

Music

University of California, Berkeley

Graduate Student Handbook

TABLE OF CONTENTS

STAFF & FACULTY CONTACT LIST	3
ADMISSIONS	4
GENERAL POLICIES AND PROCEDURES	4
Orientation.....	4
Advising.....	5
Registration.....	6
Grading.....	6
California Residency.....	6
PROGRAMS OF STUDY	
COMPOSITION	
M.A.....	8
Ph.D.....	10
ETHNOMUSICOLOGY	
M.A.....	13
Ph.D.....	16
HISTORY AND LITERATURE OF MUSIC	
M.A & Ph.D.....	21
FINANCIAL SUPPORT	26
TEACHING	30
FACILITIES AND SERVICES	33
APPEALS PROCEDURES	34
APPENDIX 1: Degree Timelines	
Composition.....	36
Ethnomusicology.....	38
History & Literature.....	40

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The Graduate Committee

Nicholas Mathew, Head Graduate Advisor and History & Literature Graduate Advisor
Benjamin Brinner, Ethnomusicology Graduate Advisor
Franck Bedrossian, Composition Graduate Advisor

The purpose of this handbook is to assist candidates in the Music M.A. and Ph.D. program by providing them with basic information concerning program requirements and timetables; financial support and teaching responsibilities; appeals procedures and resources such as the Disabled Students Program; and other topics of significance. The handbook has a supplemental function and does not take the place of regular consultations with the Graduate Student Services Advisor, Graduate Advisor, committee chairs, and with appropriate personnel in the Graduate Division.

ADMISSIONS

The department offers programs leading to the M.A./Ph.D. and Ph.D. degrees, with specialties in composition and scholarship, including options in the history and literature of Western music and ethnomusicology. The department does not offer a stand-alone M.A. degree. The most appropriate preparation for admission to any of our programs is a B.A. with a major in music. Students are normally admitted to the M.A./Ph.D. program; but applications directly to the Ph.D. program are accepted from students who already have an M.A. in the appropriate field. Applications are considered once a year for admission in the Fall Semester only; the application deadline is the preceding December 1st. Please consult the Department's website for information about how to prepare an application, and for a link to the on-line application.

No entrance exams are required at the time of application, but students who are accepted to Berkeley take a series of proficiency exams before classes begin in August. For a description of these exams, see p. 5.

GENERAL POLICIES AND PROCEDURES

ORIENTATION

The week before instruction begins is a good time to get better acquainted with the Department, its administrative and academic staff, and with other graduate students. All new students will meet with the Chair, the Graduate Student Services Advisor, Graduate Advisor, and other students and faculty before classes begin in order to familiarize themselves with general requirements. During that week, or soon after, they also meet individually with the Graduate Advisor to discuss their fall schedules and general academic plans. Students are encouraged to seek scholarly advice from any faculty member by individual arrangement, as well as to draw upon the experience of continuing students in the Department. Continuing students often participate actively in the process of welcoming and orienting new students in the program.

Additional orientation activities for incoming graduate students are scheduled in the week before classes begin by the [Graduate Assembly](#) and [Graduate Division](#). New students are expected to attend these meetings. You should have received detailed information on these activities from Graduate Division earlier in the summer.

ADVISING

The Music Department designates one faculty member from each of the three graduate programs (Composition, Ethnomusicology, History and Literature of Music) to serve as Graduate Advisor for students in that program. These three professors, together with the Graduate Student Services Advisor, student representatives from each of the three programs, and the Department Chair (ex officio) make up the Graduate Committee. The term "Graduate Advisor" below refers to the faculty member responsible for graduate matters for each specific program. The term "Head Graduate Advisor" refers to the chair of the Graduate Committee.

New Students

New students should participate in all orientation activities before classes begin, and begin to get to know Department faculty and continuing M.A. and Ph.D. students. In addition, they are required to meet with the Graduate Advisor prior to course registration and to obtain approval for the intended program. After the first semester new students will follow the registration schedule outlined below for continuing students.

Although the Graduate Advisor for each program is officially responsible for guiding each student's decisions about the course of study, students are strongly encouraged to seek out conversation and informal advising with the faculty members most closely involved with their fields of interest.

Students may request an appointment with the Graduate Advisor to discuss their work at any time. The Graduate Advisor will also communicate with students regularly to convey faculty feedback on their progress and standing in the program.

Proficiency Exams

Before classes start each fall semester, incoming students take short exams that measure proficiency and knowledge that are important in their graduate program, as follows.

<u>Composition</u>	<u>Ethnomusicology</u>	<u>History & Literature</u>
Sight singing	Sight singing	Sight singing
Harmony in Bach chorale style	History (European music)	Harmony in Bach chorale style
Melodic & Harmonic dictation	Melodic dictation	Melodic & Harmonic dictation
Score reading	Analysis (European music)	Score reading

The purpose of these exams is to ascertain that students have reached and retained a basic grasp of these musical skills, about equal to the level expected upon graduation from undergraduate music programs. Students who fail one or more exams will be advised either to take an undergraduate course in that subject or to work independently and retake the relevant exam. Successful completion of these exams is also taken into account when assigning students to work as Graduate Student Instructors. Students are strongly advised to satisfy these requirements by the end of the first year. All deficiencies must be removed before scheduling the MA exam.

Advising for Continuing Students

All continuing students are required to meet with the Graduate Advisor prior to course registration to obtain approval for the intended program. Changes may be made in an approved program only after further consultation with the Graduate Advisor. In addition, students must meet with the Graduate Advisor for approval of the following: fulfillment of all program requirements (including those for languages, periods, fields, and so on), selection of the topics or areas for the M.A. Examination; Qualifying Exam topics and study strategies, formation of the exam committee and scheduling of the exam; scheduling of the prospectus meeting; and Dissertation Committee formation.

REGISTRATION

Every graduate student in good standing is required by UC Systemwide policy to register each semester until the completion of all requirements for a degree. Registration for spring semester begins by the end of October; registration for fall semester begins by mid-April.

The minimum enrollment requirement is 12 units per semester for all graduate students who are not yet advanced to doctoral candidacy, including those holding academic appointments that require registration. Students who have been advanced to candidacy may enroll for fewer than 12 units. For beginning students, these 12 units should be made up entirely or mainly from courses offered in the Music Department. More advanced students may design a 12-unit program that combines graduate seminars in Music, courses offered by other departments, and various kinds of independent study options (detailed below, in the requirements for each program).

Be sure also to check with other departments related to your interests for course offerings. Graduate seminars are particularly prone to last minute additions and changes that are not reflected in the general university course catalog which is produced several months in advance of the semester. Before you register for courses you must meet with the Graduate Advisor in order to discuss your class choices. You will enroll for classes through CalCentral, where you will also check your residency, grades, and financial information.

In order to receive fellowship stipends, you must first register for at least one class. Course selections and grading options may be changed without a fee during the first three weeks of each semester and may be changed for a \$5 or \$10 fee after the fourth week of the semester. You must consult with the Graduate Advisor before making any changes to your academic program. A Petition to Change Class Schedule is required to be signed by the Graduate Advisor and taken to the Graduate Student Services Advisor in order to process changes beginning the fourth week of each semester.

GRADING

Grading System: Courses are most often taken for a letter grade except as outlined below under the Satisfactory/Unsatisfactory option. Students who have advanced to Ph.D. candidacy and begun working on their dissertations will sign up for independent study (299). The university requires that graduate students maintain at least a 3.0 grade point average (B grade or better).

Satisfactory/Unsatisfactory Option: The Graduate Division prefers students to enroll in courses for letter grades; however, graduate students in good standing may take courses on a Satisfactory/Unsatisfactory (S/U) basis with the consent of their Graduate Advisor. A Satisfactory grade implies work of B minus quality or better. Courses graded S/U are not included in the grade-point average. A course graded U may not be counted toward a degree program ([Graduate Services Degrees](#), 642-7330).

By university requirement, no more than one third of all Berkeley units in the 100 and 200 series (excluding 299) may be taken on a S/U basis. It is important for first-year students to take courses on a letter-graded basis in order to establish a grade-point average for future fellowship and academic appointment consideration. Completion of a foreign language requirement by course enrollment requires that all courses be taken for a letter grade. While auditing of courses is not encouraged by the Department or the University, it can be done on occasion by permission of individual instructors.

Incomplete grades: If you have incurred any Incomplete grades in courses required for the M.A. or Ph.D. degrees, you are responsible for clearing these grades promptly. All Incomplete grades must be rectified before taking the MA exam or the Qualifying Exam. Students who have two or more Incompletes are academically ineligible to hold an appointment as a Graduate Student Instructor (teaching assistant).

To clear an Incomplete, the student must complete all remaining requirements for the course, then pay a small fee and submit the "Petition to Remove an Incomplete Grade" form (available at <http://registrar.berkeley.edu/>) to the instructor of the course. Though Incomplete grades will not turn to "F" grades if they remain on your transcript, you will not be able to receive your degree until Incompletes in required courses have been cleared.

CALIFORNIA RESIDENCY

All new students who are U.S. citizens or Permanent Residents but not yet officially residents of California must complete the requirements to qualify for in-state residency by the beginning of their second academic year. You will jeopardize or lose your ability to establish California residency by the beginning of your second academic year if you do not adhere to the following:

Follow all instructions on gaining residency provided by the Registrar's Office's Residence Affairs unit. Students cannot be physically absent from the State of California for more than 6 weeks (including the summer

after your first year of study). Be sure to obtain a California driver's license or a California ID card, and to cancel any driver's licenses issued by other states, even if you don't expect to drive while in California. Keep all receipts, bank account records, rental leases, etc., in a safe place and be prepared to produce copies to the Residence Affairs Unit in the Registrar's Office at the end of the spring semester. It is essential that you be able to document that you were in the state of California BEFORE the first day of fall classes and did not leave the state during holiday breaks. (If your academic program *requires* you to leave the state, you should register *in absentia* to maintain your residency status; consult the Graduate Advisor and the Graduate Student Services Advisor before making any such plans or commitments.) Be aware that multi-year university and Departmental fellowships will only cover non-resident tuition for U.S. citizens and Permanent Residents for the first academic year.

Though Residence Affairs discourages first year students from traveling abroad during the summer after their first year of coursework, it is usually still possible to do so as long as you carefully document that the time spent abroad coincided with activities that are essential to your field of studies. If you need to leave California during the holiday periods during this first year, speak to the Graduate Advisor and Graduate Student Services Advisor about preparing a memo of justification for such activities.

Students who are qualified to become California residents will be held responsible for non-resident tuition if they have not succeeded in becoming residents after their first year.

Withdrawal from the University

To withdraw from the University or discontinue studies for any period of time, please discuss the decision with the Graduate Advisor and be sure to contact the Graduate Student Services Advisor as well. Withdrawal may affect such things as visa status, residency status, student loan repayments, Normative Time status, the ability to use filing fee status when filing your dissertation, and readmission into the program is not guaranteed. If you move out of California while withdrawn, your residency status will likely be affected at the time that you file your dissertation, particularly if it takes you more than a year to file from the time that you left. If you lose your residency you will be charged out of state tuition in order to file, unless you are eligible to use Filing Fee Status (which requires you to be registered the previous term).

