

UNLV MUSIC

Graduate Handbook

Artist Diploma

Master of Music

*Doctor of
Musical Arts*

(AY2025-26)

Contents

Mission Statement	1
Purpose	1
Disclaimer	1
Director of the School of Music	2
Graduate Coordinator	2
Department Main Office.....	2
Department Graduate Faculty.....	2
Introduction	2
Program Information	3
List of Graduate Music Programs.....	3
Compliance.....	4
Admissions Procedures	4
UNLV Graduate College Admissions Procedures.....	4
Helpful Hints and Information.....	4
School of Music Admissions Procedures.....	5
Placement Exams in Music History, Theory, and Ear Training	6
Transfer Credits	6
Waiver of Requirements and Substitution of Required Courses	7
Independent Study Credits	7
Continuous Enrollment, Time Limits, and Leaves of Absence.....	8
Students Returning following Absence without Leave	8
E-mail Policy	9
Grade Point Average (GPA).....	9
Academic Performance	9
Satisfactory Progress.....	9
Graduation – All Degrees	10
Commencement	10
Information Technology	11
Financial Aid	11
Graduate Assistantships	11
Scholarships	12
Division of Educational Outreach.....	12
Student Conduct Code.....	13

Auditions	13
Orchestral Conducting	13
Wind Band Conducting.....	14
Applied Instrumental	14
Brass	14
Percussion.....	14
Keyboard Studies	14
Strings.....	15
Vocal Studies.....	15
Woodwind	16
Jazz and Commercial Music.....	16
Composition	17
Jazz Composition	17
Music Education – Traditional.....	17
Orff-Schulwerk and Graduate Licensure.....	17
Musicology	17
Admission, Coursework and Culminating Experience Requirements	18
Artist Diploma (AD)	18
Program Subplans.....	18
Advisory Committee Guidelines	19
Degree Program Benchmarks.....	20
Time Limitation.....	20
Pre-Recital Hearings.....	20
Recitals	21
Grades.....	21
Culminating Experience	21
Master of Music (MM)	21
Program Subplans.....	21
Degree Grids.....	22
Music Education Optional Thesis	26
Advisory Committee	26
Time Limitation.....	27
Pre-Recital Hearings.....	27
Recitals	28
Grades.....	28
Comprehensive Examination (MM).....	28
Doctor of Musical Arts (DMA)	29
Program Subplans.....	29
Degree Grids.....	29
Advisory Committee	31

Time Limitation.....	32
Ensemble Enrollment	32
Foreign Language Requirement	32
DMA Jury.....	32
Pre-Recital Hearings.....	33
DMA Recitals.....	34
Recital Grades	38
Solo Recitals.....	38
Chamber Recital.....	38
Doctor of Musical Arts Qualifying Examination	38
Prospectus.....	40
Lecture Recital	41
Document	41
Document Defense: Oral	42
Submitting the Document/Thesis/Dissertation.....	43
Annual Mandatory Individual Development Plan (IDP).....	43
University Resources.....	44
The Graduate Academy: Innovative Leadership, Professional, and Career Development.....	44
Academic Success Center	44
Alumni Association	44
Commencement Office	44
Office of Diversity Initiatives	45
Disability Resource Center (DRC)	45
Office of International Student and Scholars.....	45
Jean Nidetch Women's Center	45
The Intersection	45
UNLV Libraries	46
Graduate & Professional Student Association (GPSA)	46
Office of Student Conduct	46
Military and Veteran Services Center.....	46
The Financial Aid & Scholarships Office.....	46
Writing Center	47
University Policies and Procedures	47
Handbook Version History.....	49
Appendix A: Audition Requirements for the Master's Degree (MM) in Multiple Woodwinds	50
Appendix B: Preparing for the DMA Lecture Recital.....	52
Appendix C: DMA Qualifying Examination.....	53
Appendix D: DMA Applied Area Oral Qualifying Examination.....	55
Appendix E: How to Successfully Complete Your Degree	56
MM Students.....	56

DMA Students	56
Appendix F: Online Video Audition Instructions	58
Description of an unlisted video	58
How to create an unlisted video.....	58

Mission Statement

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

The University of Nevada, Las Vegas, School of Music is recognized as one of the foremost, comprehensive music programs in the United States, able to attract the finest students and faculty. Through instructional excellence, leading-edge research, inspired creativity, and dedicated service, the School of Music prepares students to be artistic leaders in their professions, observant of the highest standards of artistry, teaching, and scholarship, and equipped for success in their fields.

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.

Disclaimer

This Handbook is intended to represent or supplement policies, procedures, and other information available in the [UNLV Graduate Catalog](#).

[The Graduate Catalog](#) is the official repository of graduate policies, procedures, and requirements, and may supersede statements contained in this Handbook.

The student should notify the School of Music Graduate Coordinator (music.gradcoord@unlv.edu) if material discrepancies between the two documents are discovered.

This Handbook is effective from June 1, 2025.

Director of the School of Music

Isrea Butler, D.M.A

Graduate Coordinator

Anthony Barone, Ph.D.

Department Main Office

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Campus Location
Alta Ham Fine Arts (HFA), 125

[Department Website](#)

Department Graduate Faculty

A current listing of the graduate faculty can be found in the [UNLV Graduate Catalog](#). Faculty must hold 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](#).

Introduction

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

Graduate studies at UNLV conform to qualifying prerequisites and guidelines set forth by the National Association of Schools of Music, which include intellectual awareness at the professional level of accomplishment in any or all the areas of Applied Performance, Composition, Conducting, Education, or Musicology. For the MM and DMA degrees, the [Graduate Catalog](#)

School of Music commits to a strong focus on Music Theory, Music History, and Music Bibliography, along with particular emphasis on writing, speaking, and research skills. The Artist Diploma emphasizes study and performance.

Program Information

Official [program information is given in the UNLV Graduate Catalog](#). Program policies, procedures, and requirements regarding admission, coursework, and culminating experiences are found in the [graduate catalog](#).

Sample List of Graduate Music Programs

- **Applied Music**
 - Doctor of Musical Arts in Performance
 - Brass Track
 - Piano Track
 - String Track
 - Woodwind Track
 - Conducting (Wind Band) Track
 - Conducting (Orchestra) Track
 - Percussion Track
 - Voice Track
 - Jazz Track
- **Music**
 - Artist Diploma
 - Instrumental Track
 - Vocal Track
 - Conducting Track
 - Master of Music
 - Choral Conducting Track
 - Collaborative Piano Track
 - Composition Track
 - Graduate Licensure: K-12 Music Track
 - Instrumental Performance Track
 - Jazz & Commercial Music Composition Track
 - Jazz and Commercial Music Performance Track
 - Multiple Woodwind Track
 - Music Education Track
 - Music Education – Orff Schulwerk Track
 - Musicology Track
 - Orchestral Conducting Track
 - Vocal Performance Track
 - Wind Band Conducting Track

- **Teacher Licensure**

- Graduate Certificate in Teacher Licensure K-12 Music

Compliance

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

Admissions Procedures

Applicants must complete all the UNLV Graduate College and School of Music application procedures for admittance to degree programs. Official admissions requirements may be found in the [Graduate Catalog](#).

UNLV Graduate College Admissions Procedures

The UNLV Graduate College application and requirements for admission are found at the Graduate College website: unlv.edu/graduatecollege/futurestudents. Briefly summarized, they include supplying transcripts or proof of all requirements necessary to matriculate in the desired Degree Program. If Applicants have attended institutions outside of the United States they must have their courses and/or degrees evaluated according to the UNLV Graduate College process.

All applications should be submitted online at unlv.edu/graduatecollege/futurestudents, which connects you to the UNLV Application portal. If you have any questions about the Graduate College admissions procedures, please contact Graduate Admissions by email (gradadmission@unlv.edu) or phone –(702-774-8658)

Helpful Hints and Information

Applicants are responsible for routinely consulting the Graduate Admissions and Graduate College website, the UNLV Application portal, and their MyUNLV accounts. The UNLV Admissions website includes information about academic programs, registration, deadlines, student advising, publications and forms, financing options, Nevada residency, the Graduate Council, as well as a timeline guide for completion of the programs. If you have any questions about the Graduate College admissions procedures, please contact Graduate Admissions by email (gradadmission@unlv.edu) or phone ([702-774-8658](tel:702-774-8658)); [SSC-B](#)

Once enrolled in their graduate programs, students may seek specific information about degree progress, student records, or transcripts by contacting your Graduate Retention, Progression, and Completion (RPC) Coordinator (email: grad.rpc@unlv.edu; phone: 702-

895-2702. For academic advising questions such as what courses to take, when specific courses should be taken, permissions to be enrolled in courses, course substitutions, etc. , please contact the School of Music Graduate Coordinator (music.gradcoord@unlv.edu).

School of Music Admissions Procedures

Applications to graduate programs are made to the UNLV Graduate Admissions and forwarded to the School of Music. Official Program admission requirements for each degree program are found in the [Graduate Catalog](#).

Application deadlines for US citizens and international applicants are found at: <https://www.unlv.edu/graduatecollege/application-deadlines>.

In addition to admission materials required by the Graduate College, the School of Music requires applicants to submit the following sample items:

1. Proof of a Baccalaureate or advanced degree in music from a nationally accredited four-year college or university, or the equivalent.
2. Proof of a minimum overall GPA of 2.75 (4.00=A) for the Baccalaureate degree or a minimum of 3.00 for the last two years of music courses.
3. Two or more confidential letters of recommendation (see the requirements of your specific intended program in the [Graduate Catalog](#)) attesting to the applicant's ability to pursue graduate-level work, to be uploaded electronically in the "Recommendations" section of the Graduate College on-line application.
4. A 500-word self-composed essay ("Statement of Purpose") describing the applicant's career goals and explaining how graduate studies in music will foster these goals. This essay provides the School of Music with important information about the applicant's aspirations and serves as a demonstration of the applicant's English-language fluency, style, and organization.
5. A current resume or curriculum vitae.
6. An audition and/or portfolio submission for the specific degree program and subplan. (Music Education students are not required to perform an audition or submit an audition recording.)

