

Department of Musicology Guide for Graduate Students



First Year

Before School Starts

Plan to arrive in L. A. by Sept. 15 if you are a California resident, Sept. 1 if you are a nonresident.

Ask our Student Affairs Officer (SAO) for advice about housing and transportation.

When you arrive, make sure that you give the SAO (Student Affairs Officer) your new mailing address and phone contact information. Indicate your preferred email address, but be aware that faculty may try to contact you at your ucla.edu address, so those accounts should be set up to forward to any other address you may prefer to use.

If you are a U.S. citizen, and unless you are already a California resident, visit the Residency Deputy in 1105 Murphy or the website: <http://www.registrar.ucla.edu/faq/residencefaq.htm>. Establish a California bank account and get a California driver's license in preparation for obtaining residency next year.

You will be asked to attend an orientation meeting with the department's Chair (and/or another faculty member) and the SAO a few days before school starts. Bring your questions about any aspect of the graduate program, including immediate planning and registration issues.

Set up Bruin Direct to have the balance of your BAR account deposited directly into your checking account; see the SAO for details.

Fall Quarter

If you are a non-native English speaker, review the guidelines for the ESL exam: http://www.wp.ucla.edu/index.php?option=com_content&view=article&id=112&Itemid=61. If your graduate admissions checklist states you have to take the ESL Placement Exam (ESLPE), please do so in the fall or winter quarter of your first year. In addition, please review the guidelines for the TOP exam at <http://www.oid.ucla.edu/units/top>. Take the test in the spring quarter of first year to be eligible to TA.

You must register for at least 12 credits before the end of the second week of classes each quarter. 200A-B-C is required during the first year. You are expected to pursue full-time coursework of at least 6 seminars this year (including 200 ABC.)

Planning for the future: students entering with an M.A. in musicology must take a minimum of eight graduate seminars plus the 200ABC series in order to complete the course requirements for the Ph.D. See the Program Requirements on the Graduate Division website:

<http://www.gdnet.ucla.edu/gasaa/pgmrq/muscolgy.asp> for more information.

Students without an M.A, must take a minimum of fifteen courses from Musicology 245-261, except the audit course numbers (and including 200ABC), and may substitute the following: up to one seminar from Ethnomusicology and up to two approved courses from other departments at UCLA. Please also note that students must take a breadth of courses, at least one 245, 250 and 255. See the Program Requirements on the Graduate Division website:

<http://www.gdnet.ucla.edu/gasaa/pgmrq/muscolgy.asp> for more information.

If you entered with no previous graduate study, you might want to apply for a Javits Fellowship; see the information at

<http://www.ed.gov/programs/javits/index.html>.

Spring Quarter

If you entered with a M.A. in Musicology from another institution, you will normally need to take the second-year exam at the end of your first year or in the fall of your second year. See the details on the Second Year/MA pages.

Begin to apply for California Residency (if eligible to do so); contact the Residency Deputy in 1105 Murphy to apply for residency.

Other

Check your BAR account every month. Pay bills by the 20th of the month to avoid holds or late fees.

Do attend our Distinguished Lecture Series, Robert Stevenson Lecture, and Zoppo Concert during your first year.

The faculty notes that the summer after your first year is an excellent time to explore musicology through intensive reading and listening. We strive to provide financial support for this period but cannot guarantee it. There is a UCLA Graduate Summer Research Mentorship available to apply for (U.S. citizens only): <http://www.gdnet.ucla.edu/asis/sfap/srmintr.htm>

If you would like to request funding for travel to present a paper at a conference, email the SAO, including the place and dates of the conference, the sponsoring organization, the title of your paper, and the cost of airfare. The department policy is to fund up to \$300 for flight only to present at a conference. Any requests for exceptions to departmental policies should likewise be emailed to the DGS and copied to the SAO.

There are additional funding opportunities to get funding to present at conferences or do research through the Herb Alpert School of Music, Student Opportunity Fund:

http://www.schoolofmusic.ucla.edu/index.php?option=com_mad4joomla&jid=9&Itemid=268&Itemid=224 Make sure to apply early as funding can run out!



Foreign Language Requirement

There is no language requirement at the MA level. There is a language requirement for the Ph.D. It is good to start early on thinking about language acquisition related to future research interests.