You will need to submit a completed readmission form signed by the Head Graduate Advisor along with a fee to the Graduate Division in 318 Sproul in order to re-enroll after you have been withdrawn. Readmission forms are available on the web at <http://registrar.berkeley.edu/GeneralInfo/elecforms.html>.

PROGRAMS OF STUDY

COMPOSITION

M. A. REQUIREMENTS

Entrance exams

Entrance exams in harmony, counterpoint, sight singing, score reading, and dictation will be given at the beginning of the student's program. At the discretion of the Graduate Advisor, courses may need to be taken to help meet the proficiencies required in the entrance exam's various subjects. All deficiencies and incompletes must be made up before the M.A. exam is scheduled.

Required Courses:

Music 157B	Orchestration
Music 156	Analysis
Music 258A	Introduction to Computer Music Composition
Music 203	Seminar in Composition
Music 290	Colloquium
Music 300	Professional Preparation for Teaching Assistants

Music 203 must be taken every semester until the student passes the MA exam.

Music 290 (must be taken every semester until the student passes the Ph.D. Qualifying Exams)

Students are generally expected to take a minimum of two graduate-level seminars in the department per semester until the M.A. degree has been completed (end of fourth semester).

Language requirement

One language pertinent to the student's area of expertise is required. The language exam consists of a 300-word passage in the foreign language, which the student is asked to translate into clear, idiomatic English. The allotted time is 90 minutes. Translations are judged on the basis of accuracy of translation, grasp of grammatical principles in the foreign language, and ability to render the original in an English idiom that will be readily understood by readers. For many students the time limit is a significant challenge in the translation exams. If a choice between quantity and quality becomes necessary, we encourage students to choose quality: it is preferable to render most of the passage in correct and clear English rather than to translate the whole passage in overly literal and awkward English. Students are permitted to use a paper dictionary during the exam (no electronic resources).

Students are encouraged to schedule language exams early in their time at Berkeley. Language exams may be retaken until passed, with no penalty for failures. One of the two language requirements can also be satisfied by taking a course sequences of four semesters (six quarters) in a certified language completed at any UC campus with an average grade of B or better.

To schedule a language exam at the beginning of the semester, speak to the Graduate Student Services Advisor, who will arrange with a faculty member to select a passage and grade the translation.

Production of new compositions

Every student must complete and program for performance at least one new composition per year. In the spring, new compositions are to be submitted for faculty review along with a short written report describing artistic progress and plans for the future. After faculty review, each student should meet with the Graduate Advisor to assess his/her progress in the program. In addition, there is a general expectation that students will participate in the production and organization of new music performances.

Colloquia

Students are required to attend the colloquium series in composition regularly.

M.A. Exam

The M.A. exam should be taken by the end of the fourth semester of study. It consists of two parts: a thirty-minute oral analysis exam, and a written Music Technology Proficiency exam administered in the week before the oral exam.

M.A. Music Technology Proficiency Exam: The M.A. Music and Technology Proficiency Exam is a two-hour exam. The student is required to demonstrate at the computer a basic understanding of a number of music-related software tools as well as discuss and complete a number of music and technology related tasks. The exam is administered at CNMAT. Complete information and expectations for this exam will be covered in Music 258A.

M.A. oral examination: M.A. oral examination for composition consists of a thirty-minute oral analysis of a short composition from the common practice period of musical history. The committee to assess the exam is made up of three members of the faculty, with at least one representative from composition. The analysis piece is given to the student twenty-four hours before the exam. In the presentation, the student should discuss the most interesting musical features of the composition, situate the piece in terms of style and musical form, and attempt to account for any musical idiosyncrasies in analytical terms. If the student fails the exam, it may be retaken once, upon recommendation of the examining committee. Please note: if no retake is recommended by the committee or if the retake is not passed, the student is subject to dismissal from the program. At the discretion of the committee, work may be assigned to address deficiencies in lieu of a retake. The exam is usually scheduled for the twelfth week of classes. The language requirement must be satisfied and any Incompletes in coursework must be finished before the M.A. exam can be scheduled.

Music 156 (Analysis), required for the M.A. degree, generally serves as preparation for the M.A. oral examination. If the student needs further study, Music 601 (Individual Studies for Master's Students) may also be recommended.

Advancement to Master's Candidacy

Before the "Application to Candidacy" for the M.A. degree can be filed, the student must have completed the following requirements:

1. Met the entrance exam proficiencies as required by the Graduate Advisor.
2. Submitted a portfolio of work completed during the student's graduate study at Berkeley.
3. Made a satisfactory grade (B or better) in required courses and have an overall GPA of 3.0.
4. Passed one foreign language exam.
5. Fulfilled any Incompletes.

Proceeding to the doctoral degree

After review of the student's portfolio and the successful completion of the M.A. exam, the composition faculty will meet and determine if the student is to continue on with the Ph.D. degree.

THE Ph.D. DEGREE

Courses:

If entering at the Ph.D. level:

- Music 203 Seminar in Composition (two semesters)
- Music 258A Introduction to Computer Music Composition
- Music 300 Professional Preparation for Teaching Assistants
- Music 290 Colloquium (must be taken every semester until the student passes the Ph.D. Qualifying Exams)

For students entering at the Ph.D. level and those continuing from completing the M.A.:

- Music 204 Studies in Musical Analysis

After two semesters of Music 203, all Ph.D. students are expected to enroll in Music 299 (independent study) or Music 207 every semester until they pass the Qualifying Exam.

Students are generally expected to take a minimum of one graduate-level seminar in the department per semester until the Qualifying Exam has been completed.

Ph.D. students must take at least one additional course in musical analysis, criticism, computer music, history, or ethnomusicology at the graduate level for which prose reports are required, such as Music 202.

Language requirement

In Composition, two languages pertinent to the student's area of expertise are required (one additional language if the M.A. is already completed at Berkeley) The language exam consists of a 300-word passage in the foreign language, which the student is asked to translate into clear, idiomatic English. The allotted time is 90 minutes. Translations are judged on the basis of accuracy of translation, grasp of grammatical principles in the foreign language, and ability to render the original in an English idiom that will be readily understood by readers. For many students the time limit is a significant challenge in the translation exams. If a choice between quantity and quality becomes necessary, we encourage students to choose quality: it is preferable to render most of the passage in correct and clear English rather than to translate the whole passage in overly literal and awkward English. Students are permitted to use a hardcopy dictionary during the exam (no electronic resources).

Students are encouraged to schedule language exams early in their time at Berkeley. Language exams may be retaken until passed, with no penalty for failures. Students are encouraged to schedule language exams early in their time at Berkeley. Language exams may be retaken until passed, with no penalty for failures. One of the two language requirements can also be satisfied by taking a course sequences of four semesters (six quarters) in a certified language completed at any UC campus with an average grade of B or better.

To schedule a language exam at the beginning of the semester, speak to the Graduate Student Services Advisor, who will arrange with a faculty member to select a passage and grade the translation.

Production of new compositions

Every student must complete and program for performance at least one new composition per year until the qualifying exam has been passed. In the spring, new compositions are to be submitted for faculty review along with a short written report describing artistic progress and plans for the future. After faculty review, each student should meet with the Graduate Advisor to assess his/her progress in the program. In addition, there is a general expectation that students will participate in the production and organization of new music performances.

Colloquia

Students are required to regularly attend the colloquia series in composition and take Music 290 until the Qualifying Exam has been passed.

Ph.D. Qualifying Exam

The Qualifying Exam Committee consists of four Academic Senate faculty members: two composers, one other faculty member within the department, and one member outside of the department. One of the department members of the committee functions as chair. The chair of the committee cannot be the same as the chair of the student's dissertation committee. Students must therefore have decided which faculty member they will ask to be the dissertation advisor before the exam committee is formed. Students may suggest possible faculty to serve on the committee, especially the outside member, but it is the chair of the Qualifying Exam who has final responsibility for the committee. After the committee has been approved by the Graduate Division, the student should meet individually with committee members to discuss the exam. The language requirement must be satisfied and any Incompletes discharged before the Qualifying Exam can be scheduled.

In addition to handling procedural matters, the chair of the exam is responsible for assigning the preliminary written portion, approving and assembling the six pieces, and coordinating with the student to insure that all materials are made available to committee members.

The Qualifying Examination consists of a written and an oral part. The written part is to be carried out over a period of one month; it consists of an exercise in composition under certain conditions, such as a specified instrumentation. The written component must be passed before the oral Qualifying Exam may be held. If the written component is judged inadequate for a pass, the Committee may recommend a retake. If there is no recommendation or if a student fails the written preliminary, s/he is subject to dismissal.

The oral Qualifying Exam (three hours) takes place shortly after the successful completion of the written part. The candidate should be prepared to:

1. Demonstrate a broad general knowledge of twentieth and twenty-first century musical literature and its development.
2. Assess the chief problems occupying composers in the present day.
3. Discuss in depth six compositions. Three of these are selected by the student, in consultation with the committee chair, and three by the committee. Most pieces will be chosen from the last fifty years of repertoire. The six compositions should be selected and made available to all committee members at least ten weeks before the exam. Scores and recordings should be put on reserve in the Music Library in advance of the exam.
4. Discuss in depth the candidate's own creative work and be prepared to place that work in relation to current and historical compositional trends. Students should be prepared to discuss plans for the dissertation.

Music 204 (Analysis) provides valuable preparation for the Qualifying Exam. For most students, further study is recommended, usually two semesters of Music 602 (Individual Studies for Doctoral Students).

Successful completion of the Ph.D. Qualifying Exam marks a student's admission as a candidate for the Ph.D. degree, which means that all degree requirements have been completed except for the dissertation. Students entering the Composition program straight from undergraduate degrees must complete course work and pass the M.A. Exam and the Qualifying Exam within *at most* eight semesters. Students who arrive at Berkeley with an M.A. from another institution must do so within six semesters. This interval is referred to as the Normative Time for Advancement to Candidacy, and students who meet this requirement are eligible for the Dissertation Completion Fellowship (DCF) from the Graduate Division (see below under Financial Support, p. 32).

Dissertation prospectus

There is no formal prospectus. Instead, students should work out a plan for their composition projects in consultation with a member of the composition faculty. They should then prepare a description of approximately one page, specifying the length, medium, materials, text (where appropriate), and other salient features of the contemplated composition. This should be submitted to the Graduate Advisor, and the student should be prepared to discuss this proposal at the Qualifying Exam.

The Doctoral Dissertation

In composition, the dissertation consists of a musical composition of recent conception and considerable scope. No further a priori qualifications are placed on the composition. The dissertation committee will consist of at least three members of the faculty, with the committee chair and at least one other committee member drawn from the faculty in the composition program. The chair of the committee is chosen by the student, but may not be the same person as the chair of the qualifying exam. Students should file their dissertation by their twelfth semester to be within Normative Time. Those students who are eligible for the Dissertation Completion Fellowship (DCF) have one more year to complete their dissertation before they become ineligible for any further university funding.