All materials, except audition and portfolio materials, are to be submitted through the UNLV Application Portal. Contact the appropriate Area Coordinator to arrange an audition or for instructions on how to submit portfolio materials. All auditions and portfolios must be presented by February 1 for fall semester admission, or October 1 for spring semester admission. Live auditions are strongly preferred. If extenuating circumstances preclude travel to Las Vegas for an audition, a video may be accepted.

Placement Exams in Music History, Theory, and Ear Training

All new matriculating graduate students must take placement examinations in music history, music theory, and ear training. Students who do not achieve a passing grade (70%) on these exams must complete the remediation procedures described below before they may enroll in graduate-level courses in the corresponding areas. Placement examinations are administered in-person and/or online. For current information about the examinations, see their descriptions and the examination process on the School of Music website: unlv.edu/music/student-resources. Please note that in cases of discrepancy or conflict between this handbook and the area specialty/area documents, the policies in this program handbook will take precedence,

Students who earn a score below 70% on the Music Theory and Ear Training placement exams must remediate by taking and passing (with a grade of B or higher) MUS 602 (Graduate Ear Training Review, 2 credits), MUS 604 (Graduate Theory Review, 3 credits), or both, before they may take a graduate-level theory course.

Students earning a score below 70% on the Music History Placement Exam may pursue self-study of historical topics and repertoire using readily available music history texts and anthologies (e.g., Barbara Hanning, *Concise History of Western Music* or Peter Burkholder et al., *A History of Western Music*) and retake the examination during the week prior to the start of classes in the succeeding semester. Alternatively, students may audit one or more undergraduate music history courses as prescribed by the Musicology faculty to remedy deficiencies in period knowledge; successful completion of the course(s) obviates the need to retake the Placement Exam.

Failure to take Placement Exams or failure to promptly and successfully remediate can delay the completion of degree requirements.

Transfer Credits

Please consult the [Graduate Catalog](#) for official up-to-date policies.

Not more than one-third of a student's applicable degree credits (not including the thesis, dissertation, culminating recital or project, or professional/scholarly paper) to a maximum of 15 credits may be transferred from another university at the time admission is granted or after admission. **The Graduate College will only consider those graduate credits taken at another institution that have not already been applied toward a completed degree.** A maximum of 15 credits taken as a UNLV non-degree-seeking student can be counted toward a UNLV graduate degree.

Approval of application of credits earned elsewhere to a UNLV graduate degree program is sought by filing a Transfer Credit Request form.

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

- The credits must have been earned at an appropriately accredited institution.
- The course must have been graded (it may not be pass/fail or S/U or S/F).
- The credits must have been earned with a grade of B or higher (B- is not acceptable).
- Official transcripts of coursework must be sent directly from the issuing institution to the Graduate College.
- The coursework must be posted to the student's permanent academic record.
- The coursework must be comparable in content, substance, and rigor to the coursework it is supplanting in the student's UNLV graduate degree program.
- Coursework that is being used to fulfill requirements for another degree may not be used toward another degree.
- More information is available in the [Graduate Catalog](#)

To have transfer credits considered for UNLV credit, applicants must furnish a syllabus or other pertinent documentation to the School of Music Graduate Coordinator and faculty member who would teach an equivalent course at UNLV.

Once admitted to a program and in at least the first semester of study, students, with approval of their advisor, may petition to receive up to six more transfer credits through the Graduate College appeal process. For the appeal to be successful, all the criteria for acceptable transfer credits must be met, and the student must make a compelling case for appealing the 15-credit limit.

Substitution of Required Courses

In some cases, courses completed by a student for a previous degree fulfill a requirement for their UNLV School of Music graduate degree. If this is the case, students may request a substitution of the corresponding UNLV graduate course by presenting the syllabus and samples of their coursework to the Graduate Coordinator for approval. If the course substitution is approved, then the students may select a different UNLV graduate course to replace the waived credits (with Faculty Advisor/ Graduate Coordinator approval). Please note that substituting a program requirement in this fashion does not waive the requirement to fulfill the minimum credit requirements of the degree.

In some cases, students may choose substitutions for courses required in the degree plan. To be accepted, such substitutions must fulfill these requirements:

- The substitute courses must have the same credit load as the required courses.
- The substitute courses must be at the same level and in the same disciplinary area as the required courses.
- The substitution must be approved in advance by the student's faculty advisor and by the faculty members teaching the courses, and notice of that approval must be conveyed to the Graduate Coordinator.

The Graduate College allows up to two substitutions after meeting the above requirements.

Independent Study Credits

In some cases, students may supplement their minimum course requirements with independent study credits. Independent study credits must be approved in advance of registration and are subject to the following requirements:

- Students must file an Independent Study Request form with the School of Music describing their proposed study's subject matter, goals, methods, and expected products. The form requires the approval of the student's advisor, the project supervisor, and the Graduate Coordinator.
- Independent Study credits may not substitute for regularly offered courses required for the degree unless the requirement for a specific course has been waived because of prior coursework (see above).
- Students may not count more than six (6) credits of independent study toward their degree without explicit approval by the Graduate College, obtained in advance through the Appeal process. In no case may students count more than nine (9) credits of independent study toward their degree.

Continuous Enrollment, Time Limits, and Leaves of Absence

(Please see the [Graduate Catalog](#) for official policy information)

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

After admission to a graduate program, students must register for a minimum of six credits each rolling calendar year. (Please see [Catalog](#) for more information) Students who have not registered for academic work within one calendar year may be separated from their programs and be required to reapply for admission to resume their studies.

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

Students are expected to complete their graduate degrees in no more than two years (Artist Diploma program), three years (Master's program) or six years (Doctoral program). If a student needs more time to complete their degree, they must file a Time Limit Extension form.

If a student needs to pause their program of study, they must file a Leave of Absence form for any semester in which they will not be enrolled, to a maximum of four semesters. In addition, if the leave of absence will extend their time to degree beyond three years (Master's) or six years (Doctoral), students must also file a Time Limit Extension form. On their return to the program, they must notify the School of Music and the Graduate College before registering for courses.

Students Returning following Absence without Leave

Students who have been absent for more than one year without filing a Leave of Absence must re-apply to the Graduate College for admission to the degree program. Students must appeal for reinstatement to the Graduate College using the Appeal Form for Admitted Students and complete the Course Limit Extension Request Form to have coursework apply to their degree. In addition, they may have to file an appeal to have the program requirements of their original entry year apply to their graduation requirements. Students in this position are strongly urged to consult with the Graduate Coordinator before filing any forms to expedite the process.

E-mail Policy

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

Grade Point Average (GPA)

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

Academic Performance

The School of Music monitors the academic performance of students at the end of each semester and/or academic year. If the School of Music determines that a student is not making satisfactory progress towards the degree, it will request that the Graduate Dean place the student on probation. If students do not meet the conditions of the probation, they may be separated from the program. The Graduate College and School will provide the student with the specific requirements, including deadlines, which must be met for the

probation to be removed. Failure to meet the conditions of the probation will result in separation from the Graduate College and the University of Nevada, Las Vegas.

Satisfactory Progress

Failure to make satisfactory progress may result from: failure to complete six credits per academic year toward the degree program; earning unsatisfactory grades (including Incompletes, grades below B, or Withdrawals); failure to consult with an Advisor when requested; failure to establish an Advisory Committee; failure to submit an approved Plan of Study; and failing results of Comprehensive or Qualifying Examinations.

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

Misconduct will be addressed in accord with the [University's](#) Student Rights and Responsibilities office.

For further information, consult the [Graduate Catalog](#) and College website under the resources for current students:

<https://www.unlv.edu/graduatecollege/current>

Graduation – All Degrees

All information regarding graduation processes and procedures is available in the [Graduate Catalog](#) and on the Graduate College website (<https://www.unlv.edu/graduatecollege/current>)

The appointment of advisory committee and plan of study forms must be submitted on time and prior to application for graduation.

Students must apply for graduation by the semester deadline. Doing so triggers the student's graduate retention, progression, and completion (RPC) coordinator to review their file and make sure that all procedural details are in order for graduation.

Applications for graduation will not be approved unless all required forms and documents have been submitted to the Graduate College. These forms include the Appointment of Advisory Committee Form, the Culminating Experience Results Form, and, if required, the Advancement to Candidacy Form.

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

When students apply for graduation, the Graduate College reviews the Degree Program.

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

Commencement

Students may not participate in Commencement before completing all their degree program requirements. Commencement is held twice a year, in May and December.

August graduates may participate in the December commencement ceremony following the completion of degree requirements.

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. Graduate students also have access to several dedicated computer labs and collaborative workspaces. Students will find it most efficient, however, to have their own computers and private Internet access.

Financial Aid

Financial aid for graduate students is available, including competitive research grants, emergency retention funding, and more. For more information, please visit Graduate Financial Services (<https://www.unlv.edu/graduatecollege/financing>).

Graduate Assistantships

Graduate Assistant (GA) is a term for a graduate student who has been appointed to provide teaching, research, or other support service to an academic unit while pursuing a graduate program of study. Written descriptions of GA duties are to be made available to each GA; duties may be amended at the discretion of the School of Music.

Current GA stipends may be viewed at <https://www.unlv.edu/graduatecollege/ga-stipend>. GAs are assigned no more than 20 hours of duties per week. In addition to a monthly stipend, GAs receive a waiver of all out-of-state tuition and a reduction in tuition fees.

Students may be eligible for a Part-Time Instructor position (PTI) if they are enrolled for a minimum of six graduate-level credits that count towards their Degree Program. Part-Time Instructors do not receive all the benefits of Graduate Assistants, but can apply for a staff benefit tuition waiver that significantly reduces cost.

Offering both financial benefit and invaluable professional experience, Graduate Assistantships are highly desirable. For information about how to apply for an assistantship, please visit:

<https://www.unlv.edu/graduatecollege/ga>

Deadlines for Graduate Assistantship Applications are 1 February for a fall semester, and 1 October for a spring semester. Students must apply for Graduate Assistantships through the Grad Rebel Gateway:

https://gradrebelgateway.my.site.com/GradRebelGateway/ERx_Forms_Portal_Login.

