

UNLV
MUSIC

Graduate Handbook

Artist Diploma

Master of Music

Doctor of Musical Arts

2020-2023

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Welcome

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

Sue Mueller, Director

Mission Statement

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

Purpose

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

Introduction

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

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

Compliance

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

Admissions Procedures

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

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 commence with the desired Degree Program. If Applicants have attended institutions outside of the United States they must have their courses and/or degrees evaluated by a foreign credential evaluation service approved by the UNLV Graduate College.

All applications should be submitted online at unlv.edu/graduatecollege/futurestudents, which connects you to the Grad Rebel Gateway. If you have any questions about the Graduate College admissions procedures, please contact Graduate Admissions by email (gradadmission@unlv.edu) or call (702) 895-3367.

Helpful Hints and Information

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

For specific information about degree progress, student records, or transcript information once officially enrolled, contact Graduate College Admissions at (702) 895-3367 or email gradadmissions@unlv.edu.

School of Music Admissions Procedures

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

Application deadlines for US citizens are: 1 May for Fall Semester, 1 November for Spring Semester, and 10 May for Summer Semester (Music Education only).

Application deadlines for international students (non-US and non-permanent residents) are: 1 May for Fall Semester, and 1 October for Spring Semester.

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

1. Proof of a Baccalaureate or advanced degree in music from a nationally accredited four-year college or university, or the equivalent. In special cases, the School of Music may accept students who do not possess an undergraduate degree in music, but demonstrate an exceptional level of equivalency. In such cases, the Graduate Advisor and Division Coordinator will determine what, if any, additional coursework is needed to prepare applicants for graduate study.
2. Proof of a minimum overall GPA of 2.75 (4.00=A) for the Baccalaureate degree or a minimum of 3.00 for the last two years of music courses.
3. Two confidential letters of recommendation (three for doctoral) attesting to the applicant's ability to complete the applied for graduate-level work, uploaded electronically in the **Recommendations** section of the Graduate College on-line application.
4. A 500-word self-composed essay ("Statement of Purpose") defining career goals and explaining how graduate studies in music will advance the applicant towards these goals. This essay is used for informational purposes along with determining the applicant's competency with style and organization of English prose.

5. A current resume or Curriculum Vitae.
6. A successful audition and/or portfolio submission for the specific degree program. (Music Education students are not required to perform an audition).

All materials except for the audition/portfolio materials are submitted through the Grad Rebel Gateway. Contact the appropriate Division Coordinator to arrange an audition or submission of portfolio materials. All auditions and portfolios must be presented by 15 April for Fall Semester admission, and by 15 October for Spring Semester admission. School of Music faculty prefer to hear a live audition, whether the applicant is applying for a GA position or admission alone. However, if there are extenuating circumstances that might preclude an applicant from traveling to Las Vegas, at the discretion of the applicant's Division Coordinator, a video may be used.

Placement Exams in Music History, Theory, and Ear Training

All new, incoming graduate students must take placement exams in Music History, Music Theory, and Ear Training. Students who do not achieve a passing grade (70%) on these exams must follow the remediation procedures described below before being allowed to take graduate level courses in the corresponding areas. At this moment, because of health concerns related to the ongoing pandemic, these exams are being given remotely online. For current information, see the descriptions of the exams and the examination process on the School of Music website: unlv.edu/music/student-resources.

Students earning 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 better) 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 exams will be given a second opportunity to take the exam the next time it is offered (typically at the beginning of the next semester). Students can remediate on their own using a resource such as Hanning's *Concise History of Western Art Music*, or make use of a self-guided remediation course created by the Musicology faculty. Students who fail the Graduate Music History Placement Exam a second time consult with Musicology faculty to determine the most appropriate course of further remediation before attempting the exam a third time. **Note that failure to take the Examination, or a failing result together with failure to promptly and successfully remediate, can delay completion of degree requirements.** Students are therefore advised to reserve time in their schedules for preparation and/or review, and to prioritize such preparation appropriately.

Transfer Credits

Not more than one-third of a student's degree program (not including the thesis, dissertation, or professional/scholarly paper) may be transferred from another university

at the time admission is granted, or subsequent to admission. **Note that the Graduate College will only consider those graduate credits taken at another institution that have not already been used for a completed degree.** Credits taken as a UNLV Non-Degree graduate student can also be counted toward a graduate degree, but only a maximum of 15 such credits may be applied toward a graduate degree program.

Once admitted to their degree program, students must obtain approval to use coursework taken elsewhere in their UNLV graduate degree program 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 and the Graduate Dean:

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

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

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 fulfilled, and the student must make a compelling case for appealing the 15-credit limit.

Waiver of requirements and substitution of required courses

In some cases, students may have taken courses for a previous degree that fulfill a requirement for their UNLV School of Music graduate degree. For example, DMA students may have had a course in bibliographic research methods as part of their previous Masters degree. If this is the case, students may request a waiver of the corresponding UNLV graduate course by presenting the syllabus and samples of their coursework to the Graduate Coordinator for approval. If the course requirement waiver is approved, then the students may select a different UNLV graduate course to replace the

waived credits. Please note that waiving 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.

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 by the supervising faculty member and the Graduate Coordinator, and must fulfill these requirements:

- Students must file an Independent Study Request form with the School of Music detailing their proposed project, obtaining signatures from the supervising faculty member 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

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

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

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 (Masters 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 (Masters) 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.

Returning Students After Absence in Matriculation

Students who have been absent for five or more years without filing a Leave of Absence or an Extension form must re-apply to the Graduate College for admission to the degree program. Students must appeal for reinstatement to the Graduate College using the Appeal Form for Admitted Students, and complete the Course Limit Extension Request, in order 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 Requirement

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 in order to stay current with course-related communications, recognizing that certain communication may be time-critical. Regular e-mail management will minimize the risk that the inbox will be full, causing the email to be returned. Students can forward their RebelMail to another personal account. Undeliverable messages returned because of either a full inbox or use of a 'spam' filter will be considered delivered without any further action required by the instructor. For more information about your RebelMail account see: <http://rebelmail.unlv.edu/>

Grade Point Average – GPA

All students in the School of Music must maintain a minimum cumulative Grade Point Average (GPA) of 3.00 for all degree-required courses. Only courses for which a student earns a final grade of "A", "A-", "B+", "B", or "S" may be applied to the graduate degree. A student whose cumulative GPA falls below 3.0 (B) in a given term will be placed on probation for the following term. If a 3.0 cumulative GPA is not

attained by the end of the probationary term, the student will either be granted a final opportunity to raise the GPA, or may be dismissed from the program. A student whose cumulative GPA falls below 3.0 for three successive semesters will be automatically dismissed from the program.

Academic Performance

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

Satisfactory Progress

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

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

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

For further information, consult the Graduate College 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 on the Graduate College website (<https://www.unlv.edu/graduatecollege/current>)

ALL forms must be submitted on time and prior to application for graduation.

Students must apply for graduation by the semester deadline. Doing so triggers the student's graduate evaluator to review their file and make sure that all procedural details are in order for graduation.

Applications for graduation will not be processed unless all required forms and

documents have been submitted to the Graduate College. These forms include; Appointment of Advisory Committee; Culminating Experience Results, and if required, and the Advancement to Candidacy form.

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

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

Commencement

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

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 group meeting/workspaces. Please note that students will find it much more efficient to complete their coursework and other projects if they have their own computers and Internet access at home.

Financial Aid

Financial aid graduate study 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. GAs are state-funded with the Masters level at a minimum of \$11,250 and DMA level at a minimum of \$15,000. Graduate Assistants work on the average 20 hours per week. In addition to a monthly stipend they also receive a waiver of all out-of-state tuition and a reduction in tuition fees. Each GA has a specific initial work

assignment submitted to the Graduate College which may be modified with approval of the student's graduate advisor, GA supervisor, and the School of Music Graduate Coordinator.