Probation

If the student is not making satisfactory progress in the program according to the requirements and expectations laid out in the Composition Program of Study, s/he may be put on probation before advancement to doctoral candidacy or lapsed (a probationary status) after advancement. The student will be given specific instructions in writing, as to what actions need to be taken within six months to correct the identified problems. If the student does not correct the problems he or she may be dropped from the program and funding discontinued.

ETHNOMUSICOLOGY

M.A. REQUIREMENTS

Core Courses

1. Two courses in musical scholarship (Music 200B and 200C)
2. Music 243, 244A and 244B
3. Music 241 (if teaching Music 26AC)
4. Two courses from Music 130 series
5. One elective course in student's area of specialization

Students are expected to take a minimum of two graduate-level seminars in the department each semester until the M.A. has been completed. In addition, they are expected to attend the events in the colloquium series regularly and to participate actively in the discussion.

Before they can take the Master's exams, students must demonstrate proficiency in a language other than English. In addition, all Incomplete grades must be removed.

For the M.A. exam, the student will select a field of study (in consultation with the advisor) on which s/he will be examined. This choice must be made no later than the eighth week of the first semester of the second year in residence. In addition, skills for the analysis of music must be developed for the oral portion of the exam; opportunity to do this is provided in Music 243 and other courses.

All M.A. students in scholarship study together in an initial set of *two* courses.

Year 1

Music 200C Introduction to Music Scholarship

Introduction to issues and methods in ethnomusicology, from the perspectives of both the social sciences and humanities. Presentation of results in written and oral forms.

Year 2

Music 200B Introduction to Music Scholarship

Principles and methods of scholarly research in Western art music, especially history and criticism of music; use of documents, and design of projects. Presentation of results in written and oral forms.

All ethnomusicology students are required to take the following courses, paced through the year in the M.A. and Ph.D. programs.

Music 243 Transcription and Analysis in Ethnomusicology

Methods and practice of transcription applied to selected musical practices in relation to specific analytical goals. Coursework includes use of software for sound analysis and notation.

Music 244A Tools of Ethnomusicological Research

Practical experience in collection and organization of research data. Introduction to audio and video recording, photography, database design, interviewing and writing ethnographic fieldnotes.

Music 244B Research Design

Instruction in designing a doctoral research project, writing a dissertation prospectus and formulating a grant proposal. Focus also on issues such as representation and ethics. Students will normally take this course during the second semester of the third year in the graduate program.

Music 246 Theory and Method in Popular Music Studies

Critical survey of the major issues raised and methodologies used in the study of popular music. Selected readings from a wide range of disciplines, including sociology, anthropology, ethnomusicology, musicology, communication, history, political science, economics, and music journalism.

Additional elective courses are offered on topics that reflect the research interests of the faculty:

Music 208A Advanced Music Perception and Cognition. (4)

Course may be repeated for credit. Three hours of seminar per week. Experimental studies in Music Perception and Cognition. Research projects required.

Music 208B Music and Mind (Brinner)

Research seminar dealing with "what goes on in your mind" when you make music. Topics include conceptualization, processes of learning, retention, and recall. In the context of interaction among musicians, variation and other forms of alteration (from relatively free improvisation to formulaic recomposition) with varying degrees of intentionality manifested in performances will be considered. Perception is implicated, but not a central issue.

Music 230 Topics in Performance Studies

Three hours of seminar per week. Course may be repeated for credit as topic varies. Critical survey of performance theory as it relates to music. Readings combine key foundational texts with current scholarly works from disciplines including ethnomusicology, musicology, performance studies, anthropology, and cultural studies.

Music 240 Historical Readings in Ethnomusicology (Brinner)

Critical analysis of historical sources for ethnomusicological research and focus on the historical construction of the musical Other.

Music 247 Topics in Ethnomusicology

Course may be repeated for credit. A highly specialized course in ethnomusicology. The topic will change each time the course is offered.

Music 248A Topics in Asian Music (Brinner and visitors)

Course may be repeated for credit. A highly specialized course focusing on aspects of music in Asia. The topic will change each time the course is offered.

Music 249 Interpretive Theories and Music (Guilbault)

Course may be repeated for credit. Readings on interpretive theories dealing with issues such as aesthetics, identity formation, and politics of representation, from the multiple disciplines informing the study of music. The selection of theoretical writings will change each time the course is offered.

Music 250A. Advanced Ethnomusicological Studies (2-4)

Two to four hours of seminar per week. Forum for advanced work in students' areas of specialization, with particular emphasis on addressing the integration of musical analysis with theoretical issues. Students set specific goals with faculty and meet as needed individually and as a group.

To prepare for a career in ethnomusicology, students should supplement the graduate courses with a range of courses from the undergraduate curriculum that focus on different world musical cultures and a variety of ethnomusicological perspectives, venturing beyond their intended areas of specialization. Performance instruction is a component of most of these lecture courses.

Music 130B African American Music (Roberts)
Music 132 Music of the Middle East (Brinner)
Music 133C Music and Theater in Southeast Asia (Brinner)
Music 133D Music of Central Java (Brinner)
Music 134A Music of the East Asia Tradition (Wade)
Music 134B Music of Japan (Wade)
Music 135A Musics of the Caribbean (Guilbault)
Music 136 World Music: Power, Aesthetics, and Connections (Guilbault)
Music 137AC Music of the Civil Rights Era (Roberts)
Music 139 Topics in Musics of the World (Various)
Music 140 Central Javanese Gamelan (Midiyanto)
Music 143 Gospel Chorus (Wilson)
Music 146B Balinese Gamelan (Brinner)
Music 147 Contemporary Improvisation Ensemble (Melford)
Music 148 African Music Ensemble (Ladzekpo)
Music 179 Topics in History, Culture, and Analysis (when appropriate)
Music 189 Topics in Research and Performance (when appropriate)

Please note that many of the courses in the 130 series have performance sections in which students learn to perform some of the music addressed in those courses. Because each student's program is individually tailored, students often enroll for individual tutorials, from the following options:

Music 299 Individual Special Studies

Open to properly qualified graduate students for research or creative work, including work on the doctoral dissertation. Must supplement rather than replace regular curricular offerings.

Music 601 Individual Studies for Master's Students

Preparation for the M.A. exam

Music 602 Individual Studies for Doctoral Students

Preparation for the Qualifying Exam for the Ph.D.

On occasion two or more graduate students may propose a group special study to be supervised by a faculty member.

Music 298 Group Special Studies

Open to qualified students for research or creative work on a particular topic. Must supplement rather than replace regular curricular offerings.

The M.A. Examination

The M.A. examination is given during the twelfth week in the Spring Semester. Before the examination, all proficiency exam deficiencies must be tended to, all incompletes must be removed and requirements must be completed (language, and courses except for current course work). Students who fail the examination are permitted to retake it once, upon recommendation of the examining committee.

The M.A. exam consists of two parts: (1) a three-hour written examination designed to test the student's knowledge of a selected field of interest; (2) a short oral exam comprising the analysis of a musical selection (if a notated selection, given 24 hours before the exam day, but if requiring transcription, given one week from the day of the written exam). The examination will evaluate the student's understanding of the musical practices in question, the histories written on the subject, and the theoretical and methodological issues that have been raised or need to be raised by scholars in the field.

For the oral part of the exam, the student is required to do a twenty-minute presentation of his or her analysis of the selected piece. This is followed by a twenty- to thirty-minute question period by a committee formed of three faculty members, including two ethnomusicologists and a third faculty member selected for his or her knowledge of the music in question.

Language requirement

Students must demonstrate proficiency in two languages other than English, one of which is pertinent to the student's research interests. One language requirement must be completed before taking the M.A. exam. The second language requirement must be completed before scheduling the Ph.D. Qualifying Exam. The language exam consists of a 300-word passage in the foreign language, which the student is asked to translate into clear, idiomatic English. The allotted time is 90 minutes.

One of the two language requirements can also be satisfied by taking a course sequence of four semesters (six quarters) in a certified language completed at any UC campus with an average grade of B or better (not S/U).

Students are encouraged to schedule language exams early in their time at Berkeley. Language exams may be retaken until passed, with no penalty for failures.

To schedule a language exam at the beginning of the semester, speak to the Graduate Student Services Advisor, who will arrange with a faculty member to select a passage and grade the translation.

Teaching Requirement

The graduate program is committed to the preparation of teachers for colleges and universities. Opportunities to teach as Graduate Student Instructors (GSI) are thus incorporated into the funding package for each student, from the second year forward.

Review of progress through the M.A. Degree

At the end of each semester, the faculty members in ethnomusicology meet to review and assess the progress of each individual in the ethnomusicology program. At the end of each year, students submit a written Annual Report. The Graduate Advisor conveys an assessment to each student.

THE Ph.D. DEGREE

Admission to the Degree: Most students enter the Ph.D. program in music directly from the M.A. program at Berkeley. The Graduate Committee conducts a review at the time of the M.A. examination and informs students whether or not they may be admitted to the Ph.D. Students in the scholarship programs may be asked to submit term papers to the Graduate Committee for this review.

Students who earn the M.A. degree from other institutions must follow the regular application procedures for admission to the University for graduate study. Applicants who are admitted holding an advanced degree in music that has not prepared them for Ph.D. level work in ethnomusicology are required to begin at Berkeley at

the M.A. level.

Outline of the Program: The amount of time needed to complete the M.A./Ph.D. varies considerably, but students are encouraged to proceed as fast as they can and as the nature of the project allows. The expectations (referred to as Normative Times) for each stage of the degree work in Ethnomusicology, established by the Music Department in consultation with the Graduate Division, are as follows.

Students entering the M.A./Ph.D. program straight from undergraduate degrees must complete course work and pass the M.A. Exam and the Ph.D. Qualifying Exam within at most eight semesters. Students who arrive at Berkeley with an M.A. from another institution must do so within six semesters. This interval is referred to as the Normative Time for Advancement to Candidacy.

The Normative Time to Completion of the Ph.D. Degree in Ethnomusicology--that is, the amount of time within which a student is expected to complete the dissertation, after having passed the Qualifying Exam and advanced to candidacy--is six semesters.

Ph.D. Requirements

The Ph.D. degree is awarded for original, creative achievement, not for the mere completion of a course of study. The formal academic residence requirement (enrolling in at least four units in the 100 or 200 level series for a minimum of two years) is already met by the full-time requirement of being enrolled in a minimum of 12 units per semester. With the help of the advisor, the student devises a program consisting of seminars and supervised independent study (Music 298 and 299). Students in Ethnomusicology are encouraged to take courses outside the department in order to get to know professors who can serve as outside members on their Qualifying and Dissertation Committees.

The Graduate Division prefers students to enroll in courses for letter grades; however, graduate students in good standing may take courses on a Satisfactory/Unsatisfactory (S/U) basis with the consent of their Graduate Advisers. Academic Senate regulations state that credit for courses taken on an S/U basis is limited to one-third of a student's total units (excluding courses numbered 299 or those in the 300, 400, or 600 series). For master's degrees, two-thirds of all course work (not just required core courses included on the master's advancement to candidacy form) must be letter-graded.