Students are normally required to master a language other than English as part of their doctoral studies. Students are informed of the language requirement upon admission to the program, and should designate their language as soon as they know their areas of specialization and choose their doctoral committee. If the student is working on a topic that does not evidently require foreign language skills, the student should speak with their doctoral committee and the department chair about the language most suitable to their research needs. The three members of the student's doctoral committee from this department determine the level and by what methods language proficiency must be demonstrated. If the committee cannot all agree on this matter, it will be brought to the department chair.

The methods for fulfilling the requirement may include, but are not limited to: (1) completion of an appropriate level of language instruction; (2) passing a departmental language examination; or (3) demonstration of previously acquired language skills through documentation or an examination.

Language proficiency must be demonstrated at the time of the scheduling of the University Oral Qualifying Examination for the doctoral degree, which in this department consists of a defense of the dissertation prospectus, as outlined below. Students are required to include texts in the foreign language they have designated on their dissertation prospectus, and be ready to discuss them in the prospectus defense.



Second Year

Before School Starts

If you have a TA appointment, remember that the official beginning of the quarter is earlier than the first day of instruction. Plan to be available to help your supervising professor at least three weekdays before the first meeting of your class. Make the same plans for winter and spring unless you are granted an exception by your supervising professor.

Update your contact information, reporting new mailing addresses, phone numbers, and email addresses to the SAO.

If you are not already a California resident, contact the Residency Deputy in 1105 Murphy to check on application or apply for residency.

Fall Quarter

You must register for at least 12 credits before the end of the second week of classes each quarter. You are expected to pursue full-time coursework of at least 5 or 6 seminars this year.

If you have been given a TA appointment for your second year, you must be available in fall quarter to attend meetings of Musicology or Ethnomusicology 495: Introductory Practicum for Teaching Apprentices. The course will give you 4 units towards your study list.

As a TA, you also need to sign up for Musicology 375 for 4 units each quarter. This will count towards your 12 unit minimum study list requirement.

Students entering with an M.A in Musicology have the option to take the Master's exam in fall quarter of their second year. See separate entry for Master's Exam guidelines.

Spring Quarter

For students entering without an M.A., memorial day of spring quarter will be the weekend of Master's exams, please see the separate entry for Master's Exam guidelines.

Other

Check your BAR account every month. Pay bills by the 20th of the month to avoid holds.

Students are now encouraged to apply for yearlong Research Mentorships for their third, or, possibly, fourth, year. For information on this and other sources of continuing support, see the Graduate Division continuing support webpage, <http://www.gdnet.ucla.edu/asis/stusup/stusup.htm>.

Remember that you will need to cultivate a relationship with a faculty member outside the department who can serve on your dissertation committee, so keep an eye out for relevant seminars outside of musicology. (The Music and Ethnomusicology departments are considered "outside" for these purposes.) You should also be thinking about cultivating a primary advising relationship with a faculty member inside the department.

If you would like to request funding for travel to present a paper at a conference, email the SAO, including the place and dates of the conference, the sponsoring organization, the title of your paper, and the cost of airfare. The department policy is to fund up to \$300 for flight only to present at a conference. Any requests for exceptions to departmental policies should likewise be emailed to the DGS and copied to the SAO.

There are additional funding opportunities to get funding to present at conferences or do research through the Herb Alpert School of Music, Student Opportunity Fund. Make sure to apply early as funding can run out!



M.A. Exam

Students take the comprehensive examination (or M.A. Exam) after completing their course requirements, normally by the end of their fifth quarter. The examination is scheduled by the faculty during the Spring Quarter and all second-year students take it together. This is usually four days over Memorial Day weekend. Students who enter with an M.A. in Musicology may choose to take the exam at the end of their first year or within two weeks of the beginning of the Fall quarter of their second year, with the defense scheduled at the committee's convenience (normally early in the Fall quarter). Under exceptional circumstances, other students may be allowed to delay the exam from their fifth quarter to the two weeks before the beginning of the next fall quarter, with permission of the Director of Graduate Studies.

If you have an M.A. in Musicology from another institution, you will need to take the M.A. exam at UCLA, but because of institutional regulations cannot be awarded an M.A. degree from UCLA. (Performance degrees are not normally considered equivalent; if you have a degree in ethnomusicology or another field, you may petition the faculty concerning its status).