Students may be eligible for a Part-Time Instructor position (PTI) if they are enrolled for a minimum of six graduate-level credits, all of which 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 the cost.

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

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

Deadlines for Graduate Assistantship Applications are 1 March for the Fall semester, and 1 November for the Spring semester. Students must apply for Graduate Assistantships through the Grad Rebel Gateway portal on the graduate college.unlv.edu website (top right). Both new and renewals 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 future terms. If accepted, the students 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 in order to activate their GA and accept the position they have been offered. Students who receive a GA offer must accept or decline said offer via the system by the posted deadline or their offer will be rescinded. If accepting, students must also register for a mandatory contract signing and information session at the same time. Failure to comply will nullify the GA offer. Students shall bring the required documents to the signing session.

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

Before accepting employment on or off campus, GAs must 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 (OISS). The additional employment must be limited to ten hours per week and related to student's area of study. Failure to request approval of employment may result in the assistantship being rescinded. International GAs may not accept any additional employment on or off campus.

GAs are employed by the university to conduct work in exchange for compensation. In this capacity they are expected to report in the same time frame as faculty, i.e., during academic semesters and not during break or vacation times. They must report one week

prior to commencement of classes for both the Fall and Spring semester. Exceptions to this statement may be negotiated at the time of employment; however, approval must be obtained from the Director, Academic Dean, and Graduate Dean.

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 a 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 Student Conduct website: <http://www.unlv.edu/studentlife/judicial/index.html>

Auditions

Auditions are required for all graduate degree programs with the exception of Music Education. All auditions must be presented by 15 APRIL for the Fall Semester and 15 OCTOBER for the Spring Semester. Applicants who wish to be considered for an assistantship must have presented their audition by 1 MARCH.

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

Note: The descriptions of audition requirements and processes here do not include any arrangements made to compensate for closure due to the pandemic. Please check with the appropriate Division Coordinator and check the School of Music website for up-to-date information on auditions.

Orchestral Conducting

Orchestral Conducting applicants should plan on spending an entire day on campus to complete the audition, consisting of: an ear training examination of one-voice, four voice harmonic, and intervallic dictations; an examination on transposition and musical terms, an essay on music history; and score identification. Applicants will meet and interview with applicable faculty within the Orchestral Conducting Division. Applicants will conduct the UNLV Symphony Orchestra, the repertoire for which will be chosen by the Orchestra Director. Applicants must supply to the appropriately indicated conducting area, a videotape or DVD of a rehearsal and performance under applicants' direction.

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 Division

An accompanist is not required, though applicants are welcome to bring one if they choose. Auditions are approximately 25 minutes in length and shall consist of: two complete compositions of 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 Division

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

Division of Keyboard Studies

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

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

String Division

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

String auditions should be approximately 30 minutes long, with the exception of Guitar, which should be 60 minutes long. An accompanist is not required; however, applicants may use one if they so desire.

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 a the complete first movement of a viola concerto such as by Bartok, 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/contemporary repertoire: Ponce, Tedesco, Villa-Lobos, Mertz, Rodrigo, etc.; one movement from a major 20th Century Guitar concerto: Rodrigo, Brouwer, Villa-Lobos, Tedesco, etc.. A detailed list of repertoire is available upon request.

Division of Vocal Studies

Applicants may use an independently retained accompanist or may request accompanist services through the UNLV Vocal Division with a 120-day advanced notice. The 30-minute audition should include of a mixture of Art Songs and Arias through which the applicants demonstrate a variety of languages and musical styles. Applicants must submit a repertoire list at the time of the audition. Choral Conducting applicants must supply to the appropriately indicated conducting area, a videotape or DVD of a rehearsal and performance under applicants' direction.