Both new and renewed appointments require an application. Students must check their Grad Rebel Gateway account periodically; their GA acceptance or decline letter will only be sent to them via that system. If declined, students may apply for a different GA

position or reapply for the same one in a future semester. If a GA award is conferred, the student will receive all the information they need in their offer letter in the Gateway, including a link to a webpage containing all the documents that they need to read, review, complete, and return to activate their GA and accept the position they have been offered. Students who receive a GA award must accept or decline it via the Grad Rebel Gateway by the posted deadline or the award will be rescinded. If the award is accepted, students must also register for a mandatory contract signing and information session at the same time. Failure to comply will nullify the GA award. Students shall bring the required documents to the signing session.

International students are required to successfully pass a SPEAK test administered by the Graduate College prior to assuming any teaching role. Students who do not pass the SPEAK test will be allowed to retain their GA awards but will be moved into a teaching position only after they pass the test. The SPEAK test is free to all international graduate students and must be taken at least two weeks before the beginning of the semester.

Before accepting employment on or off campus, GAs must file a request for additional hours of employment through the Grad Rebel Gateway before working any additional jobs. In addition, international students need to file a Curriculum Program Training (CPT) request with the Office of International Students and Scholars Services (ISSS). The additional employment must be limited to ten hours per week and relevant to the student's area of study. Failure to request approval of additional employment may result in revocation of a GA award. International GAs may not accept any additional employment on or off campus.

GAs are employed by the University to perform work in exchange for compensation. In this capacity they are expected to report and remain available for duties just as B-contract faculty, i.e., during academic semesters but not during spring break or other official holidays. GAs must report one week prior to the commencement of classes in both the fall and spring semesters and remain available to carry out their duties through the last day of final examinations. Exceptions to this policy may be negotiated at the time of appointment but must be approved by the Director, College Dean, and Graduate Dean.

Please see the Graduate Assistant Handbook for official GA policies.

Scholarships

A variety of fellowships and scholarships are available to students at both the Master's and Doctoral levels, as well as several types of emergency funding grants for all graduate students. For more information, please visit:

<https://www.unlv.edu/graduatecollege/financing>.

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:

<https://www.unlv.edu/units/educational-outreach>.

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 respect for the rights of others in the University community are necessary for the fulfillment of such goals.

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

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

Auditions

Auditions are required for all graduate degree subplans except Music Education, Composition, and Musicology. All auditions must be presented by 1 February for a fall semester and 1 October for a spring semester. Applicants who wish to be considered for a GA award for a fall semester must audition by 1 February.

Three faculty members constitute an audition committee: the applicant’s primary instrument instructor and two other faculty members. The committee will complete an audition diagnostic form following the audition, one copy of which goes to the Graduate Coordinator and another into the applicant’s file.

Orchestral Conducting

Applicants will be granted auditions only after the Faculty has reviewed and approved a pre-screening video. Orchestral Conducting applicants should plan to spend an entire day on campus to complete the audition, which consists of one- and four-voice aural dictations and intervallic dictation; an examination on transposition and musical terms, an essay on music history; and score identification. Applicants will meet and interview with Orchestral

Conducting Faculty and will conduct the UNLV Symphony Orchestra in repertoire chosen by the Orchestra Director.

Wind Band Conducting

Wind Band Conducting applicants should prepare to rehearse two excerpts of contrasting styles of major wind literature with the UNLV Wind Orchestra. The Director of Bands or designated area representative will approve the repertoire. Applicants must supply to the appropriately indicated conducting area, a videotape or DVD of a rehearsal and performance under applicant's direction.

Applied Instrumental

Brass

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

Percussion

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

Keyboard Studies

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

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

Strings

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

String auditions should be approximately 30 minutes long, except Guitar auditions, which should be 60 minutes long. An accompanist is not required but applicants may use one if they wish.

Violin auditions require the complete first movement of a concerto, a complete Bach sonata or partita for solo violin, and an additional work of the applicant's choice.

Viola auditions require the complete first movement of a viola concerto such as by Bartók, Walton, or Hindemith, and an additional work of the applicant's choice.

Cello auditions require the complete first movement of a concerto, a complete Bach suite for solo cello, and an additional work of the applicant's choice.

Bass auditions require the complete first movement of a concerto, two contrasting movements of a Bach suite for solo cello, and an additional work of the applicant's choice.

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

Vocal Studies

Graduate-level auditions are approximately 20 minutes in length for in-person auditions. Each applicant chooses their first work, and the faculty will determine the remainder of the audition program from the applicant's audition repertoire list. You will be invited to speak with the faculty following the audition.

Applicants must prepare a mini-recital audition program of stylistically diverse, musically, and vocally challenging works. The recital program should be 30 minutes in length and will be used by the faculty to choose audition selections.

All works except oratorio arias must be performed from memory. Applicants may bring their own accompanist, but the School of Music will provide an accompanist. Please send PDF copies of your music well in advance to Dr. Spencer Baker (spencer.baker@unlv.edu).

Video audition files are accepted in lieu of in-person auditions and follow the same requirements as in-person auditions. The links should be sent to the Voice Area Coordinator.

Woodwind

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

Woodwind Area auditions should be between 15–30 minutes. An accompanist is not required; however, applicants may use one if they so desire.

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

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

Flute auditions require that applicants prepare the following: One of seven sonatas of J.S. Bach; Mozart's Concerto in G Major, KV. 313, first movement with cadenza; a contemporary solo work demonstrating fluency with extended techniques; a selection from the literature by Copeland, Dutilleux, Ibert, Jolivet, Liebermann, Martin, Martinu, Nielsen, Prokofiev, Schubert or equivalent; and three orchestral excerpts.

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

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

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

Jazz and Commercial Music

Applicants must prepare three jazz works of contrasting feels in which they demonstrate improvisational ability and an overall understanding of the jazz idiom. Also, applicants shall prepare a short classical excerpt or etude demonstrating technical proficiency on

their primary instrument. Performance of scales and/or modes and sight-reading will also be included.

Composition, Music Education, Orff-Schulwerk and Graduate Licensure, and Musicology

Composition

Applicants should submit a portfolio of compositions including at least one work from three of the following categories: 1. Orchestra, Band, or Chorus, 2. Solo instrument with piano accompaniment, or Solo piano, 3. String Quartet, Brass Quintet, Woodwind Quintet, or other small ensembles, 4. Set of songs for solo voice and piano, 5. Original compositions scored for jazz ensemble. Additional works may be included. All works may be mailed directly to the applicable Composition Faculty member.

Jazz Composition

Applicants need to submit two original jazz works, one large ensemble and one chamber ensemble, and/or arrangements demonstrating the equivalent level of proficiency to meet that of a senior recital. All works may be mailed directly to the applicable Composition Faculty member.

Applicants must prepare at least one jazz piece on their primary instrument to demonstrate improvisational ability in the Jazz Idiom.

Music Education – Traditional

Applicants need passing scores on the PPST I examinations for Nevada, found at www.ets.org, and portfolio evidence of a minimum of two years of successful music teaching experience in a public, charter, or private K-12 school. This experience should be earned within the two years prior to applying. This evidence may include, but is not limited to a current resume, a copy of active teaching credential, representative lesson plans for two classes, and audio/ video of applicant's students learning and performing.

Orff-Schulwerk and Graduate Licensure

Applicants need passing scores on the PPST I examinations for Nevada, found at www.ets.org.

Musicology

Applicants must submit two confidential letters of recommendation from prior university or college instructors attesting to the student's ability to complete graduate work at an acceptable level; a 500-word essay articulating scholarly interests and career goals, and explaining how graduate studies in musicology will advance the applicant toward these goals; one substantial sample of previous academic writing, normally a critical and/or

analytical essay (seminar paper, senior thesis, article, etc.) demonstrating a capacity for research and scholarly writing; and will sit for an interview (in-person or remote) with members of the musicology faculty. Interviews must take place no later than February 1 in the semester prior to fall matriculation or October 1 prior to spring matriculation. Consult the [Graduate Catalog](#) for admission requirements.

Admission, Coursework and Culminating Experience Requirements

Program requirements regarding admission, coursework and culminating experience are found in the [Graduate Catalog](#).

Artist Diploma (AD)

The Artist Diploma is a two-year program for gifted performers who are looking for advanced instrumental, conducting, or vocal studies without the additional academic demands required in a Doctor of Musical Arts (DMA) or PhD program. Applicants must have already earned a master's degree or equivalent conservatory or professional experience. This program is limited to the most advanced instrumentalists, vocalists, and conductors, who are in the beginning stages of professional careers as performers.

The Artist Diploma program differs from the Doctor of Musical Arts program in that it is intended for musicians who are solely interested in a career in performance whereas the DMA program is designed for students who may primarily be pursuing a career in academia. The curriculum is limited to applied lessons, ensembles, and performance-related seminars to afford students ample opportunity to refine their performance skills. The Artist Diploma recipient will be prepared to participate in international competitions, audition for professional orchestras and opera companies, and embark on or advance in a career as a performing musician.

Program Subplans

Subplan 1: Instrumental Performance

Subplan 2: Vocal Performance

Subplan 3: Conducting

The three subplans of the Artist Diploma program have different course requirements, but all require that a total of 42 credits be completed over two years. Over those two years, all Artist Diploma students must register for applied lessons every semester; instrumental and vocal performance students are also required to register for the Performance Seminar (MUS 775) each semester. Each semester, students must also enroll in at least one ensemble course; instrumental and conducting students, however, are advised to enroll in two ensemble courses per semester. Ensemble credits may be fulfilled with any of the School of Music graduate ensemble courses including the Symphony and Wind Orchestras, chamber ensembles, jazz ensembles, and the Early Music ensemble.