Before the applying to take the Qualifying Examination, students are expected to have

- completed the M.A. course requirements;
- taken Music 246, 244A, and 244B ;
- and demonstrated proficiency in two foreign languages (including one satisfied at the M.A. level) .

We highly recommend that students take two additional electives from faculty who will serve on the Qualifying Exam committee.

Teaching

The graduate program is committed to the preparation of teachers for colleges and universities. Opportunities to teach as Graduate Student Instructors (GSI) are thus incorporated into the funding package for each student, from the second year forward.

Dissertation Topic and Prospectus

Students in Ethnomusicology are urged to find their particular fields of research as soon as possible in their graduate careers. At the Ph.D. level they may build on the subject of the M.A. exams or pursue other fields, but discussion of the possibilities should be undertaken regularly with the ethnomusicology graduate advisor in order to plan coursework carefully over the entire graduate program.

Because elements in the dissertation topic will usually fall within the topics covered in the QE, it is recommended that the student begin work on this component as early as possible, and no later than the first semester in the third year at Berkeley. By the end of the third year in graduate studies, students should have a clear idea of the faculty member who will serve as the principal thesis advisor.

Preliminary fieldwork during the summers permits realistic assessment of the viability of the research project and the seminar on research design (Music 244B) provides the opportunity to begin the formulation of a research proposal. When the dissertation research project has been selected in consultation with the student's dissertation advisor, the candidate will write a prospectus. The prospectus (c. 15 to 20 pages) should describe the questions and the theoretical perspectives that inform the project and the methodologies that will produce compelling evidence to advance the argument. It should not only demonstrate the candidate's knowledge of the literature on the subject, but also explain the significance of the project, including its contributions to the advancement of knowledge. The prospectus should also include a section that describes the main focus of each individual chapter and provide a bibliography. The dissertation prospectus may also serve as the basis for outside grant applications for funds to support the student's research.

Ethnomusicology students must be alert to the necessity of securing approval of their research protocol by the Committee for the Protection of Human Subjects before embarking on research. See <http://cphs.berkeley.edu/>.

It is recommended that at least a draft of the prospectus be completed during the semester before the Qualifying Exam. Once it has been approved by the dissertation advisor, the prospectus will be discussed by the members of the dissertation committee. Students are required to submit the prospectus at least one week prior to the meeting during which it will be examined. This meeting is usually scheduled a few days after the Qualifying Exam. Students may not begin fieldwork until the prospectus has been approved. If necessary, the committee will suggest revisions, to be completed by the student by a specified date.

Qualifying Exam

The Qualifying Exam is a three-hour discussion about three key domains selected by the candidate, in consultation with the pertinent faculty, that are central to the candidate's research and teaching interests. The QE committee includes four faculty members, at least two Academic Senate members from the Music Department (usually two will be ethnomusicologists), and one Academic Senate member from a Berkeley department other than music. The fourth member may be an Academic Senate member from Berkeley or a faculty member from another institution whose expertise lies in a field covered by the exam, but an exception for the latter must be requested by the Head Graduate Advisor and granted by the Associate Dean of the Graduate Division. In some instances, participation of a Berkeley instructor with Lecturer status might be needed; in that case the exception will be argued to the Graduate Division for a fifth member of the Committee.

One of the department members of the committee functions as chair. The chair of the committee cannot be the same as the chair of the student's dissertation committee. Students must therefore have decided which faculty member they will ask to be the dissertation advisor before the exam committee is formed so that another music professor will serve as exam committee chair. Students are encouraged to work with faculty outside the department early in the program so that they can propose as part of their QE committee scholars who are familiar with their work. Students should consult individually with each member of the committee well in advance of the exam to discuss the scope and emphasis of their selected topics and to establish a reading list.

If a student does not pass the Qualifying Examination and is not recommended for a retake or fails the second QE, he or she will be dismissed from the program.

Advancement to Candidacy

Advancement to candidacy for the Ph.D. takes place after the successful completion of a comprehensive oral examination (the Qualifying Exam). The Department of Music also expects completion of a prospectus of the student's proposed dissertation.

Students entering the M.A./Ph.D. program straight from undergraduate degrees must complete the Ph.D. Qualifying Exam within at most eight semesters. Students who arrive at Berkeley with an M.A. from another institution must do so within six semesters. This interval is referred to as the Normative Time for Advancement to Candidacy.

Review of Progress to the Ph.D. degree and Probation

At the end of each year, students submit a written Annual Report. The Graduate Adviser conveys an assessment to each student. After Advancement to Candidacy to the Ph.D., the student initiates an online annual Academic Progress Report through the Graduate Division's web-based system, GLOW (<https://gradlink.berkeley.edu/GLOW/>).

Concerns over a student's progress may involve the student's incapacity to decide on a doctoral research project after three years of course work if the student entered the program at the Master's degree level or after two years of course work if the student entered the program at the Ph.D. level. Concerns over a student's progress may also be related to lack of evidence of an ability to explore in depth a topic of his or her choice and write a doctoral dissertation. In such cases, the student is placed on probation for one semester and is required to fulfill specific requirements by a given date. The student's continuation in the doctoral program then depends on fulfilling these requirements. If the student does not correct the problems he or she may be dropped from the program and funding discontinued.

Dissertation

The Dissertation Committee consists of at least three Academic Senate members. The Dissertation Advisor must be a faculty member from the Department of Music. One of the two other members of the Dissertation Committee must be from outside the Department. The third member can be either from the Department of Music or from another Department on campus. (If a reader who is not a member of the UCB faculty is desired, that person will comprise a fourth member of the Committee.) This committee guides the student in research and passes judgment on the merits and progress of the dissertation. Again, note that the Chair of a student's Qualifying Exam cannot also chair the Dissertation Committee.

The dissertation may deal with any aspect of ethnomusicology. It must make an original and substantial contribution to knowledge. The Dissertation must consist of a work of **clearly** written expository prose and observe standard scholarly conventions of annotation and bibliography. While the student will naturally seek advice and assistance from her or his Dissertation Committee (and probably from many other sources) while writing the dissertation, the final result must be his or her own unaided work.

A completed version of the dissertation should be submitted with sufficient time to allow for final comments and revisions, and for the production of the revised draft. Detailed instructions for the preparation of the final draft and for filing for the doctoral degree should be obtained from the Graduate Division (318 Sproul Hall) or from the Graduate Division web site (http://www.grad.berkeley.edu/policies/pdf/dissertation_guide.pdf). The student must be registered or on Filing Fee status the semester he or she intends to file for the degree. Students should file their dissertation by their 14th semester to be within Normative Time.

HISTORY AND LITERATURE OF MUSIC

M.A. & Ph.D. REQUIREMENTS

Course Work

The course work requirements are almost identical for students entering at the M.A. level and those entering at the Ph.D. level.

A. Pro-Seminars

All students must complete two introductory pro-seminars:

In fall semester of first year:

Music 200B Introduction to Music Scholarship II (Musicology)

In addition, all students are required to attend a series of workshops in research methods at the beginning of the fall semester of the first year.

In fall semester of second year:

Music 200C Introduction to Music Scholarship III (Ethnomusicology)

B. Research Seminars

Students entering at the M.A. level must take at least five research seminars in music (courses with numbers 210 through 220) before entering the Ph.D. program.

Students entering at the Ph.D. level must take four research seminars in music (courses with numbers 210 through 220).

C. Additional Courses

Although courses in musicology at the graduate level will constitute the core of any program of study at the M.A. level, students may supplement those courses with a graduate course in another department that might be relevant to eventual dissertation work, with language courses (graduate or undergraduate), or with undergraduate courses in music that help to meet the proficiencies required for the entrance exam's various subjects (harmony, counterpoint, sight singing, score reading, and dictation). In general, courses at the graduate level are more appropriate for music graduate students to enroll in than undergraduate courses. It is expected that students take a minimum of two seminars in the department each semester until the M.A. is completed. Students should take courses with as many professors in the H & L program as possible.

Colloquia

Students are also expected to attend the events in the colloquium series regularly, and to participate as respondents to papers and ask questions.

Independent Study Courses

After the third semester, students may wish to make one of their courses an independent study, either to pursue independent research in an area of special interest that might develop into a dissertation topic, or to work independently to prepare for the M.A exam or the Qualifying Exam. Each of these must be undertaken in consultation with a member of the faculty. These courses should be taken sparingly, and generally only after the student has explored seminar offerings by most of the musicology faculty. All independent study courses work better if the study plan includes regular meetings with a faculty member.

Choose from these options:

Music 601. Preparation for the Master's Exam. (1-8 units)

Music 602. Preparation for the Qualifying Exam. (1-8 units)

Music 299. Special Study (for research or creative work, including work on the dissertation) (1-12 units)

Music 296. Directed Dissertation Research. (1-12 units)

The program of courses for each semester should be selected in consultation with the graduate advisor for H & L.

Language Requirements

Students must demonstrate proficiency in two languages other than English. One of these must be an official language as designated by the International Musicological Society (German, French, Italian, or Spanish). The second may be either another official language of the IMS, or a language that is pertinent to the student's dissertation work. One language exam must be passed before taking the M.A. exam. The second language exam must be passed before scheduling the Ph.D. Qualifying Exam.

Each exam consists of a 300-word passage in the foreign language, which the student is asked to translate into clear, idiomatic English. The allotted time is 90 minutes. Translations are judged on the basis of accuracy of translation, grasp of grammatical principles in the foreign language, and ability to render the original in an English idiom that will be readily understood by readers. For many students the time limit is a significant challenge in the translation exams. If a choice between quantity and quality becomes necessary, we encourage students to choose quality: it is preferable to render most of the passage in correct and clear English rather than to translate the whole passage in overly literal and awkward English. Students are permitted to use a hardcopy dictionary during the exam (no electronic resources).

Students are encouraged to schedule language exams early in their time at Berkeley. Language exams may be retaken until passed, with no penalty for failures. Students are encouraged to schedule language exams early in their time at Berkeley. Language exams may be retaken until passed, with no penalty for failures. One of the two language requirements can also be satisfied by taking a course sequences of four semesters (six quarters) in a certified language completed at any UC campus with an average grade of B or better.

To schedule a language exam at the beginning of the semester, speak to the Graduate Student Services Advisor, who will arrange with a faculty member to select a passage and grade the translation.

Exams

M.A. Exam

Written by students who enter Berkeley at the M.A. level, early in the spring semester of the second year. The written exam will be scheduled during Week 5 of the spring semester; the oral analysis exam during Week 12. All deficiencies and incompletes must be removed and requirements completed (except for current course work) before the examination. Students who fail the comprehensive examination are permitted to retake it once, upon recommendation of the examining committee. If the student is not recommended for a retake or fails the second examination, he or she is subject to dismissal.

Before the submitting the paperwork to schedule the M.A. exam, the student must have:

- met the entrance exam proficiencies or addressed any deficiencies as required by the Graduate Advisor;
- successfully completed 200B and 200C and one additional research seminar in music;
- passed one foreign language exam;
- removed any Incomplete grades;

- made a grade of B or higher in all music seminars taken.