Woodwind Division

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

Woodwind Division 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; the *Mozart Concerto in G Major*, KV313, first movement with cadenza; a contemporary solo work demonstrating fluency with extended techniques; a selection from the literature by Copeland, Dutilleux, Ibert, Jolivet, Liebermann, Martin, Martinu, Nielsen, Prokofiev, Schubert or equivalent; and three orchestral excerpts.

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

Saxophone auditions require that applicants prepare three complete compositions representing different musical styles and stylistic periods, and two contrasting orchestral excerpts, all of applicant's choice. Transcriptions from Baroque, Classical, and Romantic periods are permitted for one of the compositions presented, however, the remaining

audition selections shall emphasize original works for concert saxophone. The majority of the audition shall be presented on the alto saxophone, but one selection may be performed on soprano, tenor, or baritone saxophone. Applicants must also demonstrate extended, contemporary techniques along with proficiency on the altissimo register.

In addition to the audition for the 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 a list of suggested repertoire.

Division of Jazz Studies

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

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 at the public school level. 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.

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 Ph.D. program. Applicants must have already earned a master's degree. 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 in order to provide students with the maximum opportunity to refine their performance skills. The Artist Diploma recipient will be prepared to go on to participate in international competitions, audition for professional orchestras and opera companies, and embark on a performance career.

Degree Programs

Subplan 1: Instrumental Performance

Subplan 2: Vocal Performance

Subplan 3: Conducting

The three subplans of the Artist Diploma program have different course requirements, but in all cases sum to a total of 42 credits, distributed 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 are recommended to enroll in two 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, Early Music ensembles, and so forth. The three recitals may be distributed across the two years in different ways, but typically the first semester does not include a recital. Note that Artist Diploma recitals are subject to the same general recital rules as other graduate recitals—see the recital policies in this Handbook and on the School of Music website.

| 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. 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 (Music History, Music Theory, Music Education, etc.), a Graduate College Representative (who cannot be faculty within 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). Artist Diploma Advisory Committees are limited to no more than five members. Attendance of the Graduate College Representative at recitals is encouraged but optional.

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. With advance approval of the Advisory Committee, Artist

Diploma students may also complete other graded projects for inclusion in the Culminating Experience, such as developing and running a music festival, producing recordings, developing and implementing a K-12 music outreach program, and the like.

Time Limitation

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

Pre-Recital Hearings

The student's Division may require a Pre-Recital Hearing before any or all recitals. The Pre-Recital Hearing is generally scheduled to occur two to three weeks prior to the actual Recital, the exact date of which is agreed upon between the Student and their major Division Advisor. The repertoire for the Pre-Recital Hearing shall be representative of the entire Recital. The Division Chair will determine the length of the Hearing. The Pre-Recital Hearing will be graded as either "Approved" or "Not Approved," representing the student's preparedness to present the Recital at the time it is scheduled. Students who receive a "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.

A student is allowed a second attempt in order 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.

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

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

Recitals

The recital date must be scheduled by 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 committee members, and maintaining sufficient communication with all Music Office staff.

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

Grades

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

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 committee members for their signature.

Master of Music

MM

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

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

Degree Programs

- Subplan 1: Instrumental Performance
- Subplan 2: Vocal Performance
- Subplan 3: Collaborative Piano
- Subplan 4: Multiple Woodwind
- Subplan 5: Jazz 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

Degree Grids

The minimum number of credits required for the Master of Music degree varies with each option.

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 completion of MUS 690, Bibliography, with a minimum grade of B is strongly recommended as a prerequisite for enrollment in any graduate-level Music History or Theory course.

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

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

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

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

*** Four credits each on two different instruments, to be selected based on the entrance audition in consultation with the advisor. Requirements for each secondary instrument may be satisfied by examination at the discretion of the department.