Three required recitals may be freely distributed across the two years, but students do not typically perform a recital during their first semester. Artist Diploma recitals are subject to the same general recital policies and procedures as other graduate recitals; see the recital policies in this Handbook and on the School of Music website.

Sample plans (official requirements are found in the [Graduate Catalog](#)).

Instrumental Performance	Credits
Applied Music (MUSA 761, 4 credits)	16
Ensembles (MUSE, each ensemble - 1 credit)	8
Recitals (two solo, one chamber, 2 credits)	6
<u>Performance Seminar (MUS 775, 3 credits)</u>	<u>12</u>
Total	42

Vocal Performance	Credits
Applied Music (MUSA 761, 4 credits)	16
Ensembles (Opera Workshop, 1 credit)	4
Vocal Coaching (MUSE 700 level)	4
Recitals (two solo, one chamber, 2 credits)	6
<u>Performance Seminar (MUS 775, 3 credits)</u>	<u>12</u>
Total	42

Conducting	Credits
Applied Music (MUSA 761, 4 credits)	16
Ensembles (MUSE, each ensemble - 1 credit)	8
Music Literature (MUS 720, 727G, and 747F, 3 credits each)	9
Recitals (two solo, one chamber, 2 credits)	6
<u>Performance Seminar (MUS 775, 3 credits)</u>	<u>3</u>
Total	42

Advisory Committee Guidelines

Artist Diploma students form a four-member Advisory Committee that oversees all recitals. Advisory Committees are formed in consultation with student's Advisor and include: the student's advisor, at least one member from a graduate field of study outside the major instrument area, a Graduate College Representative (who cannot be faculty within the School of Music), and a faculty member from the student's primary area of study, who may be inside or outside of the School of Music. An additional fifth member is optional and may be drawn from other qualified faculty, instructors, or academic staff. Artist Diploma Advisory Committees may have a maximum of five members. Attendance by the Graduate College Representative must attend milestone recitals for the program.

Before completing more than 16 credit hours towards the degree, students must submit the Appointment of Advisory Committee Form and the Degree Plan Part 1 Form to the

Graduate College through the Grad Rebel Gateway.

Degree Program Benchmarks

Successful completion of the program and conferral of the Artist Diploma degree requires students fulfill the Graduate College requirements for remaining in good standing and making adequate progress each semester. The final recital functions as the Culminating Experience for the degree. The final recital must be attended by the full graduate advisory committee.

Time Limitation

Time-to-Degree guidelines are found in the [Graduate Catalog](https://catalog.unlv.edu/content.php?catoid=31&navoid=8340#s14)'s Progression and Completion Policies (<https://catalog.unlv.edu/content.php?catoid=31&navoid=8340#s14>). Students who exceed the stipulated time limits may request an extension using the Time Limit Extension Form. Extensions, if granted, are subject to all policies regarding enrollment credit requirements.

Pre-Recital Hearings

The student's Area faculty may require a Pre-Recital Hearing before any or all Recitals. The Pre-Recital Hearing is generally scheduled to occur two to three weeks prior to the Recital, the exact date of which is agreed upon between the student and their Advisor. The repertoire for the Pre-Recital Hearing shall be representative of the entire Recital. The Advisor will determine the length of the Hearing. The Pre-Recital Hearing will be graded as either "Approved" or "Not Approved," indicating the student's preparedness to present the Recital at the time it is scheduled. Students who receive a "Not Approved" grade on the Pre-Recital Hearing may be required to enroll in non-degree Applied Lessons until such time as they are approved for the Recital. If the student receives a "Not approved" grade, the student will be placed on probation via the Graduate College process.

A student is allowed a second attempt to be "Approved" for a recital. In the event the second attempt is "Not Approved," students must petition for a third attempt. The student's Advisory Committee, in association with the Directors of the School of Music and Graduate Coordinator, will rule within 2 weeks on the petition and make the final determination as to whether the student will continue in the degree program.

All Advisory Committee members, including the Graduate College representative, are expected to attend the student's Pre-Recital Hearing and Recital. The Recital must be evaluated in writing by all members of the Advisory Committee. The student must arrange to have all Recitals and Pre-Recital Hearings recorded for archival purposes and to make these available to all Advisory Committee members for later review, if needed.

The Area faculty may choose to schedule Pre-Recital Hearings for multiple students on the same date(s) to simplify scheduling.

Recitals

The Recital date must be scheduled before the end of the first month of the semester in which the Recital takes place, and scheduling it even earlier is strongly encouraged. The coordination of the entire Recital process is the sole responsibility of the student. The process includes, but is not limited to, securing the venue, procuring the availability of Advisory Committee members, and maintaining sufficient communication with all Music Office staff.

All Recitals must be recorded for archival purposes, and arrangements for recording are automatically undertaken when the student reserves a venue. There is no fee charged for the recording.

Grades

All members of the Advisory Committee, excluding the Graduate College Representative, shall issue a letter grade for each recital. Advisory Committee members' comments, which are written on the School of Music Recital Grade Forms, are recorded and placed in the student's file. The Advisory Chair must send the final grade and results to the student and all members of the Advisory Committee no later than two weeks post-recital.

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

Culminating Experience

The Culminating Experience for Artist Diploma students is the final recital of the degree program, which must be attended and graded by all members of the Advisory Committee. On successful completion of that recital, the student should file a Culminating Experience form through the Grad Rebel Gateway, which will distribute it to the Advisory Committee members for their signature via DocuSign.

Master of Music (MM)

The Master of Music program at UNLV conforms to the guidelines set forth by the National Association of Schools of Music.

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

Sample plans (Official requirements are found in the [Graduate Catalog](#))

Program Subplans

Subplan 1: Instrumental Performance

Subplan 2: Vocal Performance
 Subplan 3: Collaborative Piano
 Subplan 4: Multiple
 WoodwindSubplan 5: Jazz and
 Commercial Music Performance
 Subplan 6: Composition
 Subplan 7: Jazz and Commercial Music Composition
 Subplan 8: Choral Conducting
 Subplan 9: Orchestral Conducting
 Subplan 10: Wind Band Conducting
 Subplan 11: Music Education
 Subplan 12: Music Education – Orff Schulwerk
 Subplan 13: Graduate Licensure: K-12 Music
 Subplan 14: Musicology

Degree Grids

The minimum number of credits required for the Master of Music degree varies with each option. Always consult the [Graduate Catalog](#) for authoritative information about credit and course requirements.

Passage of the Graduate Music History Placement Exam is a prerequisite for enrollment in any graduate-level Music History course; passage of the Graduate Music Theory and Ear Training exams is a prerequisite for enrollment in any graduate-level Music Theory course. Successful remediation in music history and theory as prescribed by Musicology and Music Theory faculty, with a minimum grade of B in any prescribed remedial courses, is a prerequisite for enrollment in any graduate-level Music History or Theory course.

Sample plans (official requirements are found in the [Graduate Catalog](#))

Performance (Instrumental)

Bibliography (MUS 690)	3
Music History	6
Music Theory	3
Pedagogy & Literature	3
Applied Lessons	8
Ensembles ¹	5
Recital (MUS 698)	2
<u>Elective (with approval)³</u>	<u>3</u>
TOTAL	33

Performance (Vocal)

Bibliography (MUS 690)	3
Music History	6
	24

Music Theory	3
Pedagogy & Literature	3
Diction	3
Applied Lessons	8
Ensembles ¹	2

Recital (MUS 698)	2
Elective (with approval) ³	3
TOTAL	33

Performance – Collaborative Piano

Bibliography (MUS 690)	3
Music History	6
Music Theory	3
Pedagogy & Literature	3
Diction	3
Applied Lessons	8
Ensembles ¹	5
Recital (MUS 698)	2
TOTAL	33

Performance – Multiple Woodwind

Bibliography (MUS 690)	3
Music History	6
Music Theory	3
Pedagogy & Literature	3
Applied Lessons – Major Inst.	8
Applied Lessons – Secondary Inst. ²	8
Ensembles ¹	2
Recital (MUS 698)	2
Elective (with approval) ³	3
TOTAL	38

Performance – Jazz

Bibliography (MUS 690)	3
Jazz History	3
Jazz Theory	3
Jazz Keyboard	3
Jazz Pedagogy	3
Applied Lessons	8
Ensembles ¹	5
Recital (MUS 698)	2
Music History Elective ³	3
TOTAL	33

Theory/Composition

Bibliography (MUS 690)	3
Music History	6
Music Theory	6
Applied Lessons (MUSA 660-661)	4
Composition (MUSA 661W)	8
Ensembles ¹	1
Recital (MUS 698A)	2
<u>Elective (with approval)³</u>	<u>3</u>
TOTAL	33

Jazz Theory/Composition

Bibliography (MUS 690)	3
Jazz History	3
Jazz Theory	3
Jazz Keyboard	3
Jazz Pedagogy	3
Applied Lessons (MUSA 660-661)	4
Composition (MUSA 661V)	8
Ensembles ¹	1
Recital (MUS 698A)	2
<u>Elective (with approval)³</u>	<u>3</u>
TOTAL	33

Conducting: Choral

Bibliography (MUS 690)	3
Music History	6
Music Theory	3
MUS 721C	3
MUS 723	3
Applied Conducting (MUSA 661Z)	8
Ensembles	2
Recital (MUS 698)	2
<u>Elective (with approval)³</u>	<u>3</u>
TOTAL	33

Conducting: Orchestra

Bibliography (MUS 690)	3
Music History	6
Music Theory	3
MUS 721A	3

MUS 722A	3
Applied Conducting (MUSA 661Y)	8
Ensembles (MUSE 521 & 522)	2
Recital (MUS 698)	2
Elective (with approval) ³	3
TOTAL	33

Conducting: Wind Band

Bibliography (MUS 690)	3
Music History	6
Music Theory	3
MUS 721B	3
MUS 722B	3
Applied Conducting (MUSA 661X)	8
Ensembles (MUSE 513)	2
Recital (MUS 698)	2
Elective (with approval) ³	3
TOTAL	33

Music Education: Traditional

Bibliography (MUS 690)	3
Music History	6
Music Theory	3
Foundations in Music Education	3
Studies in Music Ed. Curricula	3
Research in Music Education	3
Music Education Elective	3
Electives (with approval) ³	9
TOTAL	33

For Music Education, the maximum number of workshop credits applicable to the degree is 3. With approval, these workshop credits may include Applied Music and/or Conducting credits. Students must be registered in appropriate graduate music courses to receive credit for the workshop.

