Note: This handbook should be read and consulted in tandem with the UCR Graduate Student Handbook, available from the Graduate Division website.
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Welcome from the Chair

Welcome to the academic year 2015-16 in the Department of Music at the University of California, Riverside. Some of you are returning, while others are new to UCR. In any case, we are very happy to have you here. Graduate school is a transformative experience in the lives of students seeking to broaden, deepen, and refine their knowledge and skills in preparation for a career. The music faculty looks forward to sharing that transformation with you, as we not only teach you but also learn from your experience and research. And we thrive on your enthusiasm! If you are a performer, we encourage you to participate in one of our many ensembles. We offer a wide variety of performance opportunities in groups specializing in the musics of Japan, the Philippines, Indonesia, the Andes, Mexico, and Scotland, as well traditional Western classical traditions, e.g., choral, orchestral, wind band, and chamber music. We also have percussion and jazz ensembles. Of course, your principal ambition is to create new music or to become an expert in some area of music scholarship. We have all the technological and bibliographic resources that you will need in that quest. Most important, we have a distinguished faculty of internationally renowned composers and scholars who are committed to helping you realize your dreams. But remember never to let your studies interfere with your education. Southern California offers unlimited opportunities for exploring and enjoying the natural world and a wide variety of human cultures. So, above and beyond all other considerations, I hope that you will take the time to enjoy yourself at UCR!

- Walter Clark, Professor of Musicology and Chair of the Department

About UCR and the Department of Music

Overview
The Department of Music offers the M.A. and Ph.D. degrees in Music with a specialization in three areas: digital composition, ethnomusicology, and musicology. Students are encouraged to view music in a broad cultural context: communication between the intradisciplinary areas is built into the program, and courses outside the department are either encouraged or required in order to develop an interdisciplinary outlook.

Riverside
The 1,200-acre Riverside campus of the University of California is situated at the foot of the dramatic San Bernardino and Box Springs Mountains, in the heart of the rapidly growing Inland Empire. Located 50 miles east of Los Angeles, it is equidistant from the desert, mountains, and ocean, and is within easy driving distance to most of the major cultural and recreational offerings of Southern California. Nearby Ontario International Airport offers access to the nation’s major cities and commuter flights to LAX; Metrolink train service is available to LA.

The city of Riverside itself has undergone a major renaissance in recent years. Just a few minutes away from campus via bus, car, or bike, the downtown area now features regular concerts and art exhibitions at UCR’s ArtsBlock, including the Culver Center of the Arts, the California Museum of Photography, and the Sweeney Arts Gallery. The Fox Performing Arts Center a few blocks away books national touring acts and musicals, and other local joints like Back to the Grind café have regular concerts and open mic nights. Plus - you haven’t really settled in until you’ve eaten at Tio’s Tacos, taken a tour of the Mission Inn, and climbed Mt. Roubideaux!
**I’m New! What Do I Need to Know?**

**1. Admissions and web orientation**
Follow all deadlines communicated from grad division concerning the admissions process and familiarize yourself with the following web links:

- UCR Graduate Division - [http://www.graddiv.ucr.edu/](http://www.graddiv.ucr.edu/)
- UCR Course Catalog - [http://www.catalog.ucr.edu/](http://www.catalog.ucr.edu/)
- R’Web – your portal to most UCR applications and services, including enrollment (through GROWL), Webmail, iLearn (course websites), and more - [http://rweb.ucr.edu](http://rweb.ucr.edu)
- UCR Class Schedule - [http://classes.ucr.edu/](http://classes.ucr.edu/)
- Campus Map - [http://www.campusmap.ucr.edu/](http://www.campusmap.ucr.edu/)

**2. Test your webmail address**
Email is the method most frequently used by the University to contact students. During the admissions process you will be assigned a webmail account (http://webmail.ucr.edu/). All students are required to check their webmail; it can be set up to forward to another email address. The Registrar’s Office, Graduate Division and the Music Department all use this account to send you important notifications. You are responsible for reading it regularly.

**3. Enrollment**
Make sure you understand and follow through on your initial registration deadlines. These affect the University’s ability to process your coursework and (more importantly) your financial aid. For your first quarter at UCR you will be taking core seminars. Follow the advice of the Grad Advisor and the Graduate Assistant in terms of initial offerings. Prepare any questions about enrollment and classes in advance of meeting with these advisors or other faculty, and work with the Grad Advisor on deciding about substitutions if necessary. If you run out of time deciding, please enroll for the boilerplate 12 units by the deadline.

**4. Get your ID Card**
All UCR Students are required to have a photo identification student card (R’Card) for library use and other official activities. Instructions on how to obtain one are found here: [http://ucrcard.ucr.edu/](http://ucrcard.ucr.edu/)

UCR Card Office Hours
9:00 a.m. - 4:00 p.m. Monday through Friday Highlander Union Building Suite 249
Bring a valid form of ID and your student ID number.

**5. Orientation Activities**
Attend all scheduled orientation activities for further information about getting started both with your program and your life in Riverside.
6. Get the Grad Division Student handbook
If you’ve done all the previous steps you should have this by now. If not, get your copy from the Graduate Division website. It contains the important big-picture information you need to complete your education at UCR:

The direct link to the handbook, in pdf form:
http://graduate.ucr.edu/forms/Grad%20Student%20Handbook%202015.pdf

The page on the Graduate Division website with this link, along with all other forms you will need during your graduate career at UCR:
http://graduate.ucr.edu/pub_forms.html

7. International Students
International students are urged to make use of UCR’s International Center to address additional needs:
http://www.internationalstudent.ucr.edu/

Contact Information
The Department of Music administration forms part of the Performing Arts Administration office, and is located in the Arts Building, Suite 121, next to the central elevators and restrooms. Most faculty offices, along with the Graduate Student Lounge and TA office are located in the Department of Music office suite, just off the main plaza of the Arts Building. Other faculty and administrative offices are located on the in the Interdisciplinary Buildings(INTS and INTN), directly to the east of the Arts Building (toward the mountains).

Performing Arts Administration Office Business Hours:
(M-F) 8:30-11:30 am
1:00-4:30 pm

Mailing Address
Department of Music - 061
University of California Riverside
Riverside, CA 92521-0325

Fax Number: 951-827-4651
People
All information here is also available (and updated regularly) through the department website (www.music.ucr.edu).

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Tagumpay de Leon, M.S. Director of Rondalla Ensemble  
Email: pideleon@ucr.edu

Rev. Shuichi Thomas Kurai, B.S., Director of Taiko Ensemble  
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Abhiman Kaushal, Director of South Asian (tabla) Ensemble  
Email: abhiman.kaushal@ucr.edu

Cynthia Reifler Flores, B.A., Director of Mariachi Mexicatl  
Contact info TBD

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Celia Chan, Harp  
Richard Chasin, B.A., Trumpet  
David W. Christensen, M.M., Organ and Carillon  
Justin DeHart, D.M.A., Percussion and Marimba  
Robert D. Dominguez, Drum Set  
Larry Flahive, Jazz Piano  
Eileen Holt, M.M. Flute  
Lisa Geering, B.A. Oboe  
David Kendall, Ph.D., Trombone  
Audrey J. Lamprey, M.M., French Horn

Frances C. Moore, M.A., Violin and Viola  
Roger Myers, M.A. Saxophone  
Patrick L. Read, M.A., Classical Guitar  
Manon Robertshaw, M.M., Cello  
Michael Sawzin, M.M., Saxophone  
Robert L. Scarano, B.A., Jazz Guitar  
Jeffery Stover, A.A. Electric Guitar  
Leslie Schroerlucke, M.M., Clarinet  
Scott Sutherland, Tuba  
Camilia Voin, D.M.A., Voice  
Joshua Welchez, M.M., Trumpet  
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Departmental Meetings

Faculty Meetings
The graduate program is administered under the direction of the faculty. The faculty makes admission decisions, controls the curricular structure, makes recommendations for funding and participates in both internal and external reviews at the student and program level. Faculty meetings are usually held on Wednesdays and at least once a month. The president or other designated member of the Music Graduate Students Association (MGSA) may attend any faculty meeting that is not ladder track. Issues relating to suggestions for programmatic change and which encompass student concerns that affect a number of people should be directed through this representative.

Individual student concerns such as petitions for resources (rehearsal or performance space), course substitutions, changes of degree objective and serious personal programmatic concerns may be submitted in email to the department chair, through a sympathetic or participating faculty member (usually your committee chair or the Graduate Advisor) or the Financial & Administrative Officer. Please be prepared wait for a scheduled faculty meeting to have your concern addressed.

Wed@Noon
Wed@Noon does not occur every Wednesday (it only occurs when advertised), nor is it at noon (it runs from 12:10-1:00 pm). Nevertheless, when it happens you must attend – classes in the department are scheduled not to conflict with this time slot, and this is one of the principal opportunities we have to come together as a program on a regular basis to exchange ideas, build community, and enjoy the art form we have dedicated our lives to studying. Events include lectures, concerts, presentations, roundtable discussions, and other student-organized events, presented by your colleagues, professors, and invited guests. Most events take place in Arts 157. If you have an idea for a short lunchtime musical concert (Wed@Noon presentations run about 40 minutes long), want to deliver a conference paper for a test audience, organize a panel discussion, or bring in an interesting outside guest of your own, Wed@Noon may be the way to do it.

The Wed@Noon Coordinator for 2015-16 is Leonora Saavedra (leonora.saavedra@ucr.edu). Be sure to get on the calendar early and provide Kathy DeAtley (kathleen.deatley@ucr.edu) with all information, including the NAME, LOCATION, AND DESCRIPTION for your event plus any graphic enhancements (photos, images, etc.). This information must be sent to her at least one week in advance of your presentation, for publicity reasons and in case it needs to be modified.

Resources

Overview
The ARTS building has a 140-seat performance lab, 106-seat rehearsal space, ear-training laboratory, 19 practice rooms, various teaching studios, faculty and administrative offices, and the Music Library. Facilities include practice rooms equipped with Steinway and Yamaha pianos, teaching studios, a carillon console, and computerized ear-training equipment. The instrument collection, in addition to complete families of the modern orchestral and band instruments, is particularly rich in historical replicas: three pipe organs, two harpsichords, virginal, clavichord, forte-
piano, lutes, theorbo, viols, and a large group of Renaissance and Baroque wind instruments. The department also owns large and expanding collections of instruments for five world music ensembles: Javanese gamelan, Japanese taiko, Mexican mariachi, Filipino rondalla, and Andean folk music. UC Riverside is home to the Center for Iberian and Latin American Music and its journal *Diagonal*. The Center sponsors annual *Encuentros/Encounters* featuring a conference and concerts devoted to a particular aspect of this heritage.

*Photocopying-Mail/Keys*

The photocopier is located in the Music Office area just outside the grad lounge. Photocopy access and maintenance is administered through Performing Arts Administration. Teaching assistants are encouraged to use online/digital means (ilearn) as an alternative to mass photocopying.

Graduate student mail slots are located in the faculty office suite hallway. Outgoing mail that contains University business may be placed in the mailbag near the faculty mail slots.

General student mailbox accessibility is governed by CHASS Facilities Administration. Generally, the office hallway doors automatically unlock at 7 am and lock again at 6 pm. Graduate students may receive a keycard that makes their mailboxes accessible at all other times.

All keys and key cards are administered through CHASS Facilities. See Mary Longtin.

*Office Space*

*The Grad Lounge – Arts 136*

The grad lounge doubles as office and consultation space. Meetings that require more space and/or a table may either be taken into the hallway to a conference space scheduled in the nearby Multimedia Library (Room 2117, 2nd floor) of the CHASS Interdisciplinary Building South, or the Tomás Rivera Library.

*Teaching Assistant Offices – Arts 144*

Arts 144, at the other end of the faculty office suite from the grad lounge, includes a piano and computer for instruction and student consultation. Additional offices for teaching assistants are assigned as needed.

*Additional space requirements*

Requests for additional space should be done in conjunction with involved faculty. All space requests go through the CHASS Facilities Administration website ([http://afa.ucr.edu](http://afa.ucr.edu)).

*Microwave/Refrigerator*

The microwave and refrigerator in the upstairs office area are for both music student and faculty use. Please clean up your messes. If you are unfamiliar with this microwave, watch your early projects carefully or you’ll set off the fire alarm. If you use the fridge, clean the fridge. Items left for more than a few days will be discarded.
Software and Computing
Software resources associated with the Arts Computer Lab (ARTS 311 and 323) are administered by UCR Computing & Communications. Hours of operation are regularly updated on their website (http://www.cnc.ucr.edu/scs/artsn.html). Administrative or technical issues associated with these labs should be directed to Computing & Communications. Requests for particular software or support may be relayed through relevant music faculty.

In addition, the Music Department has several computers designated for student use.

1. Grad Lounge computer – a general purpose PC
2. Music Library computers – There are five general use computers in the Music Library, all linked to a B&W printer (ten cents a page to print). There is also separate Dell computer in the library set up by Prof. Labor that is not online that includes gaming software.
3. Specialized computers for recording and sound editing are found in ARTS 52, ARTS 243, and other spaces used by the digital composition program. Access to these machines is scheduled through individual composition faculty in charge of them.

Students are assumed to own a personal computer containing software adequate for manuscript preparation, and to be proficient in its use.

Other Resources
Additional UCR services and facilities may be researched from the UCR Main website (http://www.ucr.edu/) selecting the “A-Z Listing” option or from the UCR Catalog. Among these are the following:

University Resources
Find People | Office of the Registrar | Bookstore
Directions to Campus | Five Year Academic Calendar | Financial Aid Office
Campus Directory | Course Catalog | Student Employment
Parking Services | Classes, Schedule | Teaching Assistant
Residence Hall Network | Growl | Development Program
Cashiers Office | UCR Card | Payroll Office

Program Resources
College of Humanities, Arts, & Social Sciences (CHASS) | Interdisciplinary Programs Office | Visa Application Information
Graduate Division | Learning Center | Commencement
Music Department | iLearn | Transcripts Services
Library Catalog (Scotty) | Computing & Communications | Letters of Reference File Service
Gluck Fellows Program of the Arts | Printing & Reprographics |

Personal Assistance
Campus Police Department | Affirmative Action | Office of the Ombudsperson
Conflict Resolution | Counseling Center | Lost and Found
Sources of UCR Arts Programming

Calendar of Events: Sweeney Art Gallery
Cultural Events: UCRCMP (California Museum of Photography)
Fine Arts Ticket Office: Culver Center for the Arts
KUCR (Radio Station)

Organizations and Interests

Associated Students of UCR (ASUCR): Student Clubs
GSA (Graduate Student Association): Highlander Union (HUB)
Athletics: Leadership Center
LGBT Resource Center: Outdoor Excursions
International Student Center: Women's Resource Center

Information and Fun

Statistics about UCR: Highlander News
Facts about UCR: Oral History of UCR
Inside UCR: UCR: The Magazine of UCR
UCRTube: Visitor's Guide
Visitor's Information: Visitor's Information

Graduate Division

One of your most important resources in successfully completing your graduate education is Graduate Division, the most up-to-date source of changes in fees and tuition, procedures and postings of additional financial aid opportunities. Please visit the graduate division website on a regular basis and familiarize yourself with the Graduate Division Student handbook, as well as other forms you'll need along the way (http://graduate.ucr.edu/pub_forms.html).

Program Advising

Program Overview

Catalog information is updated yearly in a manner asynchronous with this resource document. Up-to-date catalog and scheduling information may be found online at:

UCR Course Catalog
http://www.catalog.ucr.edu/

UCR Class Schedule, Calendar, and Fees/Tuition information
http://classes.ucr.edu/

Examine the catalog requirements carefully to make sure you understand how the program requirements work. Regardless of your field of specialty, or whether you enter at the masters or doctoral level, the overall arc of your program consists of the following stages:

1. Coursework.
2. Examinations. MA students take comprehensive exams. PhD students take qualifying exams. If you pass your exams, you advance to candidacy. You then move on to...
3. Thesis or dissertation

Note: a year-by-year summary of tasks and expected milestones for the ethnomusicology track is included with this handbook as the first appendix.

General Advice on Course Selection

1. Take core seminars first.
   Certain required seminars form the basis for subsequent coursework work and, when possible, are taught early in the year for that reason. Take these when they are offered.

2. Take graduate seminars when they are offered.
   Graduate courses are only one of the Music Department faculty’s responsibilities. If you see a course you like but put off taking it thinking it will be taught again soon, or at the same time a subsequent year, you may be disappointed. If a music grad seminar is scheduled that you think fits your interests and does not conflict with a core seminar, take it while you can.

3. Get your language requirements out of the way as soon as possible.
   Review your language/translation requirements carefully and arrange to take language exams as soon as you feel you can reasonably pass them. Since these are likely to be in your field of scholarly interest you will both better prepare yourself for foundational thesis/dissertation work, and get a requirement off your mind that may impede your thesis/dissertation work.

4. Examine offerings outside of the Department.
   UCR is a diverse campus with a broad selection of offerings outside of the Music Department and, in fact, many Music faculty members are either participating members or jointly appointed with other Departments. Take outside offerings to broaden yourself culturally, develop a relevant extra-musical skill, or when they are congruent with your research interests.

5. Take private studies with a specific goal in mind.
   Music 290 (Directed Study) must be proposed in advance. This means speaking to a professor and arranging a well-organized study at least a month before the end of the previous quarter in case your proposal needs to go to faculty vote. While the faculty try to accommodate directed study requests, please recognize that not all requests can be granted. Do not request a directed study to address material or topics covered in a regularly offered course – take the class.

6. Take ensemble credits.
   The UCR Music Department is proud to offer a variety of performing ensembles. In addition to satisfying credit requirements, ensembles are great ways to meet people, get involved with the community, and broaden your University experience.

7. Prepare for examinations early.
   Comprehensive examinations, the Composition skill test, language examinations, and Qualifying exams will all go better if you address any known deficiencies in advance. Avail yourself of advice from your committee chair in terms of developing a program of study if necessary. If you have a
deficiency revealed by an advisory exam, it is your responsibility to initiate remedial action. Don’t wait until the last minute.

8. Once you are assigned a committee chair, stay in contact with them throughout your process. Trust your committee chair as your principal curricular point of contact with your program.

9. Make sure you give your committee time to examine your work. Your committee’s input into any creative culmination (such as a thesis or dissertation) is the basis upon which your certification is based – not an external filing deadline. If you want to be sure there are no problems be sure you give your committee plenty of time to examine your work, deliver comments, and verify things after you have responded.

10. Verify all record keeping. As your contact with your committee and chair intensifies, stay in touch with the Graduate Advisor and the Graduate Assistant with regard to all exams, language requirements, and forms completed. If a transaction is purely a paper one, be sure at least one email is sent to both the Grad Advisor and Graduate Assistant confirming its completion/results.

Catalog Information
The following information may also be found in the UCR General Catalog (http://www.catalog.ucr.edu/), and constitutes the formal “contract” under which you undertake graduate study at UCR.

The Department of Music offers the M.A. and Ph.D. degrees in Music with a specialization in three areas: digital composition, ethnomusicology, and musicology. Students are encouraged to view music in the broad context of culture: communication between the intradisciplinary areas is built into the program, and courses outside the department are either encouraged or required in order to develop an interdisciplinary outlook.

Admission Students may apply for a terminal M.A. degree. Students intending to pursue a Ph.D. as their final degree objective should apply directly to the Ph.D. program. Students with a B.A. should follow the requirements for the M.A. for the first six quarters.

Students are admitted into the graduate program in the fall quarter only. Though applicants must provide GRE General Test scores, scores for the music subject area are not required. All prospective students must submit an example of their writing.

Composers must also submit musical scores, recordings, or both and include a statement on technical experience. It is required that students entering the graduate program in digital composition have 1) basic computer word-processing and spreadsheet skills, 2) demonstrated proficiency with a computer music notation program, 3) demonstrated proficiency with a sequencer and audio editor, and 4) at least one of the following: programming fluency in a computer language, fluency in a digital audio signal processing prototyping language, hardware experience, analog studio experience, nonlinear video editing experience, music production/studio recording experience, a scientific computing skill, or a multimedia design skill. Composers must also submit recorded evidence of performance ability. This may be either
a recording of one or more performances on a preferred instrument or an aspect of the composition portfolio stated above in which the student has a significant performance role in either an acoustic music or digital capacity. Digital composition students may optionally include an additional non-academic writing sample which may be fiction, technical, or business writing.

Musicology and composition students must have an M.A. or undergraduate degree in music, including piano proficiency and musicianship (ear training). Digital composition students must have an M.A. in music or undergraduate degree in music. Ethnomusicology students must have a background in music or anthropology. Evidence of superior intellectual ability in another field combined with some demonstrable expertise in any musical tradition is also viewed favorably.

Entering graduate students in digital composition and musicology must take an advisory examination. In musicology, admission to full graduate status is contingent upon the removal of any deficiencies in undergraduate preparation as shown by this advisory examination. In digital composition, deficiencies in undergraduate preparation must be completed by the time of the Comprehensive Examination.

**Master's Degree**

The Department of Music offers the M.A. degree in Music under Plan I (Thesis).

**Requirements.** In addition to the coursework indicated below, all students must meet the following requirements.

1. **Comprehensive examination.** All students must pass a written and oral comprehensive examination testing knowledge over a broad spectrum of their field of study. The ethnomusicology exam covers three broad areas: geocultural area studies, the history of ethnomusicology, and critical issues in ethnography. The digital composition and musicology exams cover three broad areas: music theory, music history and critical issues in theory and/or musicology. Digital composition students must also take a practical examination in basic computing and digital music skills, a composition test, and an entrance audition (instrumental or vocal).

   The comprehensive examination can be passed at the M.A. or at the Ph.D. level. Passing the exam at the Ph.D. level is a requirement for students intending to pursue a Ph.D.. Failure to pass the comprehensive examinations after two opportunities constitutes grounds for dismissal from the program.

2. **Foreign Language Requirement.** Students must demonstrate a reading knowledge of a foreign language, of use in scholarship within their discipline or chosen to support their research and creative interests, with the approval of the department. The requirement can be satisfied either by examination or by enrolling in 4 quarters of a language course with a grade of “B” or better.

3. **Additional track requirements.** Musicology and ethnomusicology students must present a portfolio containing their CV, and representative seminar and conference papers. The portfolio offers the student a chance to organize their work in a manner that shows both their past performance and their future potential. The portfolios will be evaluated by the ethnomusicology or musicology faculty, respectively, coordinated by the graduate advisor.
4. Coursework. Each area requires a minimum of 48 units of graduate (200 series) or upper-division undergraduate courses (100 series), these may include up to 8 units of MUS 299 (Thesis Preparation). Twenty-four units must be graduate level. None may be MUS 291 or MUS 400.

Performance courses (MUS 160-181) do not count toward the degree, with the exception of 4 units in world music ensembles required of ethnomusicology students (see requirements below). The courses comprising the remaining required units are disposed differently in each of the three areas as specified below.

1. Digital Composition
   a) Core requirements: MUS 200, MUS 201, MUS 206 or MUS 207B, MUS 256, MUS 258 (repeatable), MUS 265, MUS 293 (6 units), MUS 400
   b) Three of the following repeatable courses: MUS 232, MUS 249, MUS 251, MUS 257, MUS 259, MUS 264

2. Ethnomusicology
   a) Core courses: MUS 200, MUS 207A, MUS 207B, MUS 255, MUS 400
   b) At least two quarters of the following courses: MUS 270, MUS 271
   c) Two of the following courses: MUS 113, MUS 117, MUS 118, MUS 119, MUS 120, MUS 122, MUS 123, MUS 124, MUS 126, MUS 127, MUS 128, MUS 140, MUS 146
   d) One course in musicology or composition/ theory
   e) Two courses outside the department; may use directed studies (MUS 290) for one.
   f) Four units in one of the following ensembles: MUS 168, MUS 169, MUS 170, MUS 174, MUS 175A, MUS 175B, MUS 176

3. Musicology
   a) Core requirements: MUS 200, MUS 201, MUS 206, MUS 207B, MUS 400
   b) Four courses in the 260s series: MUS 262, MUS 263
   c) Two courses outside the Music Department; may use directed studies (MUS 290)
   d) Two of the following courses: MUS 118, MUS 126, MUS 137, MUS 153, MUS 207A, MUS 207B, MUS 265, MUS 255, MUS 259, MUS 270

Thesis

Students whose degree objective is a terminal M.A. must write a thesis as part of the requirements for graduation. The M.A. thesis consists of an essay of substantial scope that makes an original contribution to the field.

For digital composition students the thesis consists of two parts: a musical composition of substantial scope and a prose essay.

Normative time to degree

6 quarters
Doctoral Program

The Department of Music offers the Ph.D. degree in Music. Students are invited by the faculty to continue toward candidacy for the Ph.D. degree on the basis of performance in courses and seminars, the quality of their portfolios, passing the comprehensive examination at the Ph.D. level, satisfactory completion of the M.A. requirements, and the recommendation of the faculty in their track (digital composition, musicology or ethnomusicology), in consultation with the graduate advisor.

Students with an M.A. degree from other universities are eligible for admission. The process of admission is the same as for students with a B.A.

Requirements

1. Foreign language requirement

Students must demonstrate a reading knowledge of a second foreign language, of use in scholarship within their discipline or chosen to support their research and creative interests. Musicology and ethnomusicology students with an M.A. from other universities who did not have to meet a foreign language requirement must demonstrate a reading knowledge of two foreign languages during their residency at UCR. Digital composition students are required to demonstrate a reading knowledge of one foreign language. Ph.D. Digital Composition students entering UCR at the M.A. level must demonstrate a reading knowledge of two foreign languages.

2. Coursework

Students continuing toward the Ph.D. must take 36 additional units earned in seminars and in MUS 291 and MUS 299 studies geared toward preparation for the qualifying examinations. None may be MUS 400.

Students entering with an M.A. from another institution must take a minimum of 48 units earned in seminars and directed studies (MUS 290). These must include the following required courses, although waiver may be granted for specific courses on an individual basis, depending on the student’s prior graduate training and pending faculty approval. Students are encouraged to take additional seminars and MUS 291 and MUS 299 courses geared toward preparation for the qualifying examinations.

Ethnomusicology students must meet the course requirements of the M.A. as stated above.

Digital composition students are required to take:

a) Core requirements: MUS 200, MUS 201, MUS 206 or MUS 207B, MUS 256, MUS 258 (repeatable), MUS 265, MUS 293 (6 units), MUS 400
b) Two of the following repeatable courses: MUS 232, MUS 249, MUS 251, MUS 257, MUS 259, MUS 264

Musicology students are required to take:

a) Core requirements: MUS 200, MUS 201, MUS 206, MUS 207B or MUS 255, MUS 400
b) Four courses in the 260s series: MUS 262, MUS 263

3. Qualifying examinations

Students must take the qualifying examinations, both written and oral, supervised by a faculty committee as stipulated in the regulations of the Graduate Division. The qualifying examinations concentrate on testing advanced skills and knowledge of specialized fields. Digital composition students are also expected to pass a test containing ear-training, keyboard, and basic compositional skills. Qualifying examinations are normally taken in the ninth quarter for students entering with a B.A., and in the sixth quarter for students entering with an M.A.

4. Dissertation prospectus

Students must write a dissertation prospectus as part of the written qualifying examinations.

Advancement to candidacy for the Ph.D. degree. Students advance to candidacy for the Ph.D. degree once they have passed all coursework and the written and oral qualifying examinations.

Dissertation and final oral examination. A dissertation to be presented as prescribed by the Graduate Council is prepared under the direction of the candidate’s dissertation committee. After completion of the dissertation, the candidate may be examined in its defense by the dissertation committee.

Normative time to degree. 15 quarters for students entering with a B.A. degree; 12 quarters for students entering with an M.A. degree.

Policies and Procedures

Music Department Guidelines

1. Submit all paperwork in a timely fashion.
Make a special effort in the case of paperwork that requires faculty approval. Remember that the graduate program is only one the faculty’s responsibilities. Most faculty have posted office hours and methods of contact. The department is not responsible for missed deadlines, problems with Graduate Division, etc. if the correct procedures are not followed.

If we don’t know about it, we can’t fix it. Most facilities problems from flooding to photocopier repair should be sent to the main desk in the Performing Arts Administration (PAA) office so they can be forwarded to the appropriate department.

3. Respect the working hours and responsibilities of the staff.
Sometimes it is possible get that extra little bit of help on a facilities issue, use Department publicity
resources or convince staff to come in early or stay late to solve a particular curricular or financial problem. Even in cases when you feel gratitude on your part is unnecessary, timely dealings and a willingness to learn appropriate systems or procedures go a long way toward making staff contact pleasant and efficient. As graduate students your principal points of contact with PAA staff are through the Graduate Assistant, a faculty sponsor or the Graduate Advisor, and more rarely the FSO (Financial & Administrative Officer) and payroll personnel. The Music Department is only one department served by the PAA staff. Consult them politely and wisely.

4. Make sure we have your contact information.
Address and phone numbers should be updated both through GROWL and also sent to both the Graduate Advisor and the Graduate Assistant.

5. Exceptions
If exceptions to Department or Graduate Division policies are necessary, you must take responsibility for their adequate reporting through the Graduate Assistant and/or the Graduate Advisor. Keep in mind it is not in the power of either of these entities to approve such exceptions.

Campus Policies

Consult the Graduate Student Handbook put out by the UCR Graduate Division (again, http://graduate.ucr.edu/forms/Grad%20Student%20Handbook%202015.pdf) for answers to most questions concerning Campus Policies and Procedures, especially with regard to the following issues:

Plagiarism and Academic Dishonesty
The following is taken from the Graduate Student Handbook:

Academic dishonesty will not be tolerated at the University of California, Riverside. The consequences range from receiving an “F” for the assignment to dismissal from the University.

Plagiarism is defined by Webster’s Dictionary as the act of stealing and passing off as one’s own the ideas or words of another. Submitting the same paper twice or fulfilling the requirements of two subjects with one paper is academically dishonest unless approved beforehand. In short, one can plagiarize oneself and be sanctioned for the violation. You may use the ideas and words from other sources, but you must document their use with citations, usually in the form of footnotes, endnotes, or text notes. By citing your sources, you indicate the extent of your research, thereby improving your paper.

It is academically dishonest to manufacture or deliberately alter data submitted in connection with lab reports, term papers, or written material. Not only is this practice dishonest, it undermines the entire academic process.

Collaboration occurs when a student works with other students to study, do lab work, review books, or develop a presentation or report. Students must receive very clear permission from the instructor to participate in collaborations. Unauthorized collaboration is an example of an academically
dishonest act. What one instructor may view as collaboration may be seen as cheating by another. The important thing to note is that if the limits of collaboration are not clear, it is the student’s responsibility to ask the instructor for very clear and specific direction.

Music students found in violation of these principles may be reported to the Student Conduct and Academic Integrity Program, with potentially severe consequences. In short – do your own work.

**Computer Use Ethics (ECP Guidelines)**

The Computing and Communications Electronics Communication Policy (ECP) can be found at: [http://cnc.ucr.edu/policies.html](http://cnc.ucr.edu/policies.html)

Students are strongly urged to familiarize themselves with this document. The following excerpt concerns acceptable/ allowable use of UCR electronic resources:

**Allowed:**
- Instructional and research related purposes
- Sending and receiving e-mail
- Accessing the Internet
- Creating web sites

**Not Allowed:**
- Illegal activities
- Violations of University policies
- Use of electronic communications resources for commercial benefit or personal financial gain
- Utilizing the University’s name and/or seal without appropriate approvals
- Giving the impression that you are representing or otherwise making statements on behalf of UCR or any department, unit, or sub-unit of the university unless appropriately authorized to do so
- Causing excessive strain on any campus electronic communications resource or unwarranted or unsolicited interference with others’ use of electronic communications.

**Residency**

The following has been reprinted from the (Graduate Division) Graduate Student Handbook:

Students pay Nonresident Supplemental Tuition if they have not been living in California for at least one year immediately prior to the residence determination date for the term in which they propose to register at the University of California, Riverside. Along with the criterion of physical presence, the other criteria are intent and financial independence. Information on these three criteria is provided in appendix A of the *UC Riverside General Catalog*. This can be found at [http://registrar.ucr.edu/registrar/ucr-tuition-and-fees/residency-for-tuition-purposes.aspx](http://registrar.ucr.edu/registrar/ucr-tuition-and-fees/residency-for-tuition-purposes.aspx)

Indications of your intent to make California your permanent residence can include the following:
1) Registering to vote and voting in California elections
2) Designating California as your permanent address on all school and employment records
3) Obtaining a California driver’s license or if you do not drive, a California ID card
4) Paying income taxes as a resident

The residence determination date is the day instruction begins. Students classified as nonresidents shall retain that status until they apply for, and receive, a new classification. Students planning to file for residence status after their first year should talk with the Residence Deputy in the Office of the Registrar well before the appropriate residence determination date, preferably during their first few weeks in California. Students may apply for classification as California residents as soon as they meet all three criteria for residence.

A student who attended high school in California for three or more years (9th grade included) and graduated from a California high school (or attained the equivalent) may be exempt from Nonresident Supplemental Tuition. Nonimmigrant students are not eligible for this exemption.

All questions concerning residency are referred to the Residence Deputy in the Office of the Registrar. No other campus personnel are authorized to supply information regarding residence requirements for tuition purposes. Students wishing to appeal a final decision on residence classification by the Residence Deputy are assisted and referred to the appropriate member of the General Counsel’s Office in the Office of the President in Oakland. Nonresident Supplemental Tuition must be paid pending the outcome of appeals.

Registration

As a general rule, graduate students are expected to be enrolled as full-time students (i.e. taking 12 or more credit hours per quarter) while pursuing their degrees. Nonetheless, there are numerous exceptions to this rule that you should be familiar with, especially as they pertain to enrollment while conducting doctoral research for extended periods away from Riverside or the filing process once a dissertation has been completed and defended. The following, which explains various types of registration status, has been reprinted from the (Graduate Division) Graduate Student Handbook:

**CONTINUOUS REGISTRATION**

Unless a Leave of Absence has been granted, students are expected to register for every academic quarter once their graduate studies begin. For the quarter in which the degree is actually awarded, students must either be registered or on Filing Fee status.

**FILING FEE STATUS**

Students who have completed all degree requirements except for filing their dissertations/theses or sitting for their master’s comprehensive exams are eligible for Filing Fee status during the final quarter of residence in lieu of paying student services fees. Students do NOT have to use Filing Fee status. For students writing dissertations or theses, the dissertation/thesis advisor must certify that
the committee has read and approved a draft of the manuscript, that only minor revisions need to be made, and no more than 12 hours of faculty time will be required.

Students on Filing Fee status pay one-half of the Student Services Fee ($170 for 2015/2016). Only one quarter on Filing Fee status is allowed. Students who fail to complete their degree programs must register and pay full fees for the following quarter.

Students on Filing Fee status may purchase Health Insurance separately through the Student Health Insurance Section of the Campus Health Center at (827-5683 or 827-3031) if they wish to be covered.

A candidate on Filing Fee status cannot be employed with any student employment title code (such as GSR, TA, or Associate). Since a candidate on Filing Fee status does not pay registration fees or enroll in units, they are not entitled to University student privileges or use of University facilities except for the Library. Applications can be found at http://graduate.ucr.edu/pub_forms.html

LEAVE OF ABSENCE

A Leave of Absence is intended to allow the temporary interruption of the student's academic program. Leaves are granted for the following reasons:

• serious illness or other temporary disability;
• the need to concentrate on a job or occupation not directly related to the degree program; or
• family responsibilities

To be eligible for a Leave of Absence, students must have the approval of their Graduate Advisor, be in good standing, and have been enrolled for at least one quarter. Leaves are not normally granted for more than one year

Since students on leave do not pay fees, they may not use University facilities or make demands on faculty time. Students on leave are ineligible for fellowships, research grants, or financial aid. A student on leave may not work on any other UC campus. Students on leave cannot take qualifying exams or receive credit for academic work done during the leave period. Applications can be found at http://graduate.ucr.edu/pub_forms.html

IN ABSENTIA REGISTRATION

Students pursuing graduate study or research outside the State of California for an entire quarter may register in absentia and may receive an 85 percent reduction in the Tuition and Student Services Fees. The health insurance fee, Nonresident Supplemental Tuition (if applicable), and professional school fees (if applicable) are still charged.

The research or coursework must be of a nature that makes it necessary to be completed outside of the state of California for at least one full academic term. The work away from the UCR campus must be directly related to the student’s degree program and the work must involve only indirect supervision (correspondence or review of written work) from UCR faculty during the in absentia period. Lastly, the work must involve no significant collaboration with UCR faculty during the in absentia period.

Students may apply for and receive University fellowships and research assistantships, but not teaching assistantships or serve as readers or tutors.
All applications are due by September 15 for Fall Quarter, December 15 for Winter Quarter and March 15 for Spring Quarter.

Doctoral students must meet the following criteria. They must be advanced to candidacy by the time in absentia period begins and may only use in absentia registration for a maximum of 6 quarters. Student may apply for only one year at a time

Master’s students must have completed at least one year of course work by the time the in absentia period begins and may only use in absentia registration for a maximum of three quarters.

Applications can be found at http://graduate.ucr.edu/pub_forms.html

ENROLLMENT

Each quarter, graduate students must pay their fees and enroll in courses by the date indicated in the Schedule of Classes (no later than the third week of classes). Students are responsible for checking their study lists even if the Graduate Assistant has enrolled them electronically in courses. All graduate students are expected to carry a full academic course load unless good reasons exist for not doing so. Graduate students are considered to be full-time if they are carrying 12 graduate units. When a Study List contains both graduate and undergraduate courses, the following table is used to calculate the appropriate course load:

<table>
<thead>
<tr>
<th>Full Academic Program</th>
<th>No. Graduate Units + No. Undergraduate Units = Fulltime</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 + 16 = Fulltime</td>
<td>7 + 7 = Fulltime</td>
</tr>
<tr>
<td>1 + 15 = Fulltime</td>
<td>8 + 5 = Fulltime</td>
</tr>
<tr>
<td>2 + 13 = Fulltime</td>
<td>9 + 4 = Fulltime</td>
</tr>
<tr>
<td>3 + 12 = Fulltime</td>
<td>10 + 3 = Fulltime</td>
</tr>
<tr>
<td>4 + 11 = Fulltime</td>
<td>11 + 2 = Fulltime</td>
</tr>
<tr>
<td>5 + 9 = Fulltime</td>
<td>12 + 0 = Fulltime</td>
</tr>
</tbody>
</table>

CONFIRMING ENROLLMENT

In order to receive credit for academic work completed and to meet the full-time enrollment requirements for fellowship and academic appointments, it is important that every student verify that their course enrollment through GROWL has been successful as soon as possible, and take action to correct enrollment errors and deficiencies during the first three weeks of classes. Students should examine any variable unit courses they might be taking. If the student failed to indicate the actual number of units, the unit value will default to 1.0 unit for the course. Additionally, any students who were approved to enroll in courses on an S/NC basis should ascertain that their course enrollments accurately reflect this. Students enrolled in research units should make sure they are enrolled with the correct professor. Course enrollment numbers change every quarter.

PART-TIME STUDY & REDUCED FEES

The regulations regarding a reduction in fees for attending part-time are set by the Office of the President. It is approved only for students who cannot attend full-time for reasons of occupation
(full-time employment outside the university), unusual family responsