapuntal piece from the 18th Century (invention, canon, fugue), a Sonata, Rondo Sonata, lied or a character piece from the 19th Century, and a 20th or 21st Century piece. The questions about these works may include: formal analysis, pitch or rhythmic organization, analysis of harmonic areas, melodic analysis, and relationship between analysis and performance.
 - Examination is made up of 3 questions from the theory area (of which the student chooses 1 to answer, one of which may be harmonic analysis), 3 questions from the history area (of which the student chooses 1 to answer), and then answers all questions specific to her/his area of specialization.

- The Music Theory consists of:
 - Three questions focusing on composers, periods of music, compositions, history of style and technique.
- While the written exam is designed to take 4 – 5 hours, the student should plan on having a full day to complete the exam. The student may take as much time as needed to complete the exam, but must turn in the completed exam by 5:00 pm.
 - The student is forbidden to consult handwritten, printed, or electronic materials, or access the Internet for research purposes during the examination.
 - The student will not be given exam questions or any indication of their specific content prior to the examination.
 - Violations of these examination protocols will lead to the vigorous prosecution for academic misconduct of the student and any person who abets such violations.
 - Students should plan to store all coats, bags, cell phones and other electronic devices before beginning the exam.
 - During the exam, students must back-up their work frequently on the flash- drive provided.
 - After the exam is complete, the advisor will distribute printed copies of the answers to the exam committee. Music history answers are evaluated by members of the theory and history faculty. The student will not receive coaching from the faculty advisor or a copy of the written exam prior to the oral exam.

Oral Component

- The oral component provides opportunities for the student to further develop her/his answers submitted in the written component. Moreover, the oral component allows faculty members who evaluated the candidate's written answers to ask for clarification of the written response.
- The oral component should be taken at least one week following the written exam, and must be completed at least three weeks before final day of instruction.
- The oral comprehensive exam is scheduled by the student and the advisor, usually in the Fine Arts Conference room or the Music Library Listening Room. The ultimate responsibility of for all aspects of scheduling the oral exam rests with the student. Students should determine the availability of their committee and the testing space to be used before proceeding to schedule their oral examination.
- The student may be asked to expand upon, or provide more complete information to the answers provided in the written examination.

- The exam will include 5 musical examples for score style analysis and identification. The student will be asked to do the following with each of the musical examples:
 - Identify the instrumentation and ensemble type.
 - Identify the possible genre and provide reasons for the choice made.
 - Identify the possible historical period of the work's origin and reasons for this determination. The reasons should touch on instrumentation, melody, harmony, rhythm, dynamics and style. The language of text or instructions found in the score should never be the sole reason for identifying the origin of the composition or its composer.
 - Identify a possible composer; provide specific reasons as to why the named composer was chosen. Include other names that fit the description.

- Music Education majors are exempt from oral examination provided their written examination is deemed satisfactory by the student's examination committee.

- The entire comprehensive exam is graded by each committee member as Pass, Fail, or Abstain. A minimum of three Pass grades is required.
 - The grade, along with specific comments by each faculty member, are recorded on the **Comprehensive Exam Grade** form. This is an internal Department of Music form that is retained in the student's departmental file.
 - In the event that the student does not pass the comprehensive examination, the student, in consultation with his/her advisor, may request that the committee administer a second examination.
 - The student 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 separation from the program.

- The Chair of the student's Advisory Committee submits the **Final Exam** form results to the Graduate College immediately after the oral exam is completed.
 - The form used for this purpose is called **Final Exam Results. Graduate College Forms**
 - The Chair should retain a copy of the form and include file this with the internal examination assessment forms in the student's Department of Music file.

QUALIFYING EXAMINATION – DOCTOR OF MUSICAL ARTS

The Doctor of Musical Arts Qualify Examination is a two-part examination, written and oral.

Qualifying Exam: Written

The written qualifying examination focuses on the candidate's area of specialization and comprises questions examining the student's general knowledge of music history, including score style analysis and identification. The questions are collected by the student's advisory committee chair, usually the student's advisor, and solicited from committee members and from those faculty members with whom the student has studied.

- The examination is scheduled for the semester in which the student is completing all course work. The qualifying written examination must be taken at least four weeks before the final day of instruction.
- Before scheduling the **Qualifying Examination**, the student must do the following things:
 - Satisfy the residency requirement
 - Remedy all academic deficiencies
 - Satisfy the foreign language requirement
 - Complete all coursework, with the exception of those courses being completed during the qualifying examination semester.
 - Maintain a minimum GPA of 3.00 with no course work receiving a grade of B or below.
 - Have an approved degree plan filed with the Graduate College.
 - The following is a typical guide for how the written qualifying exam works in most situations. **For more specific information, please consult your advisor.**
- 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, and a member of the music history area
 - The examination is divided into 2 sections: major field and music history. Currently, no harmonic analysis or aural skills are part of this examination. The student may query individual professors before the written qualifying exam for specific preparation advice, which may or may not be given.
 - The student will not be given any exam questions before the actual examination.
- The written qualifying exam will be administered by the student's advisor over two consecutive days and may last up to eight or nine hours each day. Students who are prepared may not need as much time. The exam is administered according to the following schedule.

Day One: Music History, including score style analysis and identification (up to 5 hours).

Day Two: Major Field (up to 8 hours)

 - Every doctoral written qualifying examination is tailored to the individual student; as such, students should seek guidance from their exam committee regarding what will be expected of them on their exam. Exam content normally conforms to these guidelines.

Music History

The music history written portion of Doctoral qualifying examination is comprised of the following components:

- **Part 1.** The 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). The student will select two out of four randomly selected terms for each period, for a total of 10. The student will identify a specific composer, musical work, or other object that clearly illustrates or exemplifies the meaning of each selected term.
- **Part 2.** The 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 recommended) 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 primarily on the comprehensiveness, depth, and music-technical precision of the writer's stylistic analysis and placement of the example in its proper historical period, secondarily on his/her identification of the works' composers or possible composers.
- **Part 3.** The student will write essays (500-750 words recommended) addressing two broad music historical questions he/she will chose from a selection of four questions. 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.

Major Field

This portion of the qualifying exam focuses on pedagogy, literature, performance, score identification or other areas derived from the student's program of study.

- One of the best locations to take the examination is in the Arnold Shaw Research Center for Popular Music Library. (However, it may be taken in any room that may be monitored by a UNLV faculty or staff member and has a computer.)
 - Students must bring 1 or 2 blank CD-R to the exam and will be provided with a laptop computer that must be used to complete the exam.
 - The laptop computer may be checked out from the music office. The student should reserve the computer with the office when they schedule their exam.
 - Students should plan to store all coats, bags, cell phones and other electronic devices in their advisor's office before beginning the exam.
 - Students should back up their work frequently on the CD-R. or the thumb drive.
 - Under no circumstances will the student be allowed to use notes or reference materials or access the Internet for research purposes for the examination.

Results

- When the written qualifying exam is complete, the student should print out a copy of the exam, e-mail a copy it to their advisor and save it to the CD-R. The advisor will pick- up all materials at the end of each day.
 - The student's Advisory Committee chair distributes copies of the answers to the exam committee and other involved faculty for evaluation.
 - Each portion of the exam is graded as Pass, Fail, or Abstain with the **DMA Qualifying Exam Grade Form** by individual committee members. The music history faculty member who provided the questions determines the music history area grade.
 - The student must pass the major area portion of the written qualifying exam by at least 3 faculty grades. All committee members will complete a **Written Qualifying Exam Grade Form**.
 - The DMA Qualifying Exam Grade Form is an internal form and all copies should be placed in the students' Departmental file.
- If the student does not pass a portion of the written qualifying exam, the student may retake that particular portion of the exam within 6 months.
 - The student may also be advised by their committee to complete additional coursework before retaking any portion of the written qualifying exam.
 - The student may only retake any portion of the written qualifying exam one time.
 - The student will not be given guidance for further study to prepare for the oral exam.

Qualifying Exam: Oral

The oral qualifying examination focuses on the candidate's area of concentration, and also addresses general knowledge of music history. The exam includes 5 musical examples for score style analysis and identification. The committee might also ask the student to develop the answer submitted on the written portion of the exam. The student will be asked to do the following things with each of the musical examples:

- Identify the instrumentation and ensemble type.
- Identify the possible genre and give reasons for the choice made.
- Identify the possible period and reasons for such an identification. The reasons should touch on instrumentation, melody, harmony, rhythm, dynamics and style. In addition, the language used in the score may not be the sole reason for identifying the nationality of the composer.
- Identify a possible composer; give specific reasons as to why the named composer was chosen. Include other names that fit the description.
- The student may be also asked to expand upon, or provide more complete information to the answers provided in the written qualifying examination.
 - This examination will be scheduled one week after the candidate's written qualifying examination. A minimum of 2 hours should be reserved for the examination.
 - The qualifying oral examination must be completed at least three weeks before final day of instruction for the semester.

The following is a typical guide for how the qualifying oral exam works in most situations. **For more specific information, please consult your advisor.**

- The qualifying oral exam is scheduled by the student and the advisor.
 - Available facilities include the Fine Arts Conference room, the green room of Dr. Rando-Grillot Recital hall, or the Music Library Listening Room.
 - Students should determine the availability of their committee and the testing space to be used before proceeding to schedule their oral examination.

The Graduate College Representative must be present for the oral exam.

- The ultimate responsibility of for all aspects of scheduling the qualifying oral exam rests with the student.
- The defense usually takes about two hours.
- The oral qualifying exam is graded by each committee member as Pass, Fail, or Abstain.
- The student must pass the oral qualifying exam by a minimum of three grades. All committee members will complete an **Oral Qualifying Exam Grade Form**.
- In the event that the student does not pass the qualifying oral examination, the student, in consultation with his/her advisor, may request the committee to administer a second examination.
- The 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.
- The student will not be allowed to take the qualifying oral examination more than twice.