Music Education: Orff Schulwerk

Bibliography (MUS 690)	3
Music History	6
Music Theory	3
Foundations in Music Education	3
Research in Music Education	3
Orff Level I (MUS 642)	3

Orff Level II (MUS 643)	3
Orff Level III (MUS 644)	3
<u>Electives (with approval)³</u>	<u>6</u>

Musicology

Bibliography (MUS 690)	3
Research Seminar (MUS 773)	3
Music History (incl. ethnomusicology)	12
Music Theory	3
Thesis	6
<u>Electives (with approval)⁴</u>	<u>6</u>
TOTAL	33

Notes

¹ Ensemble credits counting towards a degree must represent a mixture of small and large ensembles.

² Four credits each on two different instruments selected based on the entrance audition and consultation with the student's Advisor.

³ Ensemble, Applied Lesson, and Recital credits may not be used to fulfill Elective credit requirements.

For information concerning the Music Education: Graduate Licensure Program (48–51 credits), students must consult with the Music Education Area Coordinator.

Advisory Committee

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

An additional fifth member is optional and may be drawn from other qualified faculty, instructors, or academic staff (if appropriate). M.M. Advisory Committees may have no more than five members. Before completing more than 16 credit hours towards the degree, students must submit the Appointment of Advisory Committee Form through the Grad Rebel Gateway.

Time Limitation

Time-to-Degree guidelines are found in the [Graduate Catalog's](https://catalog.unlv.edu/content.php?catoid=31&navoid=8340#s14) Progression and Completion Policies (<https://catalog.unlv.edu/content.php?catoid=31&navoid=8340#s14>). Students who exceed the stipulated time limits may request an extension using the Time Limit Extension Form. Extensions, if granted, are subject to all policies regarding enrollment credit requirements.

Pre-Recital Hearings

The student's Area faculty may require a Pre-Recital Hearing before any or all recitals. The Pre-Recital Hearing is generally scheduled to occur two to three weeks prior to the actual Recital, the exact date of which is agreed upon between the student and their Advisor. The repertoire for the Pre-Recital Hearing shall be representative of the entire Recital. The Advisor will determine the length of the Hearing. The Pre-Recital Hearing will be graded as either "Approved" or "Not Approved," representing the student's preparedness to present the Recital at the time it is scheduled. Students who receive a "Not Approved" grade on the Pre-Recital Hearing may be required to enroll in a non-degree Applied Lessons course until which time they are approved for the Recital. If the student receives a "Not Approved" grade, the student will be placed on probation via the Graduate College process.

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

Recitals

The Master's Recital and Master's Comprehensive Examination (see below) are considered jointly to be the culminating experience of the degree.

The Recital date must be scheduled by the end of the first month of the semester in which the recital takes place, and scheduling it even earlier is strongly encouraged. The coordination of the entire recital process is the sole responsibility of the student. The process includes, but is not limited to, securing the venue, procuring the availability of Advisory Committee members, and maintaining sufficient communication with all Music Office staff.

All Advisory Committee members, including the Graduate College representative, are expected to attend the student's Pre-Recital Hearing and Recital. The Recital must be evaluated in writing by all members of the Advisory Committee. All members of the Advisory Committee will evaluation the recitals. The student must arrange to have all

Recitals and Pre-Recital Hearings recorded for archival purposes and to make these available to all Advisory Committee members for later review, if needed.

The Area faculty may choose to schedule Pre-Recital Hearings for multiple students on the same date(s) to simplify scheduling.

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

Grades

All members of the Advisory Committee, excluding the Graduate College Representative, shall issue a letter grade for each recital. Advisory Committee members' comments, which are written on the School of Music Recital Grade Forms, are recorded and placed in the student's files. The Advisory Chair must send the final grade and results to the student and all members of the Advisory Committee no later than two weeks after the recital.

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

Comprehensive Examination (MM)

All students for the Master of Music degree in Applied Music, Composition, Conducting, and Musicology are required to take a comprehensive examination. A student's final degree recital should take place before the Comprehensive Examination.

The examination is scheduled in consultation with the student's Advisory Committee. The Comprehensive Examination is taken during the semester in which the student intends to graduate and must be completed at least three weeks before the final day of instruction.

The Master of Music Comprehensive Examination is conducted as an oral exam in all subplans other than Music Education and Musicology, which require a written examination. The content addressed by the Comprehensive Examination is determined by the student's Advisory Committee and typically includes questions on repertoire, history, performance techniques, and pedagogy specific to the student's specialization.

Music Education students are exempt from oral examination provided their written examination is deemed satisfactory by their Advisory Committee.

The Comprehensive Examination is graded by each Advisory Committee member as 'Pass', 'Fail', or 'Abstain'. Three 'Pass' grades are required for a passing final grade. The final grade, along with Advisory Committee member comments, are recorded on the Comprehensive Examination Grade form. If a student does not pass the Comprehensive

Examination, the student will be placed on probation via the Graduate College process. Also, they may request that the Advisory Committee administer a second examination. The second exam will be administered no earlier than 90 days after the first. The Advisory Committee may require the student to undertake additional coursework or study to prepare for the second examination. A second failure of a comprehensive examination will result in termination of studies and separation from the University. The results of the examination must be sent to the student and all committee members no later than two weeks after the date of the exam. Examination results are submitted to the Graduate College using the Culminating Experience form initiated by the student through the Grad Rebel Gateway. The Director of the School of Music will retain copies of any internal assessment forms and be available for Graduate College review.

Doctor of Musical Arts (DMA)

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

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

Sample plans (Official requirements are found in the [Graduate Catalog](#))

Program Subplans

- Subplan 1: Brass
- Subplan 2: Piano
- Subplan 3: Strings
- Subplan 4: Woodwinds
- Subplan 5: Conducting (Wind Orchestra)
- Subplan 6: Conducting (Symphony Orchestra)
- Subplan 7: Percussion
- Subplan 8: Voice
- Subplan 9: Jazz

Degree Grids

Applied: Brass, Piano, Strings, and Woodwinds

MUS 773 Research Seminar	3
History/Literature: MUS 726E (Piano)	9
Music Theory	6
Pedagogy (MUS 747 or MUS 748)	3
Teaching Music in Higher Education (MUS 719)	1
Applied Lessons	16

Ensembles (1 large and 1 chamber)	2
Recitals	9
Lecture Recital	3
Document	2
<u>Electives³</u>	<u>6</u>
TOTAL	60

Wind Band Conducting

MUS 773 Research Seminar	3
History/Literature: MUS 727G	9
Music Theory (must include MUS 708)	6
Pedagogy (MUS 720B and MUS 747F)	6
Teaching Music in Higher Education (MUS 719)	1
Applied Lessons	16
Ensembles	2
Recitals	9
Lecture Recital	3
Document	2
<u>Electives³</u>	<u>3</u>
TOTAL	60

Orchestral Conducting

MUS 773 Research Seminar	3
History/Literature: MUS 727H	9
Music Theory (must include MUS 708)	6
Pedagogy (MUS 726 and MUS 722A)	6
Teaching Music in Higher Education (MUS 719)	1
Applied Lessons	16
Ensembles (1 large and 1 chamber)	2
Recitals	9
Lecture Recital	3
Document	2
<u>Electives³</u>	<u>3</u>
TOTAL	60

Applied Percussion

MUS 773 Research Seminar	3
MUS 726D, 727D, 728D History/Literature	9
Music Theory	6
Pedagogy (MUS 777)	9
Teaching Music in Higher Education (MUS 719)	1

Applied Lessons	16
Ensembles (1 large and 1 small)	2
Recitals	9
Lecture Recital	3
<u>Document</u>	<u>2</u>
TOTAL	60

Applied Voice

MUS 773 Research Seminar	3
History/Literature	9
Music Theory	6
Pedagogy (MUS 746)	6
Teaching Music in Higher Education (MUS 719)	1
Applied Lessons	16
Ensembles	2
Recitals	9
Lecture Recital	3
Document	2
<u>Electives (MUS 718A, B, or C)³</u>	
TOTAL	60

Jazz

MUS 773 Research Seminar	3
History/Literature: (MUS 709 and 710)	9
Music Theory (MUS 712 and MUS 713)	6
Pedagogy (MUS 711)	3
Teaching Music in Higher Education (MUS 719)	1
Applied Lessons	16
Ensembles	2
Recitals	9
Lecture Recital	3
Document	2
<u>Electives³</u>	<u>6</u>
TOTAL	60
<u>Notes</u>	

¹ Ensemble credits counting towards a degree must represent a mixture of small and large ensembles.

² Four credits each on two different instruments selected based on the entrance audition and consultation with the student's Advisor.

³ Ensemble, Applied Lesson, and Recital credits may not be used to fulfill Elective credit requirements.

Advisory Committee

DMA students form a five-member Advisory Committee in consultation with the Advisor. All five members must be UNLV Graduate Faculty. A list of all Graduate Faculty may be found on the Graduate College website: <https://www.unlv.edu/graduatecollege/graduate-faculty-status>. One member must serve as a Graduate College Representative from outside the School of Music. Of the remaining four members, three shall be from the student's field of study or hold expertise in a minor subject area related to the student's field of study. The remaining member shall be from a field of study outside the major instrument area (music history, music theory, music education, or another external minor of study). A minimum of one member of the Advisory Committee must have 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.

Students must establish their Advisory Committees prior to performing their first required Recital.

