Music (MA, MM),
Music Education (MM),
Music Performance (MM)

Program Handbook
Revised May 2018

1. Program Description

At the University of Nevada, Reno, the Department of Music is part of the School of the Arts, which is home of five important programs: Art, Music, Dance, Theater and the Black Rock Press. The School of the Arts is housed under the College of Liberal Arts, a broad organization of some thirteen diverse departments specializing in the Humanities, Social Sciences and Fine Arts. In fact, the College of Liberal Arts is the traditional home of such fundamental academic programs as Philosophy, English, Art, History, and Music.

Student Learning Outcomes

Program Director Contact Information
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Note: This handbook lists graduate program academic policies and procedures. It includes information on graduate school policies, degree requirements, timeline for degree completion, committee selection guidelines and comprehensive exam/thesis requirements. Every effort has been made to make this handbook accurate as of the date of publication; however, this handbook does not constitute a contractual commitment. Graduate programs may not offer all of the courses as described, and policies are subject to yearly review and changes with program director and Graduate Council approval.

2. Degree Requirements

Graduate Proficiency Examinations
Graduate students must complete the graduate proficiency examinations in music history and theory, which are usually administered on the first Saturday of each semester (fall and spring) from 2:00 pm – 5:00 pm (always check with a professor). Students will be given both the theory and the history test when the testing period begins. However, students

1 https://peterepstein.acuitiescheduling.com/schedule.php
may choose to complete both tests or focus on completing one test to pass half of the requirements.

Scholarships and assistantships are contingent upon timely completion of the proficiency exams, regardless of enrollment in MUS 709, 731, or 732. Scholarship awards will not be renewed after the first semester unless one of the graduate proficiency exams is passed; they will not be renewed after the first year unless both are passed. Graduate Teaching Assistants must take both proficiency exams within their first semester of appointment (regardless of fall or spring semester) and pass at least one exam. Both exams must be passed within the first year to retain an assistantship.

Graduate students who do not have assistantships or scholarships must pass both exams prior to scheduling the Oral Examination. Contact Jean-Paul Perrotte for specific dates and study material for these exams.

**Graduate School Academic Requirements**

All graduate students must maintain a cumulative graduate GPA of 3.0. If their GPA drops below 3.0, they are either placed on probation or dismissed. Undergraduate courses will not count towards graduate GPA.

**Probation:** Students whose cumulative graduate GPA falls between 2.31 and 2.99 are automatically placed on academic probation for one semester. If they fail to raise their cumulative GPA to 3.0 by the end of one semester, they are dismissed from their graduate program. Thesis, dissertation, S/U graded credits, and transfer credits have no impact on a student’s GPA.

**Dismissal:** Students whose cumulative graduate GPA is 2.30 or lower are dismissed. Dismissed students are no longer enrolled in their graduate program but may take graduate-level courses as a Grad Special. Dismissed students wishing to complete their degree must obtain approval to take graduate-level courses, raise their graduate GPA to at least 3.0, and then re-apply to their graduate program. Any courses taken in an effort to raise their GPA will be included in the graduate special/ transfer credit limitation (9 credits for master’s degrees).

Please refer to Nevada System of Higher Education CODE on Student Program Dismissal Procedures (SPDP) and review conference policies: (NSHE CODE, Chapter 11, Sections 1-3). If program dismissal is based upon failure to maintain required grades or a required GPA as described above, SPDP does not apply and the student may be summarily dismissed from the graduate program.

### 3. Transfer Credits

These are credits transferred from another institution. Credits completed at UNR in another program or as a graduate special do not need to be transferred. Transfer credit can be requested on the [Graduate Credit Transfer Evaluation Request form](http://www.unr.edu/Documents/graduate-school/GraduateCreditTransferEvaluationRequest.pdf) available on Graduate School website, and must be signed by the student, major advisor, and graduate director. Transfer credits applied to a master’s program must comply with the time limitation on master’s work (6 years). Thus, if a student took a course five years prior to admission, they would have to complete the degree within one year for the
course to apply to the degree. Credits from a completed master’s degree will be exempt from the 8-year time limitation for those students pursuing a doctoral degree.