The M.A. Exam consists of two parts:

1) A six-hour written exam

Each student meets with the graduate advisor towards the end of the first year to identify a list of eight topics that s/he will prepare for the exam. These topics must cover a wide range of historical periods and musical repertoires, and should also explore diverse approaches to the study of music. The topics will be approved by the H & L faculty early in the summer, and the first half of the second year is devoted to preparation of the eight topics. The exam consists of eight essay questions, one on each topic, of which the student must answer six. Sample lists of topics and a sample exam are available from the Graduate Advisor or the Student Services Advisor.

The exam is written on computers supplied by the Music Department, in a room in Morrison Hall. Answers are read and discussed by the entire H & L faculty.

The M.A. degree is awarded on the basis of both performance in course work and the exam itself. After the exam is written and results announced, students should arrange one-on-one meetings with faculty to receive feedback on their answers. In the event that an exam is deemed inadequate to satisfy the requirements of the M.A., the History and Literature faculty will meet to decide whether a retake of the exam is appropriate. This decision will be based on the student's prior performance in courses and written assignments, and on the quality of the written exam answers. All such decisions are made by extensive discussion and reached through consensus of the entire H & L faculty.

2) An oral analysis of a short composition

Students receive the score of the piece twenty-four hours before the exam. The examination consists of a 30-minute oral presentation on the piece, delivered before a committee of three faculty members. In the presentation, which the student should discuss the most interesting musical features of the composition, situate the piece in terms of style and musical form, and attempt to account for any musical idiosyncrasies in analytical terms. If the student fails the analysis section of the exam, it may be retaken once, upon recommendation of the examining committee. At the discretion of the committee, work may be assigned to address deficiencies in lieu of a retake. The exam is usually scheduled for the twelfth week of classes. If a student passes the written exam but not the oral analysis or the retake, the student will be considered to have failed the Master's exam and is subject to dismissal.

Progress through the Program; Review and Probation

Each year all students are required to submit to the Student Services Advisor a brief document that describes his/her progress so far and plans for the near future. This statement should include the following information: courses completed; plans for the coming semester (including seminars to be taken, independent studies, preparation for exams and dissertation), expected timeline for taking the Qualifying Exam, and any emerging forming ideas for the dissertation and the three topics to be prepared for the Qualifying Exam. This document must be handed in to the Student Services Advisor by May 1 in the spring semester. They will be read and discussed by the H & L faculty and feedback conveyed to students by the beginning of the following semester.

Ph.D. Qualifying Examination Procedures

Timing of the exam: Students who enter the program at the M.A. level should aim to take the qualifying exam at the end of the third year, about a year after the successful completion of the M.A. Exam. Students who enter at

the Ph.D. level should plan to take the exam either towards the end of the second year or midway through the third year in the program. Individual circumstances will determine the best time for each student to schedule the exam. Relevant factors include: choice of dissertation topic and exam topics, amount of prior preparation in those topics, seminar work needed to prepare for the dissertation, and timing of the dissertation prospectus. Funding may also play a role: students who are funded for two years on fellowship (without teaching) should aim to take the QE earlier than those who teach in the second year.

All Ph.D. Qualifying Exams have two parts, written and oral. The student must pass all portions of the written exam before proceeding to the oral exam, which is scheduled to occur approximately two weeks after the end of the written exams. The exams test the student's mastery of the three fields of study (see details below).

Examination committee: At least one year before the proposed QE date, the Graduate Adviser composes a QE committee in consultation with the student. The committee consists of at least four members of the Berkeley Academic Senate, two of whom must be Department faculty, and one of whom must be in another Department.

The Qualifying Exam Committee consists of four faculty members: three musicologists and one faculty member from a department other than Music. The usual committee will consist of the faculty members who are expected to serve as dissertation advisor and second reader for the dissertation, and one other faculty member whose expertise is relevant to the student's interests. Ideally, the representative from outside the Music Department will be engaged in scholarly work relevant to the student's exam topics or dissertation, but this is not always the case. The QE chair cannot go on to chair the student's dissertation. After the committee has been approved by the Graduate Division, it is the student's responsibility to contact and meet individually with committee members to discuss the exam.

Selection of topics and examination lists: Six months before the proposed QE date the student selects three topics and submits them for approval, together with proposed reading and repertoire lists for each topic. The special topics are defined in consultation with the QE committee and approved by the musicology graduate adviser. Each topic should relate in some way to the planned dissertation, whether by providing background in a historical period or place, examining a musical style or genre, or by surveying a theoretical issue that will be germane to the dissertation. At least one of the topics and reading lists should be squarely situated within the field of musicology, and students are encouraged (but not required) to define one topic that draws on readings and approaches from other fields. Students are encouraged to consult faculty actively while preparing for the exam and to seek input on the reading and repertoire lists that will guide preparation for each topic.

The written examination: The written examination consists of three essays keyed to the three prepared topics, written within one week (typically M-W-F with twelve hours allotted for each essay and a day of rest in between them). For each of the three essays, students will choose between two questions.

The student will receive the examination via email from the Graduate Student Services Advisor (GSSA) and return to completed examination electronically to the committee members and the GSSA by 9 p.m. The exam is open-book, and students should write as many pages as they need to answer cogently the questions asked while not exhausting themselves or digressing. In some cases, 10 pages (Times type—around 3000 words) may be sufficient for thorough treatment; in others, 15-16 pages (about 4500 words) are justified; the Department considers 12-13 pages as typical. Much depends on the question itself, as well as on the concision that students are able to bring to their answers. In no case should a student write more than 16 pages.

The student will be informed within one week as to whether she or he has passed, and may proceed to the oral component; the committee will also provide comments in writing. If any part of the written exam is not a pass, it must be retaken before the oral exam.

The oral examination: takes place within two weeks of the written examination. It lasts up to three hours and covers the written examinations and the lists on which they were based. The QE may conclude with a discussion of the student's evolving plans for the dissertation.

Timing and Repetition of Exams: If a student fails the Qualifying Exam, s/he will be permitted to retake the exam once at the discretion of the Exam Committee. If the student is not recommended for a retake or fails the second exam, s/he is subject to dismissal from the program. Doctoral students should be Advanced to Candidacy as soon as possible following successful completion of the Qualifying Examinations.

Dissertation prospectus

Students are urged to find their particular fields of research as soon as possible in their graduate careers. At the Ph.D. level they may build on the subject of the M.A. exams or pursue other fields, but discussion of the possibilities should be undertaken regularly with the graduate advisor in order to plan course work carefully over the entire graduate program. By the end of the third year in graduate studies, students should have a clear idea of the faculty member who will serve as the principal dissertation advisor.

It is recommended that at least a draft of the prospectus be completed during the semester before the Qualifying Exam. Once the prospectus is drafted, it should be read and approved by the dissertation advisor, who will advise the student when to schedule the prospectus meeting. At the hour-long prospectus meeting, the dissertation advisor, the second reader, and one other member of the musicology faculty will discuss the feasibility of the dissertation project informally, attempting to anticipate possible obstacles and to advise on how best to present the project to granting agencies and other audiences. The Student Services Advisor will schedule the prospectus meeting when asked to do so by the student.

It is important to keep in mind that the dissertation prospectus may serve a number of purposes. Not only will it accelerate the student's progress toward the dissertation. It may also serve as the basis for outside grants that will fund the student's research. This function should be borne in mind as the draft is being written. In order to get a clearer idea of the most useful form and style for such a document, students are advised to consult the handbooks published by the Townsend Center on writing successful grant applications.

Advancement to Candidacy

Advancement to candidacy for the Ph.D. takes place after the successful completion of two separate but related components: (1) the Qualifying Exam and (2) a prospectus of the student's proposed dissertation. Because the subject of the dissertation prospectus will usually fall within the topics covered in the Qualifying Exam, it is recommended that the student begin work on this component as early as possible, and definitely by the first semester in the third year at Berkeley.

The sequence of completing these two components may vary depending on the student and the dissertation topic. Students who enter the program at the Ph.D. level should complete both by the end of the fifth semester and no later than the sixth semester. Students entering at the M.A. level should complete both requirements by the end of the eighth semester.

The standards for progress through the degree, established by the Music Department in consultation with the Graduate Division, are known as Normative Time. Normative Time for Advancement to Candidacy in the

History and Literature Program is eight semesters for students who enter the program straight from undergraduate degrees, and six semesters for those who arrive at Berkeley with an M.A. from another institution. However, in the Musicology Program many students are able to proceed to the Qualifying Exam somewhat sooner than this, which frees up valuable time (and funding) for work on the Dissertation. All students who advance to candidacy within Normative Time are eligible for the Dissertation Completion Fellowship (DCF) from the Graduate Division (see Financial Support, p. 32). Those unable to advance to candidacy within normative time may be subject to probation.

Dissertation

The Dissertation Committee consists of at least three Academic Senate members, one of whom must be from outside the Department, and two of whom must be Department faculty. This committee guides the student in research and passes judgment on the merits and progress of the dissertation. Again, note that the Chair of a student's Qualifying Exam cannot also chair the Dissertation Committee.

The dissertation may deal with any aspect of music--history, criticism, analysis, theory, performance practice, or any subject that lends itself to scholarly investigation. It must make an original and substantial contribution to knowledge. The Dissertation must consist of a work of connected expository prose and observe standard scholarly conventions of annotation and bibliography. While the student will naturally seek advice and assistance from her or his Dissertation Committee (and probably from many other sources) while writing the dissertation, the final result must be his or her own unaided work.

A completed version of the dissertation should be submitted by the end of the semester prior to that in which the candidate intends to receive the degree. This will allow time for final comments and revisions, and for the production of the revised draft. Detailed instructions for the preparation of the final draft and for filing for the doctoral degree should be obtained from the Graduate Division (318 Sproul Hall) or from the Graduate Division web site (http://www.grad.berkeley.edu/policies/pdf/dissertation_guide.pdf). The student must be registered or on Filing Fee status the semester he or she intends to file for the degree. Students should file their dissertation by their twelfth semester to be within Normative Time. Those students who are DCF eligible have one more year to complete their dissertation before they become ineligible for any further university funding.

Probation

If the student is not making satisfactory progress in the program according to the requirements and expectations laid out in the Program of Study, s/he may be put on probation before advancement to doctoral candidacy or lapsed (a probationary status) after advancement. The student will be given specific instructions in writing, as to what actions need to be taken within six months to correct the identified problems. If the student does not correct the problems he or she may be dropped from the program and funding discontinued.

FINANCIAL SUPPORT

General

The Department of Music attempts to support all students who make satisfactory progress toward the degree for a reasonable period of time with stipends and at least partial tuition coverage. In the past this has meant at least five years of support for students who follow first the M.A. and then the Ph.D. program, and four years for students who enter at the Ph.D. level (those who have entered with the M.A. or equivalent from another institution). Sometimes we have been able to support students for longer periods of time. The process of seeking support is carried out jointly by the student and the Department. What follows details some, though not all, of the possibilities. Each student's support package on entering Berkeley is tailored specifically to him or her.

All U.S. citizens and permanent residents seeking aid from any unit of UC Berkeley are expected to submit a FAFSA form (Free Application for Federal Student Aid) to the US Department of Education. Submission of this form is now a requirement for many fellowship competitions that require a student to show financial need.