In anticipation of the examination, students are asked to designate three topics that must link to the three methodological types of seminars now offered in the department: 1) musical repertory and analysis; 2) musical history and historiography; 3) music and critical, cultural or social theory. Students are required to take one course of each type before the Comprehensive Exam. To fulfill this requirement, students normally use topic-based seminars in the range 245-255, but they can also designate seminars in the 200 sequence, or, with departmental approval, any seminar they attended offered by the Department of Musicology at UCLA. In rare cases, they can also petition to be examined on up to one seminar from a previous degree program. The student should discuss and clarify with the instructor of each seminar how a topic will be formulated for the exam and how best to prepare for it. These examinations are designed to allow

the student to review and synthesize what they have learned in seminars. The exam will test skill at historical analysis, knowledge of a body of critical theory, interpretive and music-analytical abilities, and the capacity for critical and reflective thinking.

The chair, after taking into account the seminars/subjects designated by the student and the suggestions of the student, approves the appointment of three faculty members in this department to serve as the examining committee. The first stage is the written examination which is taken together by the cohort of students but is designed differently for each. The members of the examining committee (in consultation with each other to avoid duplication) formulate three essay topics related to the designated topics. Each student receives these topics at the time of the examination and is given the week-end to address them in essays of no more than 10-12 pages each.

Four copies of each exam answer with question attached should be submitted on Tuesday after Memorial Day at the designated time.

The comprehensive examination is concluded by a two-hour oral examination covering the three designated topics. On the basis of the student's overall performance, the committee awards a grade of High Pass (pass to continue in the Ph.D. program), Pass (terminal pass), Fail, or Fail Subject to Reevaluation. In this last instance, the student is permitted to repeat the deficient portions of the examination in the following Fall Quarter, after additional coursework or study is completed. More than one such attempt may be granted at the discretion of the faculty.

Samples of previous M.A. exam questions are available in the SAO's office.



Third Year (Post M.A.)

Before School Starts

If you have a TA appointment, plan to be available to help your supervising professor at least three weekdays before the first day of class. Make the same plans for winter and spring unless you are granted an exception by your supervising professor.

Update your contact information, reporting new mailing addresses, phone numbers, and email addresses to the SAO.

Fall Quarter

You must register for at least 12 credits before the end of the second week of classes each quarter. Your coursework this year should be chosen so as to help you develop expertise in your area of specialization. Usually students take more courses outside the department during this year. At the doctoral level, students can take up to 4 units of 596, independent study with a faculty, towards their course requirements. In addition to coursework you can sign up for exam prep units or 597 when preparing for your special fields and dissertation proposal defense. Once you are Advanced to Doctoral Candidacy you will register for 599 exam units.

You should arrange to take the Special Field Exam during the winter or spring of the third year (see the information about this exam on a separate page).

Winter or Spring Quarter

In consultation with your advisor, prepare to take the Special Field Exam (see the information on the separate page).

Other

Check your BAR account every month. Pay bills by the 20th of the month to avoid holds.

Students are encouraged to apply for Research Mentorships for their third, or, even better, fourth, year. For information on this and other sources of continuing support, see the Graduate Division continuing support webpage, <http://www.gdnet.ucla.edu/asis/stusup/stusup.htm>.

Remember that you will need to cultivate a relationship with a faculty member outside the department who can serve on your dissertation committee, so keep an eye out for relevant seminars outside of musicology. (The Music and Ethnomusicology departments are considered “outside” for these purposes.)

In conjunction with preparation for Special Fields exam, discuss which language you might use to satisfy language requirement for the Ph.D. oral examination (see the proposal “defense,” below) in consultation with your primary advisor.

If you would like to request funding for travel to present a paper at a conference, email the SAO, including the place and dates of the conference, the sponsoring organization, the title of your paper, and the cost of airfare. The department policy is to fund up to \$300 for flight only to present at a conference. Any requests for exceptions to departmental policies should likewise be emailed to the DGS and copied to the SAO.

There are additional funding opportunities to get funding to present at conferences or do research through the Herb Alpert School of Music, Student Opportunity Fund. Make sure to apply early as funding can run out!