Performance – Jazz

| | |
|-------------------------------|----------|
| Bibliography (MUS 690) | 3 |
| Jazz History | 3 |
| Jazz Theory | 3 |
| Jazz Keyboard | 3 |
| Jazz Pedagogy | 3 |
| Applied Lessons | 8 |
| Ensembles* | 5 |
| Recital (MUS 698) | 2 |
| <u>Music History Elective</u> | <u>3</u> |
| 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 |
| Recital (MUS 698A) | 2 |
| <u>Elective (with approval)</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 |
| Recital (MUS 698A) | 2 |
| <u>Elective (with approval)</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)</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 |
| <u>Elective (with approval)</u> | <u>3</u> |
| 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 |
| <u>Elective (with approval)</u> | <u>3</u> |
| 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 |
| <u>Electives (with approval)</u> | <u>9</u> |
| TOTAL | 33 |

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

| | |
|--|----------|
| <u>Music Education: Orff Schulwerk</u> | |
| 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)</u> | <u>6</u> |
| TOTAL | 33 |

For information on the Music Education: Graduate Licensure Program (48-51 Credits), students must consult with the Music Education Coordinator.

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

Optional Thesis and Music Education Research Project

A thesis is optional and may, with approval, be used to fulfill six credits of the student's degree program. The Master's Thesis should be a scholarly work through which students demonstrate command over the relevant scholarship within their field of study. Information regarding the Thesis Project process and submission may be found on the Graduate College website.

Advisory Committee

Master of Music (MM) Students form a four-member Advisory Committee that oversees all recitals, examinations, and theses (if applicable). 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 (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.

The Master's Recital is considered (with the Comprehensive Examination) the culminating experience in the degree, and the Graduate College Representative is encouraged to attend. If the student chooses to write a thesis in partial fulfillment of the degree requirements, one member of the committee must have had experience in writing and advising master's level theses.

An additional fifth member is optional and may be drawn from other qualified faculty, instructors, or academic staff (if appropriate). Master's Advisory. Committees are

limited to no more than five members. Before completing more than 16 credit hours towards the degree, students must submit the Appointment of Advisory Committee Form through the Grad Rebel Gateway.

Time Limitation

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

Pre-Recital Hearings

The student's Division may require a Pre-Recital Hearing before any or all recitals. The Pre-Recital Hearing is generally scheduled to occur two to three weeks prior to the actual Recital, the exact date of which is agreed upon between the Student and their major Division Advisor. The repertoire for the Pre-Recital Hearing shall be representative of the entire Recital. The Division Chair will determine the length of the Hearing. The Pre-Recital Hearing will be graded as either "Approved" or "Not Approved," representing the student's preparedness to present the Recital at the time it is scheduled. Students who receive a "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.

A student is allowed a second attempt in order 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.

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

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

Recitals

The degree recital date must be scheduled by the first month of the semester 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 committee members, and maintaining sufficient communication with all Music Office staff.

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

Grades

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

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

Comprehensive Examinations (MM)

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

The Master of Music Comprehensive Examination consists of an oral exam. The material for the comprehensive exam will be determined solely by the student's advisory committee, but 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 examination committee.

The comprehensive examination is graded by each committee member as Pass, Fail, or Abstain. A minimum of three Pass grades is required. The grade, along with committee member comments, are recorded on the Comprehensive Exam Grade form. In the event that students do not pass the comprehensive examination, they may request that the Committee administer a second examination. Students must wait at least three months before taking a second examination. The committee may require additional coursework or study to prepare the student for the second examination. A second failure of a comprehensive examination results in termination of studies and separation from the University. The results of the examination are filed with the Graduate College through the Culminating Experience form, which the student initiates through the Grad Rebel Gateway. The Director retains copies of any internal assessment forms.

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.