In addition to university and departmental funding, all students, and especially those entering into the dissertation research phase of their careers, are strongly encouraged to pursue external avenues of support.

Tuition and Fees

The largest variable in the student's funding needs is the amount to be paid for tuition and fees in any given year. The most crucial factors determining tuition and fees are the student's status as a resident or non-resident of California and whether or not the student has "advanced to candidacy."

Students who enroll at Berkeley fall into three categories: a) legal residents of California; b) non-residents of the state who are U.S. citizens or permanent residents of the U.S., who may become California residents after one year; c). international students without green card and/or who are not married to a U.S. citizen, and who are therefore not eligible for California residency. (For more information on residency, see the Registrar's Office website: http://registrar.berkeley.edu/prospective_students/residency.html.)

California residents are required to pay in-state fees (see the Registrar's Office website for fee structures: http://registrar.berkeley.edu/current_students/registration_enrollment/feesched.html). University fellowships typically cover the costs of all fees for in-state residents and teaching assistants receive partial remission for in-state fees.

Students who are not California residents are required to pay both out-of-state fees and tuition. University fellowships typically cover the costs of all fees and tuition for non-residents. However, it is important to note that students who are qualified to become California residents will be held responsible for non-resident tuition if they have not succeeded in becoming residents after the first year.

Citizens of countries other than the U.S. usually may not establish California residency and therefore are responsible for both non-resident fees and tuition. International students who have advanced to candidacy for the Ph.D. degree within Normative Time (by the end of the 6th semester for students who enter with a Masters degree, and by the end of the 8th semester for students who enter directly from an undergraduate degree) are eligible for a waiver of non-resident tuition for the next three calendar years. After three years have elapsed, tuition will return to the full amount. Please note that international students without immigration status do not qualify for U.S. government-sponsored need-based awards, including student loans and work study.

Departmental and University Funding

All students admitted to the graduate programs in Music are granted a funding package that covers educational fees, health insurance, and basic living expenses for either four (for students entering with an MA degree in the relevant field) or five years (for students coming in with only a Bachelor's degree). Funding packages are designed individually for each student, so details will vary slightly depending on the various sources of funding the department has secured for each student.

But these basic outlines are the same for all students. All students will be supported on fellowships for the first year in the program (no teaching). Most students will be expected to work as Graduate Student Instructors for each subsequent year beginning in the second year. Depending on the funding source, some students receive an additional full year of fellowship support, which they can elect to use either in the second year or at a later stage of the program--perhaps during dissertation research. This additional fellowship year can also be divided, with a semester taken in the second year and the second semester at a later point. The Music Department endeavors to provide some support in the form of fellowship also to those students who are not guaranteed this additional year of fellowship in their entering financial package, but this is contingent upon the availability of funds.

The Doctoral Completion Fellowship

The Doctoral Completion Fellowship (DCF) provides an incentive for students in certain graduate programs, of which Music is one, to complete their degree within normative time. This fellowship program is available to Music students who enter in Fall 2010 or later.

To be eligible for the DCF students must:

- Be advanced to candidacy within the number of semesters established as the Normative Time to Advancement in their major
- Be in good academic standing with a minimum GPA of 3.0
- Have a current, satisfactory annual progress report on file with Graduate Division
- Have participated in Ph.D. completion activities or in other requirements, as directed by their program (see below for details)
- Submit an application for Advancement to Doctoral Candidacy to Graduate Degrees by the deadline date specified for DCF in [Dates for Completion of Requirements for Higher Degrees](#) for that semester.

The Music Department sponsors a slate of events and procedures that are designed to help students complete the degree within Normative Time. In all three graduate programs, students are required to submit Annual Reports that document their recent academic and professional activities and project into the future, planning ahead for stages of dissertation work, conference presentations, and publications. The Annual Reports should be completed in consultation with the Degree Timelines for each program that appear as the Appendix to this Handbook. Early in each fall semester, the Department also presents a workshop on applying for jobs, which is strongly recommended for all students who have advanced to candidacy and may also be of interest to students at earlier stages. At this workshop faculty advisors discuss sample resumes and cover letters by students entering the job market and provide an overview of the application, interview, and hiring process in each field. Students in Ethnomusicology and History & Literature are furthered expected both to join a Dissertation Writing Group (at the appropriate stage) and to participate in the Department's Research Forum for work in progress. Once your Dissertation Prospectus has been approved, see one of the faculty advisors for information about these groups.

Support for Research Travel

Students who need to be away from Berkeley for fieldwork, dissertation research, and any other purpose are strongly encouraged 1) to apply for all available forms of outside funding (to find out about external funding sources, consult the list maintained by Graduate Division); and 2) to make sure that the Graduate Advisor for

their program and the Graduate Student Services Advisor is aware of their educational needs and preferences. This communication should happen early in the spring semester, well in advance of the time when the Graduate Committee makes funding decisions (March-April). Students who will be outside of California should register on *in absentia* status.

External Grants

In general, external grants will be treated as supplemental to the student's guaranteed funding package from Berkeley. For example, a student who receives a Fulbright or SSHRC fellowship for one year will be allowed to defer his/her next year of funding from Berkeley. However, fellowships administered by the university (e.g. FLAS) are counted as part of the package and receiving one of them will not result in an additional year of funding. Students who wish to take a leave or draw on an external source of funding (including personal funds) for a year may defer their university funding, but they must notify the Graduate Student Services Advisor of their intention to do this in good time (at least early in the spring semester, but preferably before winter break).

Summer Funding

When funds are available, the Music Department awards summer grants on a competitive basis to students who submit a brief and focused research plan. In recent years summer grants have been set at a maximum of \$3000 per student. The call for applications is issued by the Graduate Student Services Advisor in April, after all funding commitments to students for the coming academic year have been budgeted. Applications are evaluated by the Graduate Committee, and awards announced by the first week of May. The Department endeavors to make as much summer funding as possible available, but students should be aware that funding for the academic year is the budgetary priority and amounts available will therefore fluctuate. In applying for summer grants, students should strive to present a modest and realistic budget and a thoughtful rationale for the proposed work. Students may apply either to pursue special research or educational projects, or to stay in Berkeley to advance their progress through the degree program.

Conference Travel

When funds permit, the Department makes available a small amount of money each year to support the participation of graduate students in academic conferences and events. Students must be able to show proof that they have been invited to present a talk at the conference or other event.

Funding Opportunities for Entering Students

1. **Multi-year Fellowships:** These usually cover tuition and living expenses for several years, in a combination of fellowship stipend and Graduate Student Instructorship (GSI) position, and are highly competitive and awarded on a campus-wide basis by the University's Graduate Division. Entering students are nominated for these fellowships by the Department.
2. **Foreign Language Area Study (FLAS) grants** are available both for the academic year and summer for students to study modern foreign languages, either at UC Berkeley or elsewhere in the United States and abroad. Though priority is given to students in the humanities, lower priority is given for the study of the more common European languages, such as German and French, particularly at a beginning level, and FLAS fellowships are never given for the study of Latin. You must be a US citizen or permanent resident to apply for FLAS fellowships.

STATUSES WITH REDUCED FEES

In absentia status

In absentia status is a form of registration available to academic and professional graduate students undertaking coursework or research related to their degree programs *outside of California*. Students retain their residency

status, do not have to apply for readmission, and have access to the Library proxy system. Students registered *in absentia* are only assessed full health insurance fees, and 15 percent of the combined University Educational and Registration Fees. If applicable, students are also assessed non-resident tuition and/or professional school fees. All applications are due by August 10 for the fall semester and January 10 for the spring semester.

See the Registrar's Office or Graduate Division website (<http://www.grad.berkeley.edu/policies/absentia.shtml>), for more information.

Filing Fee status

The Filing Fee is a reduced fee for graduate students who have completed all requirements for the degree except for filing the doctoral dissertation. Filing Fee is one-half of the University Registration Fee. The Filing Fee is not a form of registration or equivalent to registration. If students wish to use University services that are supported by registration fees, they must pay those fees. Students with academic appointments for which registration is not required may hold such appointments on Filing Fee status but will not receive fee remissions.

Filing Fee is available for the fall and spring semesters only. The student must be registered in the semester (or in a Summer Session) immediately preceding the one for which Filing Fee status is requested. To use the Filing Fee in a fall semester, the student must have been registered in the previous spring or summer (if Summer Session, for a minimum of 3 units). To use the Filing Fee in spring, the student must have been registered in the previous fall. Filing Fee status is not available for Summer Sessions. However, students are permitted to file a thesis or dissertation while registered for Summer Sessions. Degrees for which students file in summer are awarded and dated the following December.

Duration of the Filing Fee. The Filing Fee applies for the length of the semester for which Filing Fee status has been approved, up to the last working day of the term, which is the deadline for filing a thesis or dissertation. These dates vary from year to year, but are approximately December 20 and May 15 of each year.

How to apply. Students must apply for the Filing Fee by the end of the first week of classes of the semester in which they intend to file. Students complete the Filing Fee Application available from the Graduate Division website (<http://www.grad.berkeley.edu/policies/forms.shtml>). Students are billed the Filing Fee on their CARS statement. The degree cannot be awarded until the Filing Fee is paid.

Limitations on Filing Fee status. The Filing Fee may be used only once during a student's career. A letter of support from the Head Graduate Advisor must accompany the Filing Fee application. If a student does not complete the final degree requirements (filing the dissertation or thesis, or passing the final comprehensive exam) during the semester for which the Filing Fee is approved, the student must pay regular registration fees during the semester in which the requirements are completed.

International students. To avoid visa problems with the U.S. Immigration and Customs Enforcement, international students must contact the Berkeley International Office (BIO, 642-2818) well before the beginning of the semester during which they plan to use the Filing Fee. Filing Fee status can satisfy the registration requirement for international students only if the student has obtained the signature of the BIO student advisor.

TEACHING

Teaching positions play a significant role in graduate student support and are essential to the development of teaching proficiency and to preparation for the job market. Students who make satisfactory progress through the program are eligible to teach during the fall and spring semesters. Students holding GSI positions receive a fee remission consisting of 100% University Registration fee, Educational fee and Health Insurance fee; Campus Fees are not included. Good academic standing and normal progress in the degree program are required for GSI appointments.

Near the beginning of the spring semester, the Graduate Student Services Advisor will send out a questionnaire regarding teaching preferences for the following academic year. The questionnaire is also a form used to request funding, and to indicate a preference for fellowship support. It is important to return this by the given deadline and give clear information about teaching preferences. Once the deadline has passed, students who have failed to respond will not be considered for GSI assignments or fellowship support.

When assigning Graduate Student Instructors to particular courses, the Graduate Committee considers the needs of the department and the particular needs and strengths of the individual graduate student and his/her area(s) of speciality. All courses are supervised by faculty, who provide guidance and will visit the student's class periodically.

Deficiencies in musicianship and harmony identified in the entrance exams must be satisfied before the student can serve as a GSI for Music 20A/B (musicianship) or any harmony class (25A/B, 49C, or 60).