Special Field Exam

Soon after or during completion of their doctoral coursework, during the winter or spring of the third year, students take the Special Field Examination, which includes both written and oral components. By this time, the student must have decided upon an area of specialization and secured the agreement of a qualified faculty member to serve as the dissertation adviser. The special field is developed in negotiation with the advisor, and is defined more narrowly than the M.A. exam areas but more broadly than the dissertation topic. It may be thought of as the area of scholarship to which the dissertation will be making its contribution, or, alternately, as the kind of specialization requested in academic job postings. Taking into account the field designated and the suggestions of the student and the adviser, the Chair approves the appointment of three of its members to serve as the examining committee.

Three months before the examination, the student submits to the committee members a reading and repertoire list related to the area of specialization. Typically, this consists of a formal bibliography in the general area of the dissertation research and a list of relevant musical works, together totaling no more than fifty items. The lists have tended to be 70-80% scholarly or critical writings with the remainder musical examples (recordings or scores). The written sources are inevitably a more comprehensive representation of the special field; the musical examples are just that, illustrative selections. Sometimes journal articles are included if they are deemed sufficiently important. Some students have usefully divided their lists into categories such as history, cultural theory, gender studies, etc., but this is not required. The normal procedure is to draft a list and discuss it with the advisor, who will recommend changes. When the advisor is satisfied with the list, it should be given to the other committee members for their suggestions. The list should include the student's name and a title that clearly indicates the scope of the special field; in some cases, a paragraph-long rationale is advisable.

The members of the examining committee (in consultation with one another to avoid duplication) each formulate one or more questions relating to the topic, repertoire, and methods thus staked out by the student. The student is allowed one week to address these topics using any desired research materials. Each essay should begin by stating the question it is addressing and typically consist of no more than 15 pages.

After the completed written examination has been distributed to the examiners, a two-hour oral examination is scheduled. At this time, the committee may discuss the results of the written examination with the student and ask further questions related to the area of the dissertation research. Students should be prepared to discuss the significance of any of the items on the fifty-item list and defend their choices and omissions. For example: “Why did you choose this book rather than X? With whom or what ideas was this author arguing? What useful tools or ideas have you taken from this book? What is the historical significance of this musical example? How might one talk about its meanings?” You may consult past lists and exam questions in the SAO’s office.

If a majority of the committee determines that the written and oral examinations have been passed, the student begins preparation for the second stage, the University Oral Qualifying Examination (also called the “defense” of the dissertation proposal). If the committee determines that the written and oral examinations have not been passed, the student may retake the Special Field Examination after six months of further preparation. More than one such attempt may be granted at the discretion of the faculty.



Fourth Year & Beyond

Before School Starts

If you have a TA appointment, plan to be available to help your supervising professor at least three weekdays before the first day of class. Make the same plans for winter and spring unless you are granted an exception by your supervising professor.

Update your contact information, reporting new mailing addresses, phone numbers, and email addresses to the SAO.

Fall Quarter

You must register for at least 12 credits before the end of the second week of classes each quarter. Once you are finished with coursework you would sign up for exam prep units or 597 when preparing for dissertation proposal defense. Once you are Advanced to Doctoral Candidacy you will register for 599 exam units.

Optimally, the defense of the dissertation proposal should occur during the fall of the fourth year (see separate page for more information).

AMS 50 Dissertation Fellowship applications are due in January; your sample chapter is due to your advisor by November 15 for comments. See the AMS website for application information. All students who intend to apply for a UCLA Dissertation Year Fellowship are encouraged to apply for an AMS 50 Dissertation Fellowship.

Winter Quarter

UCLA Dissertation Fellowship applications are due to the department by the end of March.

Other

Check your BAR account every month. Pay bills by the 20th of the month to avoid holds.

If you would like to request funding for travel to present a paper at a conference, email your petition to the Chair, including the place and dates of the conference, the sponsoring organization, the title of your paper, and the cost of airfare. Any requests for exceptions to departmental policies should likewise be emailed to the Chair.

You must constitute (or nominate) your committee at least one month before your defense. See the SAO for the necessary form.

In preparing to apply for jobs, you should talk to your professors about letters of recommendation and materials needed for your job portfolio. Past successful job materials of alumni are available to view in the department SAO office.

If you are not a U.S. citizen, remember that reduced non-resident tuition is available for a maximum of **nine quarters** (regardless of any leaves or in absentia registration) after you advance to candidacy.