The DMA Qualifying Exam Forms, written and oral, are internal Department of Music forms and should be filed with the student's departmental file. These are not submitted to the Graduate College.

LECTURE-RECITAL AND DOCUMENT – DOCTOR OF MUSICAL ARTS

Prospectus

All candidates 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 prospectus will be developed by the

- The Prospectus must be completed and accepted prior to the Advancement to Candidacy and before the completion of the Qualifying Oral Examination and should include the following:
 - Three to ten double-spaced, typed pages; the Prospectus must be approved by a majority of the student's advisory committee with the following criteria:
 - 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
 - Demonstrated ability to do original writing in a formal, academic style
 - Necessary for the student to make broader connections to the major field
 - The Prospectus should include a statement of a thesis to be demonstrated or proven, a question to be answered, or a task to be executed; this should be accompanied by reasons and objectives (as relevant),
 - 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),
 - 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 meeting at which the student will present the prospectus to departmental faculty and fellow graduate students and submit to questions.
 - The form may be found at: [Graduate College Forms](#)
 - Students should not leave the Graduate College without at least one TIME-STAMPED copy of this form for their records.

Advancement to Candidacy

- After the student has completed all course work, passed the qualifying exam, completed their prospectus, and have had it, along with their abstract, approved by the Dean of the Graduate College the student advances to candidacy for the degree.
- Students must complete and file the **Advancement to Candidacy** form with the Graduate College.
- The form may be found at: [Graduate College Forms](#)
- Students should not leave the Graduate College without at least one TIME-STAMPED copy of this form for their records and should submit a copy to the Graduate Coordinator for his/her Department of Music file.

Lecture-Recital

The lecture recital is, in a very real sense, the culmination of the Doctor of Musical Arts degree program in that it requires the student to bring to bear his/her accumulated skills and knowledge in a presentation that demonstrates a synthesis of performance and scholarship. The following statement of policy is intended to aid the student in the preparation of this event.

The lecture-recital topic is directly related to the topic of the student's DMA document. Lecture-recital/document topics may include performance and analysis, performance practice, pedagogy, editions, new music, or other areas of the student's interest. Students are encouraged to develop their lecture recital/document topic through course work pursued during the DMA program, but the topic may be unrelated to such enrollments.

- 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.
 - The candidate should prepare the lecture-recital for a target audience of his/her peers and colleagues at a graduate and professional level of comprehension.
 - It should be of a caliber appropriate for presentation at a college or university job interview or at a meeting of a national professional organization (such as the College Music Society or the Music Teachers National Association.)
- The presentation normally consists of a lecture illustrated by brief performance excerpts, followed by a complete performance of the work(s) being discussed, if appropriate and time allows.
 - It is expected that the lecture-recital will last approximately one hour, including ten minutes at the end for questions from those in attendance.
 - Not more than thirty minutes of this time may be used for a complete performance of the work(s) being presented.
 - Students are expected to attend lecture recitals throughout their doctoral studies in order to familiarize themselves with various possible formats that might be appropriate for their own topic.
- Students are required to use some form of computer-based technology in the presentation such as *PowerPoint*, *Artstor* slides, *Finale*, etc.
 - Students will also prepare and distribute a one or two-page handout. The handout should be clearly identified with the student's name, title of the lecture recital, and date of the lecture recital.
 - Musical examples, other figures, and quoted text or data must be captioned to indicate sources, with pages or measure numbers as appropriate.
 - The handout should also include a brief bibliography directing the listener to other related and useful treatments of the topic that the student has used in the course of his/her research.

- It is the student's responsibility to maintain regular contact with the Advisory Committee throughout the preparation of the lecture recital.
 - By the time of the lecture recital, it is expected that the 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.
 - 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.

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, demonstrates professional standards of scholarship, and contributes to existing knowledge within the field of study.

- An abstract of the candidate's proposed document must be presented to the examination committee for approval no later than the execution of the first oral examination.
 - The student's entire Advisory Committee must approve the proposed document abstract.
- A draft of the document should be submitted to the advisory committee during the **first week** of the semester in which the candidate anticipates graduating.
 - Each departmental advisory committee member must approve the draft or make suggestions for changes at this time.
 - It is the student's responsibility to maintain regular contact with the Advisory Committee throughout the preparation of the document.
- The document must be at least fifty pages in length, except under special circumstances determined by the student's advisor.
 - The document must be double-spaced, in a legible, standard serif font.
 - Students should 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
 - Students are urged to consult the Graduate College standards in "The Guide to Preparing and Submitting a Thesis or Dissertation" found on the Graduate College website at: [Graduate College Thesis](#)

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 student's compliance with Department 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 the student of his or her obligations and responsibilities concerning copyright, use and citation of sources, plagiarism, as well as ramifications for non-adherence; and
- Promoting and ensuring that the student's Document demonstrates competencies and scholarly protocols expected by the Department Area, Department, University, and Profession.

All Committee members are expected to read the Document and provide feedback to other members and/or the student.