Summer teaching is often available, and interested graduate students may apply during the previous fall. Summer teaching is usually reserved for students who have advanced to candidacy. Anyone interested in teaching in the summer should contact either the Graduate Advisor for their program or the Student Services Advisor early in the fall semester. Decisions about course offerings and staffing will usually be made by October.

There is a limit of 8 semesters of service as a GSI. By exception, students may be appointed for a ninth or tenth semester if they have been advanced to candidacy for the Ph.D. and have the approval of the Head Graduate Advisor; Graduate Division approval is needed for teaching an eleventh or twelfth semester. There is an absolute maximum of 12 semesters of GSI appointments that cannot be exceeded, even by exception.

In order to be eligible for a teaching appointment, the University requires that graduate students meet the following criteria:

- A GPA of at least 3.0;
- No more than 2 incomplete grades in upper division or graduate level classes;
- Registered and enrolled in a minimum of 12 units.

First-time GSIs are also required to do the following:

- Enroll in Music 300 (Professional Preparation for Teaching Assistants) either in the semester before or the semester of their first teaching assignment;
- Attend an ASE Orientation sponsored by UCB Labor Relations and the UAW;
- Attend the Teaching Conference for First-Time GSIs; and
- Complete the online GSI Professional Standards and Ethics course (see <http://gsi.berkeley.edu/ethics/index.html>).

Students will want to thoroughly familiarize themselves with the Graduate Division's document "What You

Need to Know About being a GSI, GSR, Reader or Tutor” (<http://grad.berkeley.edu/policies/pdf/apptknow.pdf>), as well as the ASE Contract (http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/academicstudentemployees_bx/agreement.html).

The duties of Music GSIs depend on the particular course assignment and the GSI step level, but generally include the following:

I. For GSIs assisting in a large lecture course:

- Teach two discussion sections, (Music 29: assist with three lab sections)
- Attend all lectures by the course professor and consult with her/him regularly
- Assist in the devising and grading of paper topics and examinations under the supervision of the faculty instructor of record
- Hold office hours
- Meet regularly with course professor, usually in a weekly group meeting
- *sometimes* prepare and deliver one lecture to the entire class (GSI Step 2 only)

II. For harmony and musicianship courses:

- Meet course at regularly scheduled times (3 hours per week)
- Hold office hours
- Devise and grade assignments and examinations
- Meet regularly with course supervisor

III. For history surveys (75, 76, 77) 128s and 74s/130s:

- Teach two sections
- Attend all lectures by the course professor and consult with her/him regularly
- Hold office hours
- Devise and grade paper assignments and examinations
- Meet regularly with course supervisor

All of these activities are carried out under the active direction of a regular member of the faculty to whom final responsibility for all courses, including the performance of GSIs, has been assigned.

A 25% appointment indicates an average workload of 10 hours per week. Some fluctuation in hours may occur from week to week, however, it is expected and mutually understood that you will work no more than 170 hours over the course of the semester and no more than 20 hours in any given week. The number of hours worked in excess of 10 hours per week should not exceed 77 hours in a semester. Graduate Student Instructors are not required to submit monthly timesheets, but you may find it useful to keep track of your weekly hours in order to pace your effort for each of the major duties of your appointment. You must consult with your instructor if you find yourself unable to meet the obligations of this appointment without exceeding the overall workload limits of the appointment. Your instructor will provide you with more specific guidance on the measures or approaches you can take to stay within the expected workload limits. Please refer to the UAW contract for more information about workload limits.

GSIs are responsible for reporting their absences from campus and missed work assignments to the faculty member in charge and to the appropriate Departmental assistant. It is the responsibility of the GSI to contact his or her substitute.

GSIs are expected to evaluate student work promptly, post and keep regular office hours open to students without prior appointments, and to ensure that grades directly reflect course performance.

GSI Teaching and Resource Center (<http://gsi.berkeley.edu/>)

The nationally-known GSI Teaching and Resource Center is a rich resource for graduate student instructors, providing workshops, conferences, seminars, and a summer professional development institute for those planning to go into academia. There are also many publications that the Center offers, including its online comprehensive *Teaching Guide for GSIs* (<http://gsi.berkeley.edu/teachingguide/tghome.html>), which includes such topics as pre-semester preparation, conducting teaching sections, improving your teaching, working with student writing, teaching critical reading, grading student work, preventing academic misconduct, using instructional technology, theories of learning, professional development, and other resources.

FACILITIES AND SERVICES

The Main Office: The Music Department office is housed in room 104 Morrison Hall, and is open from 9 AM-noon and 1-4 PM weekdays.

The Graduate Student Services Advisor: The purpose of the Graduate Student Services Advisor, aside from record processing and distribution of information of particular interest to graduate students, is to be your person of next resort when you encounter bureaucratic problems at Berkeley. If the Graduate Student Services Advisor is not able to solve your problem, you may be directed to someone else on campus who can.

Disabled Students' Program (DSP): This program assists students who have a range of disabilities from physical challenges to depression, which can adversely impact academic progress. If you might need assistance related to a disability, including additional time for assignment completion, you should contact DSP to inquire if you are eligible for any accommodations and seek a letter of accommodation. For more information, see the DSP website (<http://dsp.berkeley.edu/>).

Mailboxes: All graduate students and GSIs have mailboxes in room 107 of Morrison Hall. These mail boxes are provided for distribution of university and Departmental mail and are not to be used for personal mail. You should avoid having packages shipped to the Department as it is impossible to vouch for their security. Students are responsible for checking their mailboxes regularly since official communications from the Department may arrive that way.

Electronic Mail: All students are required to establish university e-mail accounts. New e-mail accounts can be established as soon as a new student is issued the student I.D. and PIN number. Electronic mail is the primary vehicle for disseminating information in the university and in the Department.

Office Keys and Office Access: All graduate students are issued keys to the main door of Morrison Hall, to room 107, and to the Graduate Study Room in the Hargrove Library. Possession of these keys comes with the responsibility not to provide access to the building to unauthorized or unknown persons. Please see Mark Mueller to obtain these keys.

Website: The Music Department maintains a website with information for current and potential students and visitors, current and future class schedules, course descriptions, listings of faculty research fields and selected publications, upcoming events, and a roster of faculty and student e-mail addresses. A downloadable copy of this handbook as well as various useful forms, including timelines and degree requirements, are also available from the website.

Photocopying: The Departmental photocopy machines are for administrative and instructional use only, and are available open whenever the Department Office or second-floor faculty workroom are open. GSIs and GSRs will be given copy codes.

Computer Access and Printing: A computer and printer are available in Room 107 for use by graduate students.

MUSIC DEPARTMENT APPEALS PROCEDURES

Purpose and Scope: The purpose of this procedure is to afford graduate students in Music an opportunity to resolve complaints about dismissal from graduate standing, placement on probationary status, denial of readmission, and other administrative or academic decisions that terminate or otherwise impede progress toward academic or professional degree goals.

The scope of this procedure is limited to the matters listed above, and excludes complaints regarding denial of admission, student records, grades in courses of instruction, student employment, student discipline, and auxiliary student services (such as housing, child care, etc.) This procedure may not be used for complaints regarding actions based solely on faculty evaluation of the academic quality of a student's performance, or decanal evaluations of a student's appropriate academic progress, unless the complaint alleges that the actions may have been influenced by non-academic criteria.

Informal Resolution Procedures: A student may pursue informal resolution of a complaint by scheduling a meeting with the Head Graduate Advisor or the Department Chair to discuss the complaint and explore possible avenues of resolution. Attempts to resolve a complaint informally should be completed within thirty days. At any point in this process, if a satisfactory solution cannot be reached, the student may initiate formal resolution by putting the complaint in writing.

Formal Resolution: A written complaint must include information regarding the action that is being contested and the date it occurred, the grounds upon which the appeal is based, and the relief requested. The complaint must be based on one or more of the following grounds:

1. Procedural error or violation of official policy by academic or administrative personnel;
2. Judgments improperly based upon non-academic criteria including, but not limited to, discrimination or harassment on the basis of sex, race, national origin, color, age, religion, sexual orientation, or disability;
3. Specific mitigating circumstances beyond the student's control not properly taken into account in a decision affecting the student's academic progress.

A written complaint must be received by the Head Graduate Advisor within thirty days from the time the student knew or could reasonably be expected to have known of the action that is the subject of the complaint. The Department should complete its investigation and notify the student of the outcome of the complaint within sixty days of the date it was received.

The time frame for filing a written complaint may be extended by the Department if the student has been involved in continuing efforts toward informal resolution, and the informal resolution process was initiated within thirty days of the time the student knew or could reasonably be expected to have known of the action that is the subject of the complaint. All time frames referred to in this procedure refer to calendar days. Summer and inter-semester recesses are not included within these time frames.

Upon receipt of a written complaint, the Head Graduate Advisor will assign an individual to investigate the complaint and make a recommendation to the Department Chair regarding the outcome of the complaint. Generally, the investigation will include an interview with the complainant, a review of any relevant written materials, and an effort to obtain information from available witnesses (i.e. interviews or written statements or documents). The Graduate Advisor will notify the student in writing of the outcome of the complaint. A written complaint under this procedure satisfies the requirement of a unit level resolution process pursuant to the Graduate Appeals Procedure.

Appeal to Graduate Division: If the student is not satisfied with the outcome of their complaint under the Department procedure, she or he may bring the complaint to the Formal Appeal Procedure of the Graduate Appeals Procedure. The formal appeal must be received in the Office of the Dean of the Graduate Division within fifteen days of the date of the written notification of the result of the departmental procedure. Copies of the Graduate Appeals Procedure may be obtained from the Office of the Dean of the Graduate Division.

If the complaint is about an action taken by the Graduate Advisor, the complainant may elect to take the complaint directly to the Department Chair (or Department executive committee). If the student is still not satisfied with the outcome, the student may take the complaint to the Formal Appeal stage of the Graduate Appeals Procedure.

Complaints Involving Discrimination: If the complaint involves allegations of discrimination or harassment on the basis of sex, race, national origin, color, age, religion, sexual orientation, or disability, the Department should consult the appropriate campus compliance officers prior to commencing informal or formal resolution. The names, phone numbers and campus addresses of these individuals are listed in various campus publications and may be obtained from the Office of the Dean of the Graduate Division or the Academic Compliance Office at (510) 642-2795.

Other Complaint Procedures: Graduate students may contact the Office of the Ombudsperson for Students at (510) 642-5754, the Title IX Compliance Officer (<http://ccac.berkeley.edu/>), or the 504/ADA Compliance Officer (<http://acads.chance.berkeley.edu/>) for assistance with complaint resolution. There also are other complaint resolution procedures available to graduate students for complaints that do not fall under this procedure listed in the Graduate Appeals Procedure.

APPENDIX I: DEGREE TIMELINES

COMPOSITION – MA/PHD PROGRAM (SIX YEAR PLAN)

Year one

- Music 203, fall and spring
- Music 300
- either Music 156 and 204, or 258A and 157B (alternate years)
- at least one graduate seminar in the Music Department each semester
- Music 290
- begin study of first foreign language
- satisfy any remedial requirements from entrance exams
- complete at least one new composition, and have it performed on a Music Dept. concert (usually BNMP or noon)
- jury: submit new compositions in the spring for faculty review
- regular attendance of the Composition Colloquia series
- meet with the Graduate Advisor in the spring after the faculty review of the portfolio, and advise student on the progress toward degree.