Before completing more than sixteen (16) credit hours towards the degree, students must submit the Appointment of Advisory Committee Form and the Degree Plan Part 1 Form to the Graduate College through the Grad Rebel Gateway. Students may not defend their Qualifying Examinations or Documents without having an approved Advisory Committee. Additionally, students MUST pass their Qualifying Examinations before they are permitted to enroll in the Document course. A copy of the form shall be submitted to the Director of Graduate Studies for the student's permanent file. When submitting the form to the Graduate College, students shall retain a copy for their personal files. Because the members of the Advisory Committee will evaluate the student's recitals, the Advisory Committee must be formed before the first recital is performed.

Time Limitation

Time-to-Degree guidelines are found in the Graduate Catalog's Progression and Completion Policies (<https://catalog.unlv.edu/content.php?catoid=31&navoid=8340#s14>). Students who exceed the stipulated time limits may request an extension using the Time Limit Extension Form. Extensions, if granted, are subject to all policies regarding enrollment credit requirements.

Ensemble Enrollment

Ensemble participation requirements for each degree subplan are stipulated in the [Graduate Catalog](#). Ensembles may not be used to fulfill elective credit requirements.

Foreign Language Requirement

If a degree subplan requires that the student attain and demonstrate proficiency in one or more foreign languages, it will be the responsibility of the student's DMA Advisory Committee chair to certify that this requirement is met by the student.

The non-English language(s) to be used to satisfy such a requirement will be appropriate for the student's course of study and research pursuits. Official foreign language requirements will be displayed in the [Graduate Catalog](#).

DMA Jury

DMA students are required to perform a DMA Jury in the first semester of study and, upon assessment of the student's ability, may be required to perform additional juries in subsequent semesters to demonstrate appropriate advancement of skills. The School will develop a jury form and develop information about jury processes, assessment and evaluation. If students fail the first attempt, students will be placed on academic probation vi the Graduate College process.

The purpose of the DMA Jury is to serve as a diagnostic assessment of the student's performance strengths and weaknesses, guide the primary instructor and Advisory Committee in appropriate repertory decisions for future study and recitals, and 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 DMA jury, 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 jury; however, Committee members from the student's disciplinary Area are required to attend because this is a diagnostic and qualifying event.

The DMA Jury should be no less than 20–30 minutes of music. The repertoire chosen for performance must be approved by the student's Advisor. Repertoire for the DMA Jury should comprise newly learned repertoire that has not been previously performed by the candidate.

As a qualifying event, the DMA Jury receives no course credit.

Pre-Recital Hearings

The student's Advisor, in consultation with the Advisory Committee, may require a Pre-Recital Hearing before any or all recitals. The Pre-Recital Hearing is generally scheduled

to occur two to three weeks prior to the actual Recital, the exact date of which is agreed upon between the student and their Advisor. The repertoire for the Pre-Recital Hearing shall be representative of the entire Recital. The Advisor will determine the length of the Hearing. The Pre-Recital Hearing will be graded as either “Approved” or “Not Approved,” representing the student’s preparedness to present the Recital at the time it is scheduled. Students who receive a “Not Approved” grade on the Pre-Recital Hearing may be required to enroll in a non-degree Applied Lessons course until which time they are approved for the Recital. If the student receives a “Not Approved” grade, the student will be placed on probation via the Graduate College process.

A student is allowed a second attempt to be “Approved” for a recital. In the event the second attempt is “Not Approved” students must petition for a third attempt. The student’s Advisory Committee, in association with the Directors of the School of Music and Graduate Study, will rule within 2 weeks on the petition and make the final determination as to whether the student will continue in the degree program. Students may only be separated from programs after they have been placed on probation via the Graduate College process.

All Advisory Committee members are expected to attend both the pre-recital hearing and the student's recital; the Advisory Committee Chair and advisory members **must** attend each. The recital must be evaluated in writing by the Advisory Committee. The student must arrange to have all recital and pre-recital hearings recorded for archival purposes and to make these available to the entire Advisory Committee for later review, if needed. The Graduate College Representative and the Advisory Committee Chair must attend both the Hearing and Recital.

The Area faculty may elect to schedule all pre-recital hearings on specific dates of their choosing.

DMA Recitals

The degree recital date must be scheduled by the end of the first month of the semester in which it is to take place. The coordination of the entire recital process is the sole responsibility of the student. The process includes, but is not limited to, securing the venue, procuring the availability of Advisory Committee members, and maintaining sufficient communication with all Music Office staff. No degree recital shall exceed one hour in length.

Recitals must take place no later than two weeks before the end of instruction. This enables the advisory committee to meet paperwork and reporting requirements set by the Graduate College. Students should determine the availability of their committee and the performance space to be used before proceeding to schedule their recital. The recital must be scheduled for a time when all committee members can be present. The Graduate College representative on the committee is required to be in attendance for milestone recitals.

All DMA recitals will be recorded for archival purposes.

The School of Music Office and the student's Advisor must approve all official recital programs. Students must submit their completed program to the School of Music Office *at least* three (3) weeks prior to the recital. The School of Music provides detailed instructions and templates for recital programs. The student and student's Advisor should proofread and correct the program carefully before it is printed.

DMA recital programs will be printed by the School of Music office. Students may not provide their own programs for DMA recitals. One copy of each recital program will be placed in the School of Music Library and one copy in the student's electronic file for archival purposes.

The student alone, not the School of Music, assumes responsibility for the production and printing of any program notes and translations of sung texts, which are treated as separate from the official recital program.

All members of the committee will issue a letter grade for the recital. Comments from each committee member will be recorded on School of Music Recital Grade forms, which are then placed in the student's electronic file.

General and Specific Recital Requirements by Area of Study

- All DMA students are required to perform four (4) recitals. For all DMA students, the last of these required recitals will be a lecture-recital (MUS 781).
- For all DMA students in the Brass, Piano, String, Woodwind, and Percussion subplans, one of the required recitals will be of chamber music repertoire. Students in other subplans may, upon the advice or approval of their Advisory Committee, opt to perform a recital of chamber music.
- For all DMA students, the remainder of the required recitals will be solo or hybrid (e.g., chamber or mixed repertoire) recitals, as approved by the student's Advisory Committee.
- Students in the DMA subplan in Orchestral Conducting observe the following policies concerning required recitals.

Each recital must be at least fifty minutes long, with a program that represents different styles and instrumentations. The difficulty level must be appropriate for a collegiate or professional setting. Arrangements and simplified versions are strongly discouraged.

Conducting students are responsible for recruiting all performers, obtaining music, and organizing rehearsals. If a student has an outside engagement, it may count as a recital with prior approval from the instructor. If assembling the required performers proves difficult, substitutions from other performances are allowed, provided the total length remains at least fifty minutes.

All recitals must be videotaped and submitted to the Advisor and Advisory Committee for review.

- Students in the DMA subplan in Voice observe the following policies concerning required recitals.

The Doctor of Music Arts recitals should be approximately an hour in length. Proficient vocal technique and articulate diction is required for all doctoral recitals. It is intended that the quality of the recital be equivalent to or better than a typical recital given by a professional classically trained singer. The singer and pianist should demonstrate a high level of musical preparation and collaboration in their performance. To this end, graduate students should perform the recital program before the actual graduate recitals.

Recital #1 – Repertoire should demonstrate a diversity of style and language based primarily upon the classical canon of song literature from the 17th through 21st centuries. The selection of program repertoire must be approved by the student's teacher/advisor.

Recital #2 – Repertoire for the second recital is intended to be demanding and yet flexible without the language and style requirements of DMA Recital #1. The second recital offers the student an opportunity to explore a new language, composer and/or cycle in greater depth. Recent examples of this type of DMA recital include a performance of Schubert's *Winterreise*, a recital of music by Lori Laitman, and a recital of all Scandinavian songs. The selection of program repertoire must be approved by the student's teacher/advisor.

Recital #3 – The third recital is intended to demonstrate the student's ability to organize and perform with instruments other than only piano. Programs should include several different works scored for one or more instruments. The selection of program repertoire must be approved by the student's Advisor.

A substantial operatic or oratorio role may serve to fulfill the chamber music recital requirement. The role must first be approved prior to the performance by formal petition. The student's teacher/advisor and committee must approve the request prior to the petitioned performance. Performances with UNLV Opera or other official UNLV ensembles are preferred; however, significant projects outside of UNLV that have been prepared extensively with UNLV faculty may be considered through the petition process. The student may not use a role substitution in the same semester that they are registered for opera as an ensemble credit toward the degree.

Recital #4 – 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 their 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 and document topic through coursework pursued during the

DMA program, but the topic may be unrelated to such enrollments. The lecture-recital may not be given before the 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 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 to familiarize themselves with various possible formats that might be appropriate for their own topic. Presenters are required to use some form of computer-based technology in the presentation such as PowerPoint, Finale, VoceVista, etc.

Students will also prepare and distribute a one or two-page handout. The handout should be identified with the student's name, title of the lecture recital, and date. 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 their 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 an electronic recording 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.

- Students in the DMA subplan in Wind Band Conducting observe the following policies concerning required recitals.

The four recitals shall be satisfied by:

- 1) a video collection of wind conducting performance while in the program. This video is typically one hour in length.
- 2) a live chamber wind recital (sixty minutes).
- 3) a live large-ensemble recital (sixty minutes).
- 4) a lecture-recital accompanying the submission of the DMA Document.

Students in the DMA subplan in Jazz perform recitals characteristic of the genre, which include solo and mixed combo playing.

Recital Grades

All members of the Advisory Committee, excluding the Graduate College Representative, shall issue a letter grade for each recital. Advisory Committee members' comments, which are written on the School of Music Recital Grade Forms, are recorded and placed in the student's official School of Music files. The Advisory Chair must send the final grade and results to the student and all members of the Advisory Committee no later than two weeks post-recital.

Solo Recitals

Repertoire for the solo recitals shall be approved and agreed upon by the student's Advisory Committee Chair.

Chamber Recital

The chamber recital consists of works classified as chamber works, in that they are ensemble based. The purpose of the chamber recital is to demonstrate the student's ability to work independently and collaboratively in small, varied groups of mixed instrumentation. In exceptional circumstances and with the approval of the student's Advisory Committee, the performance of chamber music may be distributed among multiple recitals.

Doctor of Musical Arts Qualifying Examination

The Qualifying Examination for the DMA consists of two distinct parts, a Music History Qualifying Examination and Applied Area Written and Oral Qualifying Examinations.

Music History Qualifying Examination

The Music History Qualifying Examination is a broad-spectrum examination that probes the student's proficiency in the meaning and use of musical terminology, repertoire knowledge, awareness of historical styles, basic score reading and analytical skills, and acquaintance with the historical contexts of musical repertoires.

The Examination is scheduled near the midterm date in the semester of or following a student's completion of all music history course requirements. The Examination will be monitored by a faculty member and evaluated by all members of the Musicology faculty. If a student does not pass the Examination, the student will be placed on probation via the Graduate College process. Also, further remediation and examination will be determined in consultation between the Musicology faculty and the student's Advisory Committee Chair. If the student does not pass in their second attempt, they will be separated from the program. The Advisory Chair must send the final grade and results to the student and all members of the Advisory Committee no later than two weeks after the exam date.

Applied Area Written and Oral Qualifying Examinations

The Applied Area Written and Oral Qualifying Examinations focuses on the student's area of specialization. They are given in the student's final semester of academic coursework.

Before scheduling the Examination, the student must remedy all academic deficiencies, satisfy foreign language requirements if required by the student's degree subplan, and complete all academic coursework except those courses taken during the Examination semester. The student must also maintain a minimum GPA of 3.00, with all credits earned with a minimum grade of B.

The student may only take the Examination after passing the Music History Qualifying Examination. The student and their Advisor will arrange a date and location for the Applied Area Written Qualifying Examination, which is designed and written by the student's Advisory Committee.

Results of the Applied Area Written Qualifying Examination

When the student completes the Applied Area Written Qualifying Examination on a computer, they will print out a copy of their responses and e-mail a copy of the saved file to the Advisory Committee Chair and, as needed, save it to a provided flash drive. The Chair will collect all Examination materials at its conclusion.

The student's Advisory Committee Chair will distribute copies of the student's responses to the Advisory Committee members and other pertinent faculty for evaluation.

The Examination is graded by each Advisory Committee member, who will enter a grade of Pass, Fail, or Abstain on the DMA Qualifying Exam Grade Form. (The DMA Qualifying Examination Grade Form is internal to the School of Music, and all copies

shall be placed in the student's School of Music file.) Students pass the Examination if they receive a minimum of three 'Pass' grades from their Advisory Committee members. The Advisory Chair must send the final grade and results to the student and all members of the Advisory Committee no later than two weeks after the exam date.

If a student does not pass one or more portions of the Examination, the student will be placed on probation via the Graduate College process. Additionally, the student must retake the examination within six months. The Advisory Committee may require the student to undertake additional coursework or study to prepare for the second examination. Students may retake any portion(s) of the Examination only once. Students may be separated from the program if they are not successful in meeting the exam requirements after the second attempt and being placed on probation via the Graduate College process.

Applied Area Oral Qualifying Examination

The Applied Area Oral Qualifying Examination, like the Applied Area Written Qualifying Examination, focuses on the student's area of specialization. The Examination will be scheduled one week after the student's Applied Area Written Qualifying Examination, and a minimum of two hours will be reserved for it.

The Examination includes five or more musical score excerpts for style analysis and identification. Students will identify the instrumentation and ensemble type, genre, and period of composition. The responses will demonstrate the student's knowledge of instrumentation, melody, harmony, rhythm, dynamics, and style. The student must identify the composer of each excerpt and explain their reasoning for their attributions. During the Examination, the student may also be asked to expand upon or address errors in their responses to the Applied Area Written Qualifying Examination.

At the close of the Examination, the student will present and defend their Document Prospectus (see below).

Completion of the Qualifying Examination

Upon successfully completing the Music History Qualifying Examination and Applied Area Written and Oral Qualifying Examinations and successfully defended the "Document Prospectus", the student will file an Advancement to Candidacy form through the Grad Rebel Gateway, which will then be signed by all members of the student's Advisory Committee. Only after successfully defending the "Document Prospectus" may students be approved to be enrolled in the Document course.

Prospectus

All students are required to write a "Document Prospectus" that outlines the proposed Lecture-Recital research, program, and document. This prospectus will serve as the basis for the presentation. The student will develop the prospectus in consultation with the student's Advisory Committee. The Prospectus must be completed and accepted prior to the Advancement to Candidacy and after the completion of the Qualifying Oral

Examination, and shall consist of three to ten double-spaced, typed pages. The Prospectus must be approved by a majority of the student's Advisory Committee based on relevance to the student's major field and career goals; comprehensive coverage of a topic with clearly defined limits; research and discussion of historical context; and a demonstrated ability to execute original writing in a formal, academic style. It is necessary for the student to make broader connections to the major field.

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

Lecture Recital

The final recital is the Lecture Recital with accompanying Document, which is performed after the student has successfully passed the DMA Qualifying Examination, submitted an approved Prospectus, and filed the Advancement to Candidacy form. The candidate's Advisory Committee shall approve the topic(s) of the Document and the Lecture Recital. All members of the Advisory Committee, *including* the Graduate College Representative, shall issue a letter grade for the Lecture Recital.

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

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

The Lecture Recital may not be given before completion of all required academic courses; the student may give the Lecture Recital even if they have applied lessons or ensemble credits still to complete. The Advisory Chair must send the final cumulative grade and results to the student and all members of the Advisory Committee no later than two weeks post-lecture recital.

Document

A written Document is required of each Candidate for the Doctor of Musical Arts degree. Documents are subject to the [thesis and dissertation deadlines](#) for that semester. The Document is limited in scope compared to a typical dissertation but should demonstrate professional standards of scholarship and make a substantive contribution to knowledge within the field of study.

A draft of the Document shall be submitted typically to the Advisory Committee during the first week of the semester in which the Candidate anticipates graduating, at which time each Advisory Committee member must approve the draft or make suggestions for changes. It is the Candidate's responsibility to maintain regular contact with the Advisory Committee throughout the preparation of the Document. All Advisory Committee Members shall read the Document and provide feedback to the Candidate within three weeks of the student's submission. The final Document should meet the standards of a peer-reviewed publication in the Candidate's discipline.

Human subject research conducted by UNLV faculty, staff, and students must be approved by the UNLV Institutional Review Board before it is undertaken. Additionally, all researchers, including faculty, staff, and students, must complete training on human subject research provided through the Collaborative Institutional Training Initiative (CITI) prior to their submission of an IRB protocol package. CITI training is valid for five years. <https://www.unlv.edu/research/ORI-HSR/getting-started>

The Document must be at least fifty (50) pages in length. The document must be double-spaced, and employ a legible, standard serif font. Candidates shall use the Notes-Bibliography styles 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*.

Document/Thesis/Dissertation Formatting

Candidates shall consult the Graduate College standards found on the Graduate College website at <https://www.unlv.edu/graduatecollege/thesis>

The Graduate College's formatting specifications include those for 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 Document and Lecture Recital materials include ensuring the Candidate's compliance with academic and professional standards and protocols of research and writing, editorial oversight, and enforcing Document layout and format requirements (excepting document review functions reserved to the Graduate College). The Advisory Committee will also inform Candidates of their obligations and responsibilities concerning copyright, use and citation of sources, and appropriate academic conduct.

iThenticate

All documents must be submitted to iThenticate for a similarity check prior to submission of the final document to the Graduate College. A copy of the similarity report must be submitted to the student's Advisory Committee at the time of the final defense, and it will be considered when determining the outcome of the defense. If the student passes their defense, the report shall be attached to the Culminating Experience Results form before

submission to the Graduate College.

Document Defense: Oral

The second oral examination is a Defense of Candidate's Lecture Recital and Document and is to be scheduled for the semester in which the Candidate satisfies the Lecture Recital requirement and will complete the Document. This Oral Defense shall 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 registered for at least three credits during this time. The Oral Defense may, with the consent of all members of the Advisory Committee and the Candidate, be conducted using a cloud-based video conferencing platform supported and approved by UNLV.

The Candidate is responsible for all details involved with scheduling the Oral Defense. The student will ensure that the Oral Defense date and time are announced to the public. The process for doing so is described [here](#). For questions about announcements, the student may contact the Thesis and Dissertation Office at (702) 895-2747 or gradtd@unlv.edu.

The Graduate College Representative must be present for the Defense. The Oral Defense is graded as Pass, Fail, or Abstain, with a minimum of three (3) Faculty favorable votes to receive a Pass. All Advisory Committee members will sign a Culminating Experience Results Form.

In the event that the Candidate does not pass the Oral Defense, the Candidate, will be placed on probation via the Graduate College process. Additionally, in consultation with the Advisor, the student may request that the Advisory Committee administer a second Oral Defense. The Culminating Experience Results Form must be submitted to the Graduate College if the Candidate does not pass the Oral Defense. The candidate must wait at least 90 days before a second Oral Defense takes place. The Advisory Committee may require additional work on the Document before a second Oral Defense.

The Oral Defense may not be conducted more than twice. Students will be separated from the program after being placed on probation and if they are not successful in their second defense attempt.

Submitting the Document/Thesis/Dissertation

The candidate must defend the Document successfully and collect Advisory Committee signatures on ALL forms, then submit the final, approved, and properly formatted Document to the Graduate College as directed on the Graduate College website at <https://www.unlv.edu/graduatecollege/thesis>.

The candidate will receive an email from the Graduate College indicating UNLV format requirements have been met with an attached electronic signature page to be inserted as "page ii" in the document and a link for final electronic submission to ProQuest. The ProQuest submission is reviewed and approved by an archivist at the UNLV library. If there are problems with the Document's formatting, the candidate will receive an email

identifying the problem(s) and the modifications needed. The UNLV archivist will notify the candidate once the requirements are met. When the document is approved, the UNLV archivist notifies the Graduate College that the degree may be conferred. More information can be found at: <http://graduatecollege.unlv.edu/current/thesis/>.