Dissertation Proposal Defense

The University Oral Qualifying Examination is a defense of the dissertation prospectus. All other requirements must be satisfied before this examination can be scheduled. The examining committee must include three members of the musicology faculty and one outside faculty member (see the Graduate Division website for official guidance on the eligibility of outside members); at least two members of the committee must be tenured faculty. This committee must be officially constituted at least a month before the scheduled defense.

The proposal is distributed to the examining committee only after the student's advisor has determined it is ready. After consultation with the student, the advisor may choose to bring the dissertation proposal to the faculty for feedback at his/her discretion. The student must submit the prospectus to the members of the examination committee at least two weeks before the scheduled defense. Practically speaking, this may mean having the proposal ready by the sixth week of a quarter or even earlier, if the exam is not to be deferred until the next quarter.

The prospectus must be a substantially researched overview of the proposed dissertation that demonstrates that the student is prepared to undertake the dissertation project. Students are encouraged to consult with the members of their committee before the examination, which concentrates on the feasibility and significance of the project and the student's preparation for it. The proposal should be no longer than twenty pages, plus a bibliography. Attached to it should be a separate one-paragraph abstract of the dissertation project.

The language requirement for the Ph.D. in Musicology is determined by the members of the dissertation committee in accordance with the nature of an individual student's doctoral research. The committee will decide amongst itself the manner in which the language requirement will be satisfied. Normally the dissertation proposal itself will demonstrate the student's mastery of sources and literature in whatever foreign language(s) the committee deems necessary. Other means of satisfying the requirement may be required, including examinations or a required course of study.

If the defense is unsatisfactory, the candidate may repeat the examination once, at the discretion of the faculty. After passing this examination, the student is advanced to candidacy and begins to write the dissertation. Candidates are encouraged to enroll in or audit seminars in their field whenever they are offered. If enrolled, candidates may satisfy course requirements through work connected to the dissertation.