The written documentation should be at a level acceptable for juried publication. You may browse and download copies of UNLV dissertations and theses.

Document Defense: Oral

The second oral examination is a defense of the candidate's lecture-recital and document and is to be scheduled for the semester in which the candidate satisfies the lecture-recital requirement and completes his or her document.

- The oral defense should occur no later than three weeks prior to the last day of instruction in the semester in which the candidate anticipates graduating. The candidate must be a registered student at this time.
 - The oral defense is scheduled by the student and the advisor, usually in the Fine Arts Conference room or the Music Library Listening Room.
 - Students should determine the availability of their committee and the testing space to be used before proceeding to schedule their oral defense.
 - The Graduate College Representative must be present for the defense.
 - The ultimate responsibility of for all aspects of scheduling the oral defense rests with the student.
- The oral defense is graded as Pass or Fail, or Abstain.
 - The student must pass the oral defense exam by at least three faculty grades.
- All committee members will sign the ***Culminating Experience Results*** (Form #58).
 - In the event that the student does not pass the oral defense, the student, in consultation with his/her advisor, may request the committee to administer a second defense. The ***Culminating Experience Results*** form must be submitted to the Graduate College if the student does not pass the defense. The Chair should not leave the Graduate College without at least one TIME-STAMPED copy of this form for their records.
 - The student must wait at least three months before defending a second time. The committee may require additional work on the document before a second defense.
 - The oral defense will not be given more than twice.
 - Submission Process for Thesis/Dissertation/Lecture-Recital Document
 - Defend the document and collect committee signatures on ALL forms. Signatures must be in blue or black ink
 - Submit one copy of the document to the Graduate College of the final approved and properly formatted document on 20 lb. watermark bond paper in a manila envelope. The following must be submitted together with the document:

- *Thesis/Dissertation Submittal Form*
 - *Thesis/Dissertation Committee Approval (masters) or Music Doctoral Document Approval (doctoral) page (also on 20lb bond) – this is also referred to as the “Signature Page”.*
 - *Culminating Experience Results (Form #58)*
 - *Thesis/Dissertation Format Review Form*
 - Student submits a final, approved, and properly formatted thesis or dissertation on watermarked bond paper with the forms in sealed envelope with the name, and NSHE ID on the outside.
 - Student receives an e-mail 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 the student will receive an e-mail identifying the problem and the modifications needed.
 - The UNLV archivist will notify student 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: [Graduate College Thesis](#)
- The candidate should 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 student’s Advisory Committee must submit all required items.
 - The **DMA Oral Defense Grade Form** is an internal form from the Department of Music and all copies (completed by individual committee members) should be filed in the student’s departmental 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 students’ Departmental file in accordance with the Submission Process for Thesis/Dissertation/Lecture-Recital Document (Please see above).
 - This must be accomplished two weeks prior to the last day of instruction.
 - The **Culminating Experience Results** form may be found at: [Graduate College Forms](#)

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 your degree](#)
- [Information about program 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 your graduate evaluator to review your file and make sure that everything is in order for you to graduate.
 - Applications for graduation will not be processed unless all required forms and documents have been submitted to the Graduate College including **Proposed Degree** program, and if required the **Prospectus Approval, Appointment of Advisory Committee**, and for doctoral students, the **Advancement to Candidacy** form.
 - If students do not complete the degree requirements in the term anticipated, it is expected that they will do so in the next regular term (summer excluded). 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. Students must be enrolled in a **minimum of 3 credits during the term they intend to graduate.**
 - When students apply for graduation, the Graduate College reviews the degree program.
The Graduate Dean certifies that they 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 if it is later discovered that the degree requirements were not met, or if fraudulent claims are later discovered.
- 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 (702) 895-0761 for help.

Financial Aid

Financial aid is available. For more information, please visit: [UNLV Financial Aid](#)

Graduate Assistantships and Part-Time Graduate Assistantships

- Deadlines for Graduate Assistantship Applications

	Fall	Spring	Summer
All Degrees	March 1	November 1	N/A

- Students must apply for Graduate Assistantships through the Grad Rebel Gateway on the Graduate College website. Both new and renewals require an AY application.
 - Students must check their Grad Rebel Gateway account periodically; their GA accept or decline letter will only be sent to them via the Grad Rebel Gateway system.
 - If declined, the student may apply for a different GA position, or reapply for the same one in future terms.
 - If accepted, the student will receive all the information they need in their offer letter in Grad Rebel Gateway, 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 must accept or decline the offer in the AY system by the posted deadline **or their offer will be rescinded**.
 - If accepting, students must also sign up for a mandatory contract signing and information session at the same time. Failure to sign up or to show up will nullify the GA offer. Students will bring documents to the signing session.
- Graduate Assistant (GA) is a term for an advanced degree 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.
 - Changes in work assignments must be approved by Graduate Dean, the Department of Music chair and the Graduate Coordinator.
- A student admitted to a graduate-level program carrying at least six semester hours of graduate credits may be eligible to fill a Graduate Assistant or Part-Time Instructor

Graduate Assistant position. Audited or undergraduate credits are not accepted.

- Both a financial opportunity and an invaluable professional experience, a graduate assistantship is a highly sought-after position.
- For information about how to apply for an assistantship, please visit: [Graduate College GA](#)
- International students are now 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 assistantship but will be moved into a teaching position only after the test has been passed.
 - The SPEAK test is free to all international graduate students and must be taken about 2-3 weeks before the beginning of the semester.
- Before accepting employment on or off campus GAs must petition the Graduate Dean for approval, after obtaining approval from his/her department chairperson.
 - The additional employment must be limited in nature and related to the student's area of study.
 - International students with Gas may not accept any additional employment on or off campus.
 - Failure to request approval of employment may result in the assistantship being rescinded.
- 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, both parties must agree to the arrangement and approval must be obtained from the Chairperson, Academic Dean and Graduate Dean.
- Additional information is available at: [Graduate College GA](#)

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: [Educational Outreach](#)

Professional Development Program

The Graduate College Professional Development Program provides a formal, value-added experience for graduate students to enhance their academic, professional, and 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: [Professional Development](#)

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 promote their own personal development, 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.

- As citizens of the larger community in which the University of Nevada, Las Vegas (“UNLV” or the “University”) is located, students have all the responsibilities and rights that are incumbent upon any citizen.
- The University is concerned with what happens to students both on and off its campuses and holds students responsible for their own actions. Students are subject to local, state, and federal laws, and also, when applicable, 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:

[UNLV Student Conduct](#)

FORMS

[Graduate Assistantship Application](#)

[Appointment of Advisory Committee Approval Form](#)

[Change in Advisory Committee](#)

[Change in Proposed Degree Program](#)

[Authorization for Overload Form](#)

[Graduate College Academic Appeal](#)

[Leave of Absence Form](#)

[Degree Audit Companion Form](#)

[Prospectus Approval](#)

[Thesis/Dissertation Approval Form – Master’s only](#)

[Advancement to Doctoral Candidacy Application](#)

[Culminating Experience Results \(for MM Comprehensive Exam and DMA Document Defense\)](#)

[Graduation Instructions and Application](#)

Department of Music Organization

Chair: Susan Mueller (895-5776)

Assistant Chair: Bill Bernatis (895-3713)

Graduate Coordinator: Jennifer Grim (895-5849) – jennifer.grim@unlv.edu

Undergraduate Coordinator: David Weiller (895-3008) – david.weiller@unlv.edu

Jazz Studies: Dave Loeb (895-3739) – dave.loeb@unlv.edu

Music Education: Eugenie Burkett (895-1206) – eugenie.burkett@unlv.edu

Music History: Anthony Barone (895-5953) – anthony.barone@unlv.edu

Music Theory: Diego Vega (895-4809) – diego.vega@unlv.edu

Piano: Mykola Suk (895-4980) – mykola.suk@unlv.edu Strings:

Andrew Smith (895-3327) – andrew.smith@unlv.edu Voice:

Tod Fitzpatrick (895-2540) – tod.fitzpatrick@unlv.edu

Winds, Brass, Percussion: Stephen Caplan (895-3738) – stephen.caplan@unlv.edu

Administrative Staff

Office Manager: Kaci Kerfield (895-4991)

Administrative Assistant/Accounting: Karen Kita (895-4992)

Administrative Assistant/Events Scheduling: Sandra DeBorger (895-4406) Administrative Assistant: Parwin Bakhtary (895-3332)

Ensembles

Bands

Choirs

Jazz Bands

Orchestras

Chamber Ensembles

Department of Music Facilities Beam Music Center

- 1) Dr. Rando-Grillot Recital Hall
- 2) Music Library (Room 101)
- 3) Recording Studio (Room 145)
- 4) Media Lab (Room 135)
- 5) Band/Orchestra Rehearsal (Room 160)
- 6) Choir Rehearsal Room (Room 159)
- 7) Small Ensemble Rehearsal (Rooms 171, 173)

HAM Fine Arts Building

- 1) Music Office (Room 125)
- 2) Double Reed Room (Room 210)
- 3) Percussion Complex (Room 235)

Professional Code of Ethics/Discipline Guidelines

UNLV Graduate College policy regarding academic integrity can be found in the graduate catalog.

Annual Review Procedures

Each winter break and early spring term, graduate students are **required** to complete the Graduate Student Individual Development Plan (IDP) form. The review covers the prior calendar year and assesses student progress, and it establishes reasonable goals for the year ahead. Reported student data is shared with students' graduate coordinators and advisors to foster opportunities for discussion about students' strengths and weaknesses, accomplishments and next requirements, and mentoring plans so that students know what they need to do in order to progress successfully through their programs in a timely manner. Students who are graduating are also required to complete the form in order to record their achievements since the data is also used to track metrics related to the annual productivity of all students. This survey will be sent by the Graduate College to the student's Rebelmail account. The review covers the prior calendar year and assesses student progress while setting goals for the year ahead.

Probation

If a student fails to successfully progress in their degree program, their department/school will recommend that the student be placed on probation by the Graduate College. Students on probation may be dismissed/separated from their program for failing to successfully meet the conditions of their probation by the deadline provided. Please see the [Probation and Separation](#) section of the Graduate Catalog for more information.

University Resources

[Leadership and Professional Development Academy](#)

The goal of the Professional Development Academy is to serve as a virtual resource providing support and many professional opportunities to UNLV graduate students. The Academy offers information about events and services such as graduate certificate programs, workshops, training sessions and career services. You can follow Academy activities via social media or look for regular updates on the website.

[Academic Success Center](#)

The goal of the Academic Success Center is to help students do well academically and complete their studies on time. They offer or will refer you to such programs and resources as tutoring, advising, skills testing, career exploration and more. They guide students every step of the way to the many established resources created to ensure they complete their educational goals. Learn more about the programs and services the center currently offers.

[Alumni Association](#)

With an alumni base 120,000 strong, the UNLV Alumni Association offers a variety of services and opportunities in support of alumni and their families. UNLV alumni are encouraged to support the values of higher learning through advocacy, involvement, and giving.

[Commencement Office](#)

Located in the UNLV Office of the Registrar, the commencement office is the last step in the graduation process. Please check with the commencement office for information on the commencement ceremony and your diploma; for all other information about graduate student degree completion and graduation, including thesis/dissertation requirements and doctoral hooding, please contact the Graduate College. It is the students' responsibility to ensure they apply for [graduation on time](#) and submit all required forms to the Graduate College. Questions regarding thesis/dissertation should be directed to the Graduate College [Student Services Team](#) and questions regarding required forms should be directed to the Graduate College [RPC Team](#)

Office of Diversity Initiatives

The vision of the Office of Diversity Initiatives is to advocate, promote, and support the advancement of equity, inclusiveness, and empowerment of a continuously changing collegiate and global community. The mission of the Office of Diversity Initiatives is to provide leadership and support for UNLV's diversity mission: *to nurture equity, diversity, and inclusiveness that promotes respect, support, and empowerment*. This Office also handles UNLV Title IX questions, inquiries, and reporting.

Disability Resource Center (DRC)

The DRC is committed to supporting students with disabilities at UNLV through the appropriate use of advocacy, accommodations, and supportive services to ensure access to campus courses, services, and activities. The DRC is the university-designated office that determines and facilitates reasonable accommodations in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Graduate students with disabilities must disclose to the DRC in order to receive appropriate accommodations.

Office of International Student and Scholars

International Students and Scholars (ISS) ensures compliance with both SEVIS (Student and Exchange Visitor Information System) and federal law, so that the university can continue to be authorized by the U.S. federal government to enroll international students; host and hire international scholars; assist and advise employment eligibility and authorization relating to international students and scholars, and visa, travel, and immigration issues; provide critical and specialized services to the international students and scholars of the UNLV community; and facilitate their transition to the campus and the U.S.

Jean Nidetch Women's Center

The Jean Nidetch Women's Center is committed to creating a supportive and inclusive environment for all genders through programming, services, and advocacy for the UNLV community. The Women's Center has informational resources, brochures, and flyers for a variety of on and off campus organizations to help empower and protect yourself, and learn about your options. They also provide free tampons, pads, and condoms.

The Intersection

The Intersection is a one-stop resource for UNLV's highly diverse student body — a comprehensive multicultural center grounded in the academic life of our students. As an intersecting campus resource, the Intersection helps ensure students, particularly first-generation and students of color, successfully navigate their academic careers. Here, all members of campus can discuss their differences, discover their similarities, and build a shared sense of belonging.

UNLV Libraries

UNLV Libraries has always been more than books; they are about encouraging students and creating quality programs that elevate growth and learning. Please visit their website for important information about the services they offer to graduate students.

Graduate & Professional Student Association (GPSA)

The Graduate & Professional Student Association serves all currently enrolled University of Nevada, Las Vegas graduate and professional students. The GPSA maintains the Graduate Student Commons located in the Lied Library room 2141 and Gateway Building PDAC Room. The facility a working office equipped with a copier, fax, flatbed scanners, color laser printer, office supplies, and computers with printers and a small kitchen area. The GPSA is the graduate student governance body at UNLV; the GPSA Council consists of one graduate student representative from each graduate department, and they meet monthly. The GPSA also provides volunteer opportunities, sponsors social events, and supports graduate student research through the graduate research and travel grants program.

Office of Student Conduct

The Office of Student Conduct is a student-centered, service-oriented office located within the Division of Student Affairs. The Office of Student Conduct collaborates with the UNLV community to provide an inclusive system through enforcement of the *UNLV Student Code of Conduct* by:

- Promoting awareness of student rights and responsibilities;
- Establishing accountability for student choices;
- Creating opportunities for involvement in the process; and
- Striving to uphold the values and ethics that advance the common good.