4. Timeline for Degree Completion

Graduate Student Timeline
First Semester

- Students should plan to successfully complete at least one proficiency exam, which are given on the Saturday before the first day of class from 2:00pm until 5:00pm in CFA 134.

- All students should meet with their advisors to complete the Program of Study Form, which can be obtained online from the Graduate School under “Program of Study and Requirements”. This must be filed with the Graduate School, preferably during the first year, before applying for graduation. The Program of Study form lists the advisory committee, which consists of the advisor, another music faculty member, and a graduate faculty member from outside the department. A listing of eligible graduate faculty members can be found on the Graduate Faculty Website.

- MM Performance students should also meet with their advisors to schedule the first-year recital, which should consist of approximately one hour of music. Please note that students in the MM Performance, Vocal Option program should follow specific repertoire guidelines. Repertoire for the first recital should include art songs, opera, and oratorio selections in English, French, German, Italian, and other languages if desired. The repertoire should cover the Renaissance/Baroque Classical, Romantic, and twentieth century/Contemporary periods and should include at least one chamber music piece.

- Graduate students who perform degree recitals must submit to the Music Department Office two programs and one recording for each degree recital. They should not to be submitted to the Graduate School.

Second Semester

- Proficiency exams are given on the first Saturday of the semester, students should plan to successfully complete the second proficiency exam, if applicable.

- Renew application for scholarships and GTAs for the second year by February 1.

- MA and MM Music Education students should meet with their advisors to discuss the thesis or final project.

Third Semester

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3 https://www.unr.edu/Documents/graduate-school/program-of-study.pdf
4 https://www.unr.edu/grad/graduate-faculty
• During the first week, MM Performance students should consult with their advisors to schedule their second recital dates.

• Graduate students who perform degree recitals must submit to the Music Department Office one recording and two programs for each degree recital. They should not to be submitted to the Graduate School.

• MA and MM Music Education students should meet with their advisors to discuss the progress of their theses or final projects.

Fourth Semester

• All graduate students should schedule all required exams with their advisors and committee members prior to the graduation deadline.

• Apply for graduation online through MyNevada and pay the $66 fee prior to the deadline. Important! Check online for all deadlines that pertain to graduation requirements. Missed deadlines can result in delayed graduation.

• Comprehensive Examinations: All Masters students must register for MUS 795 in the semester of graduation. The Comprehensive Exam for the MA and MM Music Education is a written exam. For MM Performance and Composition students, the applied instructors determine the Comprehensive Exam.

• Oral Examinations: After recitals/portfolio are completed, MM Performance and Composition and MM Music Education candidates set dates with their Advisory Committees for this exam. The Oral Exam may focus on the recital/portfolio/final project as well as the comprehensive exam and coursework. Bring the “Notice of Completion: Master's Degree” form to the Oral Exam. Once the Oral Examination is passed and the Advisory Committee has signed the form, graduate students should obtain the Department Chair’s signature as the “Graduate Director” and submit the form to the Graduate School prior to the deadline.

• MA Thesis and MM Music Education students should consult with their advisors about thesis/final project completion.

• MM Performance, Composition Option: As a thesis, composition option candidates shall complete a work of substantial length (minimum of 12-15 minutes) for an ensemble of four or more performers, and obtain a recording of a performance of the same (which need not necessarily be a formal public performance, but may instead be a well-rehearsed private reading). In addition, during the candidate’s tenure, the student shall complete sufficient additional compositions (of whatever size and duration) that, when combined with the principal composition, will amount to the scope of an undergraduate recital, i.e., about one hour of music, whether these receive performances or not.