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

Degree Programs

- Subplan 1: Brass
- 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

Degree Grids

| | | |
|--|------------------|-----------|
| <u>Applied: Brass, Piano, Strings, and Woodwinds</u> | | |
| 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 (3) | | 9 |
| Lecture Recital | | 3 |
| Document | | 2 |
| <u>Electives</u> | | <u>6</u> |
| TOTAL | | 60 |

| | |
|--|-----------|
| <u>Wind Band Conducting</u> | |
| 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 (3) | 9 |
| Lecture Recital | 3 |
| Document | 2 |
| Electives | 3 |
| TOTAL | 60 |

| | |
|--|-----------|
| <u>Orchestral Conducting</u> | |
| 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 (3) | 9 |
| Lecture Recital | 3 |
| Document | 2 |
| Electives | 3 |
| TOTAL | 60 |

| | |
|--|-----------|
| <u>Applied Percussion</u> | |
| 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 (3) | 9 |
| Lecture Recital | 3 |
| Document | 2 |
| TOTAL | 60 |

| | | |
|----------------------|--|----------|
| <u>Applied Voice</u> | | |
| 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 (3) | 9 |
| | Lecture Recital | 3 |
| | Document | 2 |
| | <u>Electives (MUS 718A, B, or C)</u> | <u>3</u> |
| | TOTAL | 60 |

Advisory Committee

DMA students form a five-member Advisory Committee in consultation with the Major Professor. All five members must be UNLV Graduate Faculty. A list of all Graduate Faculty, both Full and Associate, may be found on the Graduate College website: <https://www.unlv.edu/graduatecollege/graduate-faculty-status>. 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 committee must have had experience in writing and advising doctoral level dissertations or lecture-recital documents. An additional sixth member is optional and may be drawn from other qualified faculty, instructors, or academic staff (if appropriate). Doctoral Advisory Committees are limited to no more than six members.

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. Students may NOT defend their Qualifying Examinations or Document without prior approval and filing of the Appointment of Advisory form. A copy of the form shall be submitted to the Director of Graduate Studies for the student's permanent file. When submitting the form to the Graduate College, students shall retain a copy for their personal files. Furthermore, because the members of the advisory committee will be evaluating the student's recitals, it is strongly advised to establish the advisory committee before performing the first recital.

Time Limitation

Doctoral students holding a master's degree in an appropriate field of study must complete all program requirements within six years. A student beginning a doctoral degree program without a master's degree receives eight years in which to complete all

degree requirements. The Six-Year and Eight-Year Policy applies to all course work, including all approved transfer degree course work. In special circumstances, the student's faculty advisory committee may recommend that the Graduate Dean extend these degree time limits.

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

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

Ensemble Enrollment

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

Language Requirement

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

Note: The Voice Division currently maintains a foreign language requirement for DMA students. For information on this requirement, see the Voice Division Handbook and confer with your Advisor.

DMA Jury

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

The purpose of the 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 area members are required to attend since this is a diagnostic/qualifying event.

The DMA Jury should be no less than 20-30 minutes of music. Repertoire for the the DMA Jury should be of new repertoire that has not been previously performed. Repertoire performed may be repeated at the discretion of the Student's Advisory Committee.

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

Pre-Recital Hearings

The student's Division may require a Pre-Recital Hearing before any or all recitals. The Pre-Recital Hearing is generally scheduled to occur two to three weeks prior to the actual Recital, the exact date of which is agreed upon between the Student and their major Division Advisor. The repertoire for the Pre-Recital Hearing shall be representative of the entire Recital. The Division Chair will determine the length of the Hearing. The Pre-Recital Hearing will be graded as either "Approved" or "Not Approved," representing the student's preparedness to present the Recital at the time it is scheduled. Students who receive a "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.

A student is allowed a second attempt in order 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.

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

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

DMA Recitals

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

With the exception of the Conducting DMA programs, all DMA students must perform four (4) recitals, typically including two solo recitals, one chamber recital, and one lecture recital. Students may use a different mix of solo and chamber recitals only with prior approval from their advisory committee and the full Graduate Committee.