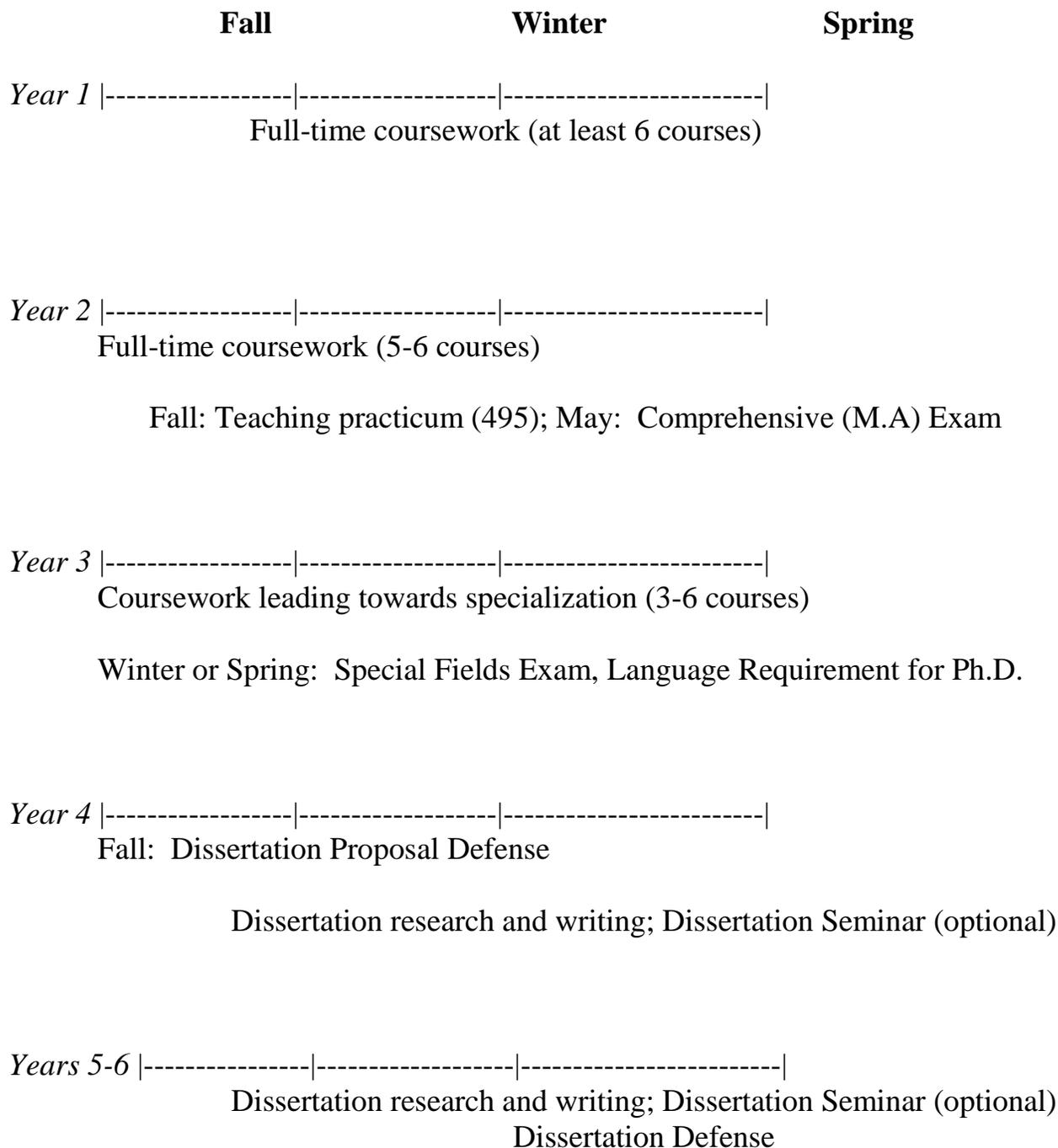
Defending & Filing

The oral defense of the dissertation is scheduled when the advisor and the candidate agree that the work is ready for defense. Complete copies of the dissertation must be delivered (or emailed if member states this is acceptable) to each member of the committee at least three weeks in advance of the defense. Please note that the university requires that all members of the dissertation committee physically attend the defense. Allow plenty of time to schedule the oral examination, and be aware that faculty members tend to plan travel, research, and sabbatical leaves months, even years in advance.

For advice on preparing and filing your dissertation, see the Graduate Division website. Be aware that you are not required to obtain any copyright permissions in order to file your dissertation. Even for later publication of your work as a book, Fair Use protects most uses of copyrighted materials provided that they are reproduced only in part, for academic purposes of commentary or criticism, so long as such use does not harm the economic value of the copyright. But in any case, university policy explicitly states that no copyright permissions of any kind are required in order to file the dissertation.

Appendix 1: Degree Timeline

This chart models optimal progress through the program.² Students entering with a M.A. in musicology typically begin the plan with the second year. Satisfactory progress through the program is one of the requirements for continuing graduate student financial support; all awards are determined through the deliberations of the musicology faculty. Note: no graduate exams will be scheduled between June 15 and September 15.



²Average time-to-degree is closer to six years than to five, though some students entering with an M.A. have completed the Ph.D. in four years. Time will legitimately vary according to students' backgrounds, chosen topics, development of special language skills, etc. This timeline is presented as "optimal" because the department cannot guarantee more than five years of support.

Appendix 2: Awards

Departmental Awards

The Friends of Musicology Graduate Student Award (formerly known as the Charles and Carmela Speroni Graduate Student Award)

This award, established by the Friends of Musicology, is given annually to a graduate student in Musicology. The award is for pre-dissertation work done in the department, normally a seminar paper. Students typically revise their papers in preparation for the competition. A subcommittee of three members of the faculty judges the submissions; a different committee is constituted each year. The prize includes a cash award, the amount of which varies somewhat from year to year but has always been \$1000 or more. Students must be in good academic standing to be considered for the award. Submissions are solicited during spring quarter and the award is announced at the end of the school year.

The Herman and Celia Wise Graduate Student Award

This award is given annually to a graduate student in Musicology who has advanced to Ph.D. candidacy. The basis for the award is a dissertation chapter. A subcommittee of three members of the faculty judges the submissions; a different committee is constituted each year. The prize includes a cash award, the amount of which varies somewhat from year to year but has always been \$1000 or more. Students must be in good academic standing to be considered for the award. Submissions are solicited during spring quarter and the award is announced at the end of the school year.