• MM Performance – Vocal Option: The thesis consists of two degree recitals, one of which should be completed in the first year. The second recital may be designed by the student with approval from the Coordinator of Vocal Studies and may include a traditional recital, major solo opera, concert or oratorio performance, a dramatic production, chamber music, or a
combination of the above. Students are required to prepare their written recital programs, complete with texts, translations, and program notes.

- MM Performance – Jazz & Improvisational Music Option: The thesis consists of two degree recitals, one of which should be completed in the first year. Each one-hour recital should be planned in consultation with advisors.

Forms that are required to be submitted to the graduate school, along with deadlines for submission:

- **Declaration of Advisor/Major Advisor/Committee Chair form**
  - For master’s students, the completed form must be submitted to Graduate School by the end of the student’s second semester

- **Program of Study form**
  - For master’s students, the completed form must be submitted to Graduate School by the end of the student’s third semester

- **Graduation Application deadlines**
  - Must be submitted to the graduate school several weeks in advance. Check website for exact dates

- Notice of completion – completed form should be submitted after all requirements have been met.
  - **Master’s form**

- **Exit Survey**

You can find an updated list of forms and requirements at: [Forms and Deadlines Website](https://www.unr.edu/grad/forms-and-deadlines)

**Master’s degrees:** All course work must be completed within six years preceding the awarding of the degree. **Doctoral degrees:** All course work must be completed within eight years preceding the awarding of the degree. Credits transferred into doctoral degree from a completed master’s degree are exempt from this eight-year limit.

5. **Committee Selection Guideline**

**Master’s Programs:** All master’s programs (with a few exceptions for course-only degrees) require at least three advisory committee members. All must be graduate faculty members. At least one (the graduate school representative or “outside” member) must be from a department or program different from the department or program from which the student is graduating.

**Doctoral Programs:** Consist of a minimum of five graduate faculty members; the chair, at least two faculty members from the student’s major department/program, at least one faculty member from a department in a field related to the student’s major, and at least one Graduate School representative.

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5 https://www.unr.edu/Documents/graduate-school/Declaration-of-Advisor.pdf
6 http://www.unr.edu/Documents/graduate-school/program-of-study.pdf
7 https://www.unr.edu/grad/graduation-and-deadlines
8 https://www.unr.edu/Documents/graduate-school/notice-of-completion-master-degree-updated.pdf
9 https://www.unr.edu/grad/forms-and-deadlines/exit-survey
10 https://www.unr.edu/grad/forms-and-deadlines
In case of interdisciplinary graduate programs, the Graduate School Representative cannot have a primary appointment in the same department (or other appropriate major unit) as the student’s committee chair.

Formal approval of all student advisory committees is made by the Graduate Dean

6. **Comprehensive Exams**

7. **Thesis/Non-Thesis Requirements**

Graduate School forms and resources related to thesis:
- [Master’s Thesis Filing Guidelines](http://www.unr.edu/grad/forms/thesis-filing-guidelines)

Once all requirements have been met, students need to submit a Final Review Approval and Notice of Completion form in order to graduate.

Final Review Approval – Obtain sign-off from advisory committee chair
- [Master’s Final Review Approval](http://www.unr.edu/Documents/graduate-school/thesis-final-review-approval-form.pdf)

Notice of completion – completed form should be submitted after all requirements have been met.
- [Master’s Notice of completion](https://www.unr.edu/Documents/graduate-school/notice-of-completion-master-degree-updated.pdf)

8. **Graduate Assistantships**

All graduate students holding an assistantship (teaching GTA or GRA) are considered Nevada residents for tuition purposes. Non-resident tuition is only waived for the duration of the assistantship. To be eligible for an assistantship, students must be admitted to a degree-granting program and be in good academic standing. The student must have an overall GPA of at least 3.0 and must be continuously enrolled in at least 6 graduate level credits (600-700) throughout the duration of the assistantship.

State-funded assistantships (GTA/GRA) may be held for a maximum of: three (3) years for master’s degree students and five (5) years for doctoral degree students.