The Graduate College form for reporting the results is the Culminating Experience Results Form, which the student submits through the Grad Rebel Gateway.

Annual Mandatory Individual Development Plan (IDP)

Each winter break and early spring term, graduate students are required to complete the Graduate Student Individual Development Plan (IDP) form [Formerly known as the Student Annual Review]. The review covers the prior calendar year and assesses student progress, and it establishes reasonable goals for the year ahead.

Faculty Advisors/Graduate Coordinators have the option to provide feedback to each student's submitted IDP and provide acknowledgement that they have reviewed the IDP. 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 to progress successfully through their programs in a timely manner.

Students who are graduating are also required to complete the form to record their achievements because this data is also used to track UNLV metrics related to the annual productivity of all students.

University Resources

[The Graduate Academy: Innovative Leadership, Professional, and Career Development](#)

The goal of the Graduate 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.

[Alumni Engagement](#)

With an alumni base 150,000+ strong, the UNLV Alumni Engagement 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 Services

[International Students and Scholars \(ISSS\)](#) 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.

The Care Center

The [Care 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 you, 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 Rights and Responsibilities

The [Office of Student Rights & Responsibilities](#) is a student-centered, service-oriented office located within the Division of Student Affairs. The Office of Student Rights & Responsibilities 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 veteran education benefits-experienced staff to assist more than 1,800 veterans, dependents, active duty service members, National Guard members, and reservists attending UNLV. 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 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](#), 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.

Handbook Version History

Last Revised	Revised by	Changes Summary
Revision of 12/29/2023	School of Music Graduate Committee (A. Aubrun, A. Barone, K. James, T. Krysa, J. McMurtery, N. Tanouye)	Corrections of spelling, grammar and syntax in the interest of clarity; addition of new approved program; reformatting of headings and body text.
Revision of 5/7/2024	School of Music Graduate Committee (A. Aubrun, A. Barone, K. James, T. Krysa, J. McMurtery, N. Tanouye)	Further corrections of grammar and syntax; corrections to contact information; corrections to headings; addition of standard text to conform to Graduate College handbook template.
Revisions of 4/23/2025, 5/6/2025	School of Music Graduate Committee (A. Aubrun, A. Barone, K. James, T. Krysa, J. McMurtery, N. Tanouye)	Further corrections of grammar and syntax; corrections to contact information; corrections to headings; corrections to application, interview, and audition deadlines; corrections at the behest of the Graduate College.

Appendix A: Audition Requirements for the Master's 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
- Fauré, Fantaisie
- 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, Sonata
- Schumann, *Three Romances*
- Saint-Saëns, Sonata

Clarinet

- Saint-Saëns, Sonata
- Brahms, Sonate
- Messiaen, *Abîme des oiseaux*
- Stamitz, Concerto No. 3 in B-flat Major
- Weber, Concertino
- Hindemith, Sonata
- 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

Appendix B: Preparing for the DMA Lecture Recital

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

Students are required to use some form of computer-based technology in the Lecture Recital, such as Powerpoint, Artstor slides, Finale, etc., and to prepare and distribute a one- or two-page handout. The handout must be clearly labeled with the student's name, and the title and date of the Lecture Recital. The handout must 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 their research. Musical examples, other figures, and quoted text or data must be captioned to indicate sources, with pages or measure numbers as appropriate.

By the time of the lecture recital, it is expected that the student will know the material sufficiently to present it from notes or a topical outline. However, the Advisory 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 Advisory Committee will attend the Lecture Recital (or view a DVD of the same) and will evaluate it with a letter grade. Comments from each Advisory Committee member will be recorded on a special Lecture Recital Grading Form.

Appendix C: DMA Qualifying Examination

Music History Qualifying Examination

The Music History Qualifying Examination has 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 provided terms for each period, for a total of ten terms. 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 will explain in brief essays (100-150 words) the important style features of each excerpt and assign it to a plausible composer and/or historical period. Audio recordings of these excerpts will not be played. The essays will be evaluated based on their comprehensiveness, depth, and the music-technical precision of the student's stylistic analysis and placement of the example in its proper historical context; and on plausible composer attributions.

Part 3. The student will write two essays addressing two broad music-historical questions. The student will choose the two topics from a selection of four. The essays will be evaluated based primarily on their content and secondarily on organization, musical vocabulary, and style. Each question will specify the minimum requirements of a response.

Applied Area Written Qualifying Examination

The following describes how the Applied Area Written Qualifying Examination works in most situations. For more specific information, the student should consult their Advisor.

The student and Advisor arrange the date and place for the Examination. The Examination is constructed by the student's Advisory Committee. The Examination may be taken in any room that has a computer and is monitored by a UNLV faculty or staff member. The student must furnish a blank flash drive (unopened, in the original packaging) for use during the exam and will be provided with a laptop computer that must be used to complete the examination. The laptop computer may be checked out from the Music Office. The student shall reserve the computer with the Office while scheduling the Examination.

While taking the Examination, the student shall back up their work frequently on the flash drive. Under no circumstances will the student be permitted to use notes or reference materials or access the Internet for research purposes for the examination.

The student may consult individual professors prior to the Examination for specific preparation advice. The student will not be given any exam questions before the actual examination.

Every Applied Area Written Qualifying Examination is tailored to an individual student. The student should therefore seek guidance from their Advisory Committee regarding what to expect for examination. Examination content generally focuses on pedagogy, literature, performance, score identification, or other areas derived from the student's program of study.

Appendix D: DMA Applied Area Oral Qualifying Examination

The following describes general information for the Applied Area Oral Qualifying Examination.. For more specific information, the student should consult their Advisor.

The student and Advisor arrange the date, time, and location of the Examination, ensuring the availability of their Advisory Committee members. All Advisory Committee members are to be present for the Oral Examination. The Examination shall be scheduled for a two-hour block of time.

The Examination is graded by all Advisory Committee members, each of whom issues a Pass, Fail, or Abstain result by completing the Oral Qualifying Examination Grade Form.. A minimum of three Advisory Committee members must submit a Pass grade in order for the student to pass the Examination. If the student does not pass the Oral Examination, the student will be referred to the Graduate College for placement on probation. The student, in consultation with the Advisor, may request that the Advisory Committee administer a second examination. The student must wait at least 90 days before taking the second examination. The Advisory Committee may require the student to undertake additional coursework or study to prepare for the second examination. The student will not be allowed to take the Oral Qualifying Examination more than twice.

Appendix E: How to Successfully Complete Your Degree

MM Students

1. Take the placement exams before classes begin.
2. Meet with your advisor to determine a course of study and continue to meet with your advisor on a regular basis, especially before the beginning of each semester.
3. Plan to take any remedial coursework, if needed, in the first semester to avoid delays in your program.
4. Maintain a B or better in all classes.
5. Select the members of your Advisory Committee after completing 12-15 hours and submit the Appointment of Advisory Committee Form through the Grad Rebel Gateway.
6. Submit any transfer credit requests before the end of the first semester.
7. Submit your Degree Plan through the Grad Rebel Gateway **before** completing more than 16 hours towards the degree.
8. Apply for graduation through MyUNLV at the beginning of the semester in which you intend to graduate.
9. Successfully present your Masters Recital no later than 5 weeks before the last day of instruction and pass the Oral Exams no later than 3 weeks before the last day of instruction. Then submit the Culminating Experience Form through the Grad Rebel Gateway.

DMA Students

1. Take the placement exams before classes begin.
2. Meet with your advisor to determine a course of study and continue to meet with your advisor on a regular basis, especially before the beginning of each semester.
3. Begin planning and scheduling recitals, including pre-recital hearings, as soon as possible.
4. Plan to take any remedial coursework, if needed, in the first semester to avoid delays in your program.
5. Maintain a B or better in all classes.
6. Select the members of your Advisory Committee after completing 12-15 hours and submit the Appointment of Advisory Committee Form through the Grad Rebel Gateway.
7. Submit any transfer credit requests before the end of the first semester.
8. Submit your Degree Plan through the Grad Rebel Gateway **before** completing more than 16 hours towards the degree.
9. Successfully pass and defend your Qualifying Examinations and Prospectus Document and submit the Advancement to Candidacy Form through the Grad Rebel Gateway by the end of your fourth semester.

10. Apply for graduation through MyUNLV at the beginning of the semester in which you intend to graduate.
11. Schedule the final recital (Master's) or Lecture-recital (Doctoral) no later than 5 weeks before the final day of instruction and the Oral Defense no later than 3 weeks before the final day of instruction. Then submit the Culminating Experience Form through the Grad Rebel Gateway.
12. Follow all deadlines in obtaining approval of your final Document formatting and submission as detailed on the Graduate College website.

Appendix F: Online Video Audition Instructions

Only if exceptional circumstances require and approval is granted, an online video audition may be accepted in lieu of a live audition. Use the best quality video and audio recording devices possible. The performance shall be recorded as if you are at a "live" audition. At the beginning of the recording, state your full name, the date, and the Degree Program for which you are applying. At the conclusion of the performance portion of the audition, announce that the recording is finished and restate your name. After you complete the UNLV video audition recording, post your audition video on YouTube in the following manner and send an [unlisted link](#)

(<http://help.youtube.com/support/youtube/bin/answer.py?hl=en&answer=18154>

7) to the Director of Graduate Studies per the instructions below.

Description of an unlisted video

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

How to create an unlisted video

The following describes how to make any upload an unlisted video in your YouTube Account settings.

1. Sign into your YouTube Account
2. Go to your [My Videos page](#)
3. Select the video to be made unlisted and click the "Edit" button to access the video's settings.
4. Go to the Privacy section of the page and find the option to mark the video as "Unlisted," "Public," or "Private." **Select unlisted.**
5. Click the "Save Changes" button and the video will be marked as unlisted.

Title the video "UNLV [Program Name] Audition: Applicant Name, Date." For example, "UNLV Flute Audition: John Smith, 1/1/2026."

Make sure to test the link before sending it. Once the link is verified, send it to the faculty member who will oversee your audition.