The Professor Ciro Zoppo Graduate Student Award in Musicology

The \$3,000 fellowship will be awarded to a Ph.D. candidate in the Department of Musicology to support research and travel in connection with a research project that will culminate in a public presentation and concert. Applicants must submit the following:

- a 500 word essay that describes how the Professor Ciro Zoppo Graduate Student Award will enhance a clearly defined research project, and includes a plan for the performance
- a detailed budget that includes the concert and recording as well as travel and research expenses
- a detailed resume or curriculum vita

Applicants must possess a grade point average of 3.5 or higher. The award will be given only to students who are conducting research on non-canonical composers, prior to 1950, who have limited or no publication. Research should include the use of, but is not restricted to, church records, library holdings, or personal interviews.

The Musicology department maintains a database of eligible composers to assist students in formulating proposals, but students are also encouraged to find composers not already in the database. Recipients of the award are especially encouraged to report to the department any materials relating to other peripheral, non-canonical, and unperformed composers they encounter during their research. The recipient of the award will give a public presentation on the research project, in the academic year after the award was presented. The public presentation must include a concert, not necessarily by the recipient, along with a report of the research findings; the concert should be presented as such, and not as a lecture-demonstration. A DVD and/or sound recording must be made of the performance. Any changes to the project as originally proposed must have the approval of the department chair. The recipient of the award may reapply for the *Ciro Zoppo Graduate Student Award* if a strong showing of progress toward completion of the research project is made.

University Awards

College Awards

Each year the faculty selects one graduate student to be the department's nominee for the Charles E. and Sue K. Young Graduate Student Award, which is annually given to five UCLA graduate students in recognition of the excellence of their scholarship and academic citizenship.

The faculty also selects a nominee for the Academic Senate's Distinguished Teaching Award. Regardless of the success of that nomination, the nominee is awarded the department's Graduate Student Teaching Award.

CUTF: Collegium of University Teaching Fellows

The Collegium of University Teaching Fellows (CUTF) is an innovative program that creates unique learning opportunities for both graduate teaching fellows and undergraduate students on campus. Through the program, some of UCLA's very best advanced graduate students have the opportunity to develop and teach a lower division seminar in their field of specialization on a one-time only basis. This experience serves as a "capstone" to the teaching apprenticeship, preparing them for the academic job market and their role as future faculty. At the same time, undergraduates enrolled in CUTF seminars have the chance to take courses that are at the cutting edge of a discipline and to experience the benefits of participating in a small-seminar environment.

Graduate Division Awards

A detailed list of awards can be found in the Graduate Student Financial Support for Continuing Students: <http://www.grad.ucla.edu/asis/stusup/stusup.htm> . The SAO will also send out a fellowship calendar in early winter quarter with a list of deadlines for Graduate Division awards and other well known fellowships/ awards.

Appendix 3: Summer Support

The department and the university provide a number of opportunities for graduate student teaching experience and financial support during the summer.

For information on Graduate Division Summer Research Mentorships, see <http://www.gdnet.ucla.edu/asis/sfap/srmintr.htm>.

Most graduate students will at some point teach a summer class. Requests for summer teaching appointments are solicited in the fall, and appointments are based on seniority, degree progress, previous teaching experience, and expertise in the particular subject matter of the course. Graduate students who teach in the summer will be assigned faculty mentors who will assist in the preparation of the course.

Some summer courses require TA assistance. Normally, first-year students who do not have previous teaching experience are not considered for such appointments (an exception might be made if no advanced students volunteer). The Chair appoints summer TAs when enrollments are sufficient, typically 30 students, depending on the availability of support funds.

Appendix 4: The Director of Graduate Studies

The Director of Graduate Studies oversees the department's graduate program. In particular, the DGS, with the Student Affairs Officer, tracks graduate students' degree progress, encouraging timely progress, counseling students on when and how to schedule exams, and advising them in matters of professional development. The DGS guides students in their preparation for the M.A. exam and pays particular attention to the scheduling of and preparation for the Special Field Exam and the Dissertation Proposal Defense, the timing of which varies according to students' topics and previous preparation. The DGS serves as graduate students' primary advisor, periodically holding individual meetings with them, until an advising relationship is officially established with the dissertation advisor. The DGS also participates, with the Chair, in the fall orientation meeting for new students, sends end-of-year progress letters, and occasionally Town Hall meetings, and is responsible for ensuring the offering of Musicology/Ethnomusicology 495 (the Introductory Practicum for Teaching Apprentices). The DGS is authorized to approve student petitions requesting exceptions for which a clear precedent and a compelling rationale exist.