Please also refer to the most updated information on graduate assistantships from the Graduate School: [General information](http://www.unr.edu/grad/funding/graduate-assistantships) and the [Graduate Assistantship handbook](http://www.unr.edu/Documents/administration-finance/hr/hr-graduate/GA_handbook.pdf).

9. **Health Insurance**

All domestic degree seeking graduate students, who are enrolled in six or more credits (regardless of the course level) in a semester, will be automatically enrolled and billed for the University sponsored health insurance for each term they are eligible (fall & spring/summer). If a student has other

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13 [https://www.unr.edu/Documents/graduate-school/notice-of-completion-master-degree-updated.pdf](https://www.unr.edu/Documents/graduate-school/notice-of-completion-master-degree-updated.pdf)
14 [http://www.unr.edu/grad/funding/graduate-assistantships](http://www.unr.edu/grad/funding/graduate-assistantships)
15 [http://www.unr.edu/Documents/administration-finance/hr/hr-graduate/GA_handbook.pdf](http://www.unr.edu/Documents/administration-finance/hr/hr-graduate/GA_handbook.pdf)
comparable coverage and would like to waive out of the student health insurance, it is the student’s responsibility to complete the University online waiver form\textsuperscript{16} prior to the deadline. If approved, a health insurance waiver is good for the current academic year only. A new waiver must be submitted each academic year. All international graduate students are required to carry student health insurance, and the cost will be automatically added to your student account. Any international graduate students with insurance questions must contact the Office of International Students and Scholars (OISS)\textsuperscript{12} directly.

Information on Graduate health insurance\textsuperscript{18}.

10. Leave of Absence

Continuous Enrollment: To maintain “good standing” all graduate students are required to enroll in a minimum of three (3) graduate credits each fall and spring semester until they graduate. International students may be required to enroll in nine graduate credits each fall and spring semester depending on the requirements of their visa. All students holding assistantships (whether teaching or research assistantships) are required to enroll in a minimum of six (6) graduate credits each semester they hold the assistantship.

Leave of Absence: Students in good standing may request a leave of absence by completing a Leave of Absence form\textsuperscript{19} during which time they are not required to maintain continuous registration. Usually, a leave of absence is approved for one or two semesters. The leave of absence request may be extended by the student filing an additional leave of absence form. Students applying for a leave of absence should not have any “incomplete” grades which could be changed to “F” and have a detrimental impact on their cumulative GPA. Requests for leave of absences must be received by the Graduate School no later than the last day of enrollment for the semester the leave is to begin.

Reinstatement: When a student has been absent for one semester or more without an approved leave of absence, he or she may request reinstatement via the Reinstatement form\textsuperscript{20}. This form allows the program the option to recommend the student be re-admitted to their graduate program based on their previous admission OR require the student to re-apply for admission which would require students to submit a new application for admission and pay the application fee. The Notice of Reinstatement to Graduate Standing must be received by the Graduate School no later than the last day of enrollment for the semester the reinstatement is to begin.

11. Graduate Student Association

The Graduate Student Association (GSA Website\textsuperscript{21}) represents all graduate students and promotes the welfare and interests of the graduate students at the University of Nevada, Reno. The GSA works closely with appropriate university administrative offices, including the Graduate School and Student

\begin{itemize}
  \item \textsuperscript{16} https://studentinsurance.usi.com/UNR/unr-grad
  \item \textsuperscript{17} https://www.unr.edu/oiss
  \item \textsuperscript{18} http://www.unr.edu/grad/health-insurance
  \item \textsuperscript{19} http://www.unr.edu/Documents/graduate-school/leaveofabsencer_9.23.pdf
  \item \textsuperscript{20} https://www.unr.edu/Documents/graduate-school/Notice-of-Reinstatement-Graduate-Standing.pdf
  \item \textsuperscript{21} https://www.unr.edu/gsa/
\end{itemize}
Services and reports to the President of the University. The GSA government functions through the Council of Representatives, Executive Council and established committees.