Year two

- Music 203, fall and spring
- either Music 156 and 204, or 258A and 157B (alternate years)
- at least one graduate seminar in the Music Department each semester
- Music 290
- complete requirements for the first foreign language
- complete at least one new composition, and have it performed on a Music Dept. concert (usually BNMP or noon)
- regular attendance of the Composition Colloquia series
- pass the M.A. Music Technology Proficiency exam
- pass the M.A. Analysis exam
- in the spring, submit portfolios of compositions completed since beginning M.A. degree

The M.A. exam will be taken in the fourth semester (spring of year two); faculty will meet afterwards, review portfolio, and decide if student is to continue on for the PhD degree

Year three

- Music 299 or 207, fall and spring
- at least one other graduate seminar in the Music Department each semester (e.g. Music 202)
- Music 290
- begin study of second foreign language
- complete at least one new composition, and have it performed on a Music Dept. concert (usually BNMP or noon)
- jury: submit new compositions in the spring for faculty review
- regular attendance of the Composition Colloquia series

The Graduate Advisor will meet with the student in the spring after the faculty review of the portfolio, and advise student on the progress toward degree.

Year four

- Music 299 or 207, fall and spring
- at least one other graduate seminar in the Music Department each semester (e.g. Music 202)
- Music 602 (orals prep), fall and spring
- Music 290
- complete the study of the second foreign language
- complete at least one new composition, and have it performed on a Music Dept. concert (usually BNMP or noon)
- regular attendance of the Composition Colloquia series
- complete the "month" piece (written part of the qualifying exam)

- submit portfolio of composition completed since M.A. exam was passed

The PhD qualifying exam is normally taken in the spring semester of the student's fourth year. In addition to the requirements for the exam, the student is expected to be able to discuss at length plans for the dissertation.

Years five and six

Completion, by the end of year six, of the dissertation. In the dissertation years, the student is required to check in with each member of the dissertation committee at least once a semester. Regular meetings (usually every two weeks) with the Chair of the dissertation are expected.

PHD PROGRAM (FIVE YEAR PLAN)

Year one

- Music 203, fall and spring
- Music 300
- either Music 204 or 258A (alternate years)
- at least one graduate seminar in the Music Department each semester
- begin study of first foreign language
- satisfy any remedial requirements from entrance exams
- complete at least one new composition, and have it performed on a Music Dept. concert (usually BNMP or noon)
- jury: submit new compositions in the spring for faculty review
- regular attendance of the Composition Colloquia series

The Graduate Advisor will meet with the student in the spring after the faculty review of the portfolio, and advise student on the progress toward degree.

Year two

- Music 299 or 207, fall and spring
- either Music 204 or 258A (alternate years)
- at least one other graduate seminar in the Music Department each semester (e.g. Music 202)
- complete the requirements for the first foreign language; begin study of second foreign language
- complete at least one new composition, and have it performed on a Music Dept. concert (usually BNMP or noon)
- jury: submit new compositions in the spring for faculty review
- regular attendance of the Composition Colloquia series

The Graduate Advisor will meet with the student in the spring after the faculty review of the portfolio, and advise student on the progress toward degree.

Year three

- Music 299 or 207, fall and spring
- at least one other graduate seminar in the Music Department each semester (e.g. Music 202)
- Music 602 (orals prep), fall and spring
- complete the study of the second foreign language
- complete at least one new composition, and have it performed on a Music Dept. concert (usually BNMP or noon)
- regular attendance of the Composition Colloquia series
- complete the "month" piece (written part of the qualifying exam)
- submit portfolio of compositions completed since PhD begun

The PhD qualifying exam is normally taken in the spring semester of the student's third year. In addition to the requirements for the exam, the student is expected to be able to discuss at length plans for the dissertation.

Years four and five

Completion, by the end of year five, of the dissertation. In the dissertation years, the student is required to check in with each member of the dissertation committee at least once a semester. Regular meetings (usually every two weeks) with the Chair of the dissertation are expected.

ETHNOMUSICOLOGY - MA/PHD PROGRAM (SEVEN YEAR PLAN)

	FALL	SPRING	SUMMER
YEAR 1	200C + 2/3 other courses (ex: 130 series, 240 series)	3 core courses in music + Music 300	
	First language exam (if prepared)	Complete first language requirement, if needed	Language study, if need
		Complete all proficiency exams, if needed	
		With adviser, decide MA exam topic	Prepare MA exam reading list
		End of term, file for in-state residency, if needed	
YEAR 2	Usually, begin teaching	Teaching	Field foray to explore dissertation topic
	200B + 1/2 other course(s), maybe one in other department	2 courses, possibly Music 601 MA prep	
	Complete first language exam, proficiency exams, any Incomplete courses, if need		
	By 8 th week, firm decision on MA exam topic	MA exams: Week 12 (written) Week 13 (oral analysis)	Study of 2 nd language, if needed
YEAR 3	Teaching	Teaching	
	Music 244A + grad course pertinent to specialization	Music 244B + grad course pertinent to specialization	
	Study of 2 nd language, if needed	Study of 2 nd language, if needed	Study of 2 nd language, if needed
		Decision on three QE topics and committee	
YEAR 4	Teaching	Possibly fellowship	
	Grad courses pertinent to specialization	Music 602 (QE prep)	
	Apply for external dissertation research support		

		Qualifying exam +- dissertation prospectus	Advance to Candidacy Prep for dissertation research
YEAR 5	Dissertation research	Dissertation research	Dissertation research
YEAR 6	Dissertation research	Dissertation research + writing	Dissertation writing
YEAR 7	Dissertation writing with regular advising	File dissertation to complete the PhD	

ETHNOMUSIOLOGY - PHD PROGRAM (FIVE-YEAR PLAN)

	FALL	SPRING	SUMMER
YEAR 1	200B +2 other courses, at least 1 grad seminar in Music	3 courses pertinent to the specialization + Music 300	
	Study of 2 nd language, if needed	Study of 2 nd language, if needed	Study of 2 nd language, if needed
YEAR 2	Teaching	Teaching	
	2 courses pertinent to specialization	2 courses pertinent to specialization	
	Music 244A	Music 244B	Field foray to explore dissertation topic
		Decision on three QE topics and committee	
YEAR 3	Teaching	Possibly, fellowship	
	Grad courses pertinent to specialization	Music 602 (QE prep)	
	Apply for external dissertation research support	Complete second language exam and Incomplete course, if need	
		Qualifying exam +- dissertation prospectus	Advance to Candidacy Prep dissertation research
YEAR 4	Dissertation research	Dissertation research	Dissertation research
YEAR 5	Dissertation research	Dissertation research + writing	Dissertation writing
YEAR 6	Dissertation writing with regular advising	File dissertation to complete the PhD	

HISTORY & LITERATURE, for students entering at M.A. level			
	FALL	SPRING	SUMMER
year 1	<ul style="list-style-type: none"> Course work: 200B, plus 2 music grad seminars take first language exam (if you have already studied a foreign language) 	<ul style="list-style-type: none"> three research seminars in music complete first language requirement by May 1: select topics for MA exam, in consultation with Grad Advisor 	<ul style="list-style-type: none"> prepare for MA exam explore possible diss areas
year 2	<ul style="list-style-type: none"> usually, begin teaching take 2 or 3 seminars, possibly one in another department; begin forging relationships with potential committee members (in and out of Music) prepare for MA exam (possibly MA prep, 602) if not already done, complete first language req (required before MA exam) 	<ul style="list-style-type: none"> take 1 or 2 seminars (if teaching, one OK; if not 2 recommended) early Feb (Week 3): MA exam study or review analysis in prep for MA exam (administered in Week 12, mid April) 	<ul style="list-style-type: none"> plan and begin prep for orals reading and research for diss., to prepare for fall grant applications
year 3	<ul style="list-style-type: none"> select topics, committee, and target date for orals begin work on diss prospectus apply for research grants (Oct/Nov deadlines) take or audit one or two seminars (as appropriate) usually, continue teaching complete 2nd language req 	<ul style="list-style-type: none"> take orals (late spring) if not already done, pass 2nd language req (must be done before orals are scheduled) draft prospectus 	finish prospectus
year 4	<ul style="list-style-type: none"> apply for diss writing grants research and/or draft first diss chapter 	<ul style="list-style-type: none"> research and writing of diss submit abstracts for papers based on diss to AMS and other conferences 	Work on diss.
year 5	<ul style="list-style-type: none"> research and writing of diss apply for grants submit abstracts for papers based on diss to AMS and other conferences 	<ul style="list-style-type: none"> research and writing of diss think ahead to fall job applications: have at least 3 chapters ready to send out to potential employers in Nov submit abstracts for papers based on diss to AMS and other conferences 	Work on diss
year 6	<ul style="list-style-type: none"> research and writing of diss apply for jobs and post-docs 	<ul style="list-style-type: none"> complete diss. draft by mid-March submit to committee for comments revise and file by mid-May 	Celebrate!

HISTORY & LITERATURE, for students entering at the Ph.D. level

	FALL	SPRING	SUMMER
year 1	<ul style="list-style-type: none"> • Course work: 200B, plus 2 music grad seminars • take first language exam, or prepare 1st language 	<ul style="list-style-type: none"> • three research seminars in music • complete first language requirement 	<ul style="list-style-type: none"> • explore possible diss areas
year 2	<ul style="list-style-type: none"> • usually, begin teaching • take 2 seminars (if not teaching, 3); possibly 1 seminar in another department • begin forging relationships with potential committee members (in and out of Music) • begin to think about topics, committee, and target date for orals • preliminary thinking towards diss topic (possibly via formal independent study) 	<ul style="list-style-type: none"> • take or audit 1 or 2 seminars (if teaching, one OK; if not 2 recommended) • complete 2nd language req (must be done before orals are scheduled) • finalize topics and committee for orals • preliminary work on prospectus 	<ul style="list-style-type: none"> • draft or outline prospectus • begin prep for orals • reading and research for diss., to prepare for fall grant applications
year 3	<ul style="list-style-type: none"> • main task this semester: orals prep • take orals in Dec. • begin work on diss prospectus • apply for research grants (Oct/Nov deadlines) • usually, continue teaching 	<ul style="list-style-type: none"> • If not already done, approval of prospectus (by Feb 1) • research and write diss. 	work on diss; should have min. one chapter drafted
year 4	<ul style="list-style-type: none"> • apply for diss writing grants • submit abstracts for papers based on diss to AMS and other conferences 	<ul style="list-style-type: none"> • research and writing of diss • submit conf. abstracts • begin to think about developing one diss chapter into a published article • think ahead to fall job applications: have at least 3 chapters ready to send out to potential employers in Nov 	work on diss.
year 5	<ul style="list-style-type: none"> • research and writing of diss • apply for jobs and post-docs • submit conf. abstracts 	<ul style="list-style-type: none"> • complete draft of diss by mid-March • submit to committee for comments • revise and file by mid-May 	Celebrate!