Military and Veteran Services Center

The Military and Veteran Service Center is staffed with veterans and GI Bill-experienced staff to assist more than 1,000 veterans, dependents, active duty service members, National Guard members, and reservists. Their mission is to develop a welcoming, veteran-friendly campus environment that fosters academic and personal success.

[The Financial Aid & Scholarships Office](#)

The Financial Aid & Scholarships Office supports higher-education access and persistence by providing financial aid to eligible students. The office partners with student organizations, the UNLV Foundation, the Graduate College, and other external constituents to provide financial aid learning opportunities and scholarship support for graduate students.

[Writing Center](#)

This is a free service to UNLV students to help you with any writing project, from papers to creative writing, to resumes, and we can work with you at any stage of the writing process. The center can help you brainstorm, make an outline, work on your drafts, or just be a soundboard for your ideas. The center staff can assist you in person, or via the Online Writing Lab (OWL) page.

University Policies and Procedures

Graduate students are responsible for knowing and acting in accordance with UNLV Policies and Procedures. To view the most commonly referenced campus policies and procedures, you can refer to the [Graduate Student Handbook](#), and following websites:

- [Academic Integrity](#)
- [Activation for Military Service](#)
- [Change of Address](#)
- [FERPA/Privacy Rights](#)
- [Health Insurance - Mandatory](#)
- [Jean Clery Campus Safety and Security Report](#)
- [Proof of Immunization](#)
- [Policies and Procedures on the Protection of Research Subjects](#)
- [Rebelmail Policy](#)
- [Student Conduct Code](#)
- [Student Computer Use Policy](#)
- [Title IX](#)

UNLV does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of any other legally protected category as is set forth in NSHE Handbook Title 4, Chapter 8, Section 13. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to UNLV's Title IX Coordinator Michelle Sposito.

The Title IX Coordinator can be reached through the online reporting form at [Title IX Reporting Form](#), by email at titleixcoordinator@unlv.edu, by phone at (702) 895-4055, by mail at 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV, 89154-1062, or in person at Frank and Estella Beam Hall (BEH), Room 555.

To ensure compliance with Graduate College policies and procedures, please review the relevant sections of the [Graduate Catalog](#):

- [Academic Calendar](#)
- [Academic Policies](#)
- [Admission and Registration Information](#)
- [Degree Progression Policies & Procedures](#)

In addition, the [Graduate College website](#) contains additional information regarding policies and procedures.

Nothing in this handbook supersedes any NSHE, UNLV, or Graduate College policy.



How to Successfully Complete Your Degree

1. **Take** your placement exams before classes begin.
2. **Meet** with your advisor to determine overall course of study; 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 year of study.
5. **Meet** with your Advisor to have them select the Advisory committee after completing 12-15 hours. Submit the ***Appointment of Advisory Committee*** form to the Department and Graduate College.
6. **Submit** the ***Degree Audit Report*** and ***Degree Audit Companion Form*** to the Graduate College by the end of the first week of the semester in which you intend to graduate.
7. DMA students should pass the ***Foreign Language Proficiency Exam*** before taking their Qualifying Examinations. Petition the Department of Music Graduate Committee if planning to substitute a language for German, French, or Italian.
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. **DMA: Submit** Prospectus for Lecture-Recital and Document to the Advisory Committee during your oral qualifying examination. The approved ***Prospectus Approval Form*** should be filed with the Department and the Graduate College.

11. **DMA: Submit** the *Advancement to Candidacy* form to the Department and the Graduate College after successful completion of the **Qualifying Examination** and **Prospectus**.
12. **Apply** for graduation within the appropriate time period.
13. **DMA: Meet** with the Associate Dean for Graduate Student Services for initial format check of document by the 8th 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 5-6 weeks before final day of instruction and before comprehensive exams (Masters).
15. **Schedule** the Oral Document Defense, as appropriate, no later than 3 weeks before the final day of instruction. The advisory committee chair will submit the *Culminating Experience Form* to the Graduate College.
16. **Obtain permission** to print the document (Thesis or Lecture-Recital Document) by contacting the Associate Dean for Graduate Student Services. Final document is submitted no later than 2 WEEKS before last day of instruction.

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 should be recorded as if you are at a "live" audition.
- Start recording:
 - * State your full name and the program and degree you are applying for
 - * State the date
- At the conclusion of the performance portion of the audition, please announce that you have "reached the end of my audition" and restate your name. Turn off recording device.
- After you complete the UNLV video audition recording, post your audition video on YouTube in the following manner and send an unlisted link (YOUTUBE SUPPORT) to the Graduate Coordinator per the instructions below.

What is 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 to a private video in these ways:

- You don't need a YouTube account to watch the video (you can see an unlisted video if someone sends you the video's link)
- There's no 25-person sharing limit

How do I create an unlisted video?

You can choose to make any of your uploads an unlisted video in your YouTube Account settings. Here's how:

1. Sign into your YouTube Account.
2. Go to your My Videos page
3. Select the video that you'd like to make an unlisted video. Click the "Edit" button to access the video's settings.
4. Go to the Privacy section of the page. There you'll see the option to mark you video as "unlisted", "public", or "private". **Select unlisted.**
5. Don't forget to click the "Save Changes" button. Once you've done this, your video will be an unlisted video.

Please title the video as such:

UNLV [Program Name] Audition: Your Name, Date.

Example: **UNLV Flute Audition: John Smith, 1/1/2011**

- Please test the link before you send it to. You can log out of YouTube and send the link to a second email address you may have or to a family member.
- Once the link is working, send the link and your contact information to the Graduate Coordinator: Dr. Jennifer Grim jennifer.grim@unlv.edu who will distribute it to the appropriate audition committee members.

Audition Requirements for 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: Abimedes Oiseaux
 Stamitz: Concerto #3 in B flat Major
 Weber: Concertino
 Hindemith: Sonate
 Mozart: 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

University of Nevada Las Vegas (2013-2014 Prospective Applicants)
 Audition Requirements for Graduate/DMA in Classical Guitar

Auditions to the Graduate/DMA program can only be made in person.

International students must audition via DVD, web posting (YouTube channel), streaming audio/video, etc.

Audition should be a one-hour live recital, audition, concert, or undergraduate senior recital within the last three months. 16-bit audio. No music editing.

Recital music should include at least two of the following:

- Major Baroque work from the Lute Literature and/or Transcription from strings or keyboard.
- Two Major 20th Century or Modern works, including living composers
- Major 19th Century work from the Guitar Literature
- Original guitar transcription of existing music
- Concerto for Guitar and Orchestra

A sample list of Guitar Literature:

A. Major Baroque work:

Scholarly transcription of
 J.S.Bach, S.L.Weiss:
 Four Lute Suites, or Six Sonatas and
 Partitas, or Prelude Fugue and
 Allegro BWV 998

B. Contemporary or Living composer:

B. Britten: Nocturnal
 M. Ohana: Drei Tientos
 F. Martin: Four Short Pieces
 P. Maxwell-Davies: The Blue Guitar
 W. Walton: Bagatelles
 E. Carter: Changes
 A. Ginastera: Sonata
 Bassett:
 Temperaments
 J. Hetu: Sonata
 Brouwer: Sonata, Rito de los
 Orishas, Decameron Negro,
 Variations on a Theme of Django
 Reinhardt,
 J. Tower: Clocks
 Assad: Aquarelle, Jobinianas,
 F. Kleynjans: Dawn of the
 Day, Hommage a Tarrega

R. Dyens: Hommage a Villa-
 Lobos, Hommage a

Brouwer,
 W. Albright: Seasons
 Robert Beaser: Notes on a Southern
 Sky Toru Takemitsu: Folios
 Stephen Dodgson: Partitas, Fantasy

Divisions

Berkeley: Sonatina, Theme and
 Variations Nikita Koshkin: The Prince's
 Toys Suite Mussorgsky: Pictures at an
 Exhibition (transcription)
 Richard Rodney Bennett: Sonata
 (1983), Impromptus

C. Romantic or Modern:

Manuel Ponce: Sonata Romantica,
 Sonata III, Variations on Folias de
 España, Theme Variations and Finale.
 Antonio José: Sonata
 M. Castelnuovo-Tedesco:
 Capricho Diabólico, Sonata
 Juan Manen:
 Sonata
 Guastavin
 o:
 Sonata Turina:
 Sonata
 Villa-Lobos: Twelve
 Studies:
 (1,2,3,5,7,9,11,12)
 Granados : Valses Poéticos
 I. Albeniz: Suite Opus 47-
 Rodrigo: Tres Piezas Españolas,
 Homenaje de Guitarra, Un Tiempo Fué
 Italica...
 M. Giuliani: Rossinianas Op. 118-122,
 Grand Overture
 F. Sor: Gran Solo, Fantasia Elegiaca Op. 59
 J.K. Mertz: Fantasie
 Hongroise, Piazzolla: Cinco
 Piezas Antonio Lauro:
 Sonata
 Agustin Barrios: Ultimo, Sueño en La
 Floresta, Último Trémolo, Vlas Op. 8 #3 and
 4

D. Concerti for Guitar and Orchestra:

Brouwer: Concerti: Danzas Concertantes, Lieja, Elegíaco, Toronto, Habana, Helsinki Villa-Lobos: Concertino for guitar and orchestra (piano reduction is ok)
Joseph Shwantner: A Fantasy for Guitar and Orchestra
Toru Takemitsu: To The Edge of Dream
John Corigliano: Troubadours
Manuel Ponce: Concerto for guitar and orchestra
Lennox Berekeley: Concerto Stephen Dodgson; Concerto 1, 2 Rodrigo: Concierto de Aranjuez
Richard Rodney Bennett: Guitar Concerto Tedesco: Concerto en Re
T. Takemitsu: To the Edge of Dream
M. Ohana: Concerto

Handbook Information

Last revised	Revised by	Changes summary
1/12/2015	Jennifer Grim	Re-formatting