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.

The School of Music Office must approve all official recital programs. Students must have their completed program submitted to the Office no later than three (3) weeks prior to the recital.

Recital Grades

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

Solo Recitals

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

Chamber Recital

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

Qualifying Examination: Doctor of Musical Arts

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

History Examination

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

Division Examination

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

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

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

Results of the Examination

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

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

If a student does not pass a portion of the Division Written Qualifying Examination, the student may retake that particular portion of the Examination within six months. Students may also be required by their Committee to complete additional coursework before

retaking any portion of the Division Written Qualifying Examination. Students may only retake any portion of the Division Written Qualifying Examination one time. Students will not be given guidance for further study to prepare for the Oral Examination.

Qualifying Examination: Oral

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

As part of the oral examination, students will be expected to present and defend their Document Prospectus (see below). The Division Oral Qualifying Examination will be scheduled one week after the student's Division Written Qualifying Examination, and a minimum of two hours shall be reserved for the examination.

When the student successfully completes the two written preliminary exams and the oral qualifying exam, the student files an Advancement to Candidacy form in the Grad Rebel Gateway, which is then signed by all members of the student's advisory committee.

Prospectus

All students are required to write a "Document Prospectus" that outlines the proposed Lecture-Recital research, program, and document. This prospectus will serve as the basis for the presentation. The student will develop the prospectus in consultation with the student's Major Professor and Advisory Committee. The Prospectus must be completed and accepted prior to the Advancement to Candidacy and before the completion of the Qualifying Oral Examination, and shall consist of three to ten double-spaced, typed pages. The Prospectus must be approved by a majority of the student's advisory committee based on: relevance to the student's major field and career goals; comprehensive coverage of a topic with clearly defined limits; research and discussion of historical context; and a demonstrated ability to 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 student has successfully passed the DMA Qualifying Examination, submitted an approved Prospectus, and filed the Advancement to Candidacy form. The candidate's Division Chair shall approve the topic of the Document and the accompanying lecture/performance. Conducting candidates fulfill this requirement through a compilation of conducting performances, all of which are coordinated through and approved by candidate's Division Chair. All members of the committee, *including* the Graduate College Representative, shall issue a letter grade for the Lecture Recital.

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

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

The Lecture Recital may not be given before completion of all required academic courses; the student may give the Lecture Recital even if they have applied lessons or ensemble credits still to complete.

Document

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

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

All human subject research conducted by UNLV faculty, staff, and students must be approved by the UNLV Institutional Review Board before the research project begins. Additionally, all researchers, including faculty, staff, and students must have completed training on human 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, except under special circumstances determined by the Candidate's Advisor. The document must be double-spaced, in a legible, standard serif font. Candidates shall use the writing style and formatting guidelines from the most current editions of either *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian or *The Chicago Manual of Style* by the University of Chicago Press Staff.

Formatting for Thesis/Dissertation/Lecture-Recital Document

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

The Graduate College UNLV Formatting includes: cover page information and layout, page numbering, font, spacing, margins, numbering of images, tables, diagrams, graphs, and document organization.

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

Document Defense: Oral

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

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

iThenticate

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

The Graduate College Representative must be present for the Defense. The Oral Defense is graded as Pass, Fail, or Abstain, with a minimum of three (3) Faculty favorable votes to receive a Pass. All committee members will sign the Culminating Experience Results (Form #58).

In the event that Candidate does not pass the Oral Defense, Candidate, in consultation with Advisor, may request the Committee to administer a second defense. The Culminating Experience Results form must be submitted to the Graduate College if Candidate does not pass the Defense. Candidate must wait at least three months before defending a second time. Committee may require additional work on the Document before a second defense. The Oral Defense will not be given more than twice.

Submission Process for Thesis/Dissertation/Document

Candidate must defend the Document and collect 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>.

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 UNLV formatting, Candidate will receive an email identifying the problem and the modifications needed. The UNLV archivist will notify Candidate once the requirements are met. The UNLV archivist notifies the Graduate College that the document is approved and the degree can be conferred. More information is at: <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.

Appendix A: Audition Requirements for the Masters Degree (MM) in Multiple Woodwinds

Main instrument: Two contrasting pieces of your choice

In addition to the main instrument, Applicants must perform one piece (complete) on two secondary instruments, and must choose selections from the following:

Flute:

Bach: one of the seven Sonatas

Mozart: Concerto in G major or D major

Faure: Fantasie

Enesco: Cantabile et Presto

Gaubert: Nocturne et Allegro Scherzando

Taffanel: Andante Pastoral et Scherzettino

Poulenc: Sonata

Chaminade: Concertino

Oboe:

Mozart: Oboe Quartet

Marcello: Concerto

Hindemith: Sonate

Schumann: Three Romances

Saint-Saens: Sonata

Clarinet:

Saint-Saens: Sonata

Brahms-Sonata

Messiaen: Abime des Oiseaux

Stamitz: Concerto #3 in B flat Major

Weber: Concertino

Hindemith: Sonate

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: Lecture Recital Hints for Preparation (DMA)

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

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

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

Appendix C: Qualifying Examination (DMA)

Music History

The Music History Examination comprises the following components:

Part 1. Student will correctly explain and illustrate a selection of terms (concepts, persons, musical works, or technical terms) relating to each of the following five periods of music history (Medieval and Renaissance, Baroque, Classical, Romantic, and Modern). Student

will select two out of four randomly selected terms for each period, for a total of 10 terms. Student will identify a specific composer, musical work, or other object that clearly illustrates or exemplifies the meaning of each selected term.

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

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

Divisional

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

Student and Advisor arrange the date and place for the Division Written Qualifying Examination. The Examination is constructed by Student's Advisory Committee. The Examination may be taken in any room that has a computer and is monitored by a UNLV faculty or staff member. Student must furnish a blank flash drive (unopened, in the original packaging) to the exam and will be provided with a laptop computer that must be used to complete the examination. The laptop computer may be checked out from the Music Office. Student shall reserve the computer with the Office while scheduling the Examination. Students shall back up their work frequently on the flash drive. Under no circumstances will Student be permitted to use notes or reference materials, or access the Internet for research purposes for the examination.

Student may query individual professors before the Qualifying Examination for specific preparation advice, which may or may not be given. Student will not be given any exam questions before the actual examination.

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

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

Appendix D: Division Oral Qualifying Examination (DMA)

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

Student and Advisor arrange the date and testing space for the Division Oral Qualifying Examination. Also, Students shall determine the availability of their committee members. The Graduate College Representative shall be present for the Oral Examination. The ultimate responsibility for all aspects of scheduling the Division Oral Qualifying Examination rests with the Student. The defense shall be scheduled for a two-hour block of time.

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

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 overall course of study and continue to meet with advisor on a regular basis, especially before the beginning of each semester.
3. Plan to take any remedial coursework, 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 overall course of study and continue to meet with 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 written Qualifying Exams 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 final day of instruction and the Oral Defense no later than 3 weeks before the final day of instruction. Then submit the Culminating Experience 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

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

(<http://help.youtube.com/support/youtube/bin/answer.py?hl=en&answer=181547>) to the Director of Graduate Studies per the instructions below.

Description of an unlisted video

An [unlisted video](#) is a different type of private video. "Unlisted" means that only people who know the link to the video can view it (such as friends or family to whom you send

the link). An unlisted video will not appear in any of YouTube's public spaces (such as search results, your channel, or the Browse page). An unlisted video is different from a private video in that a YouTube account is not necessary to watch the video (an unlisted video can be seen by simply using the video's link), and there is no 25-person sharing limit.

How to create an unlisted video

The following describes how to make any 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, 1/1/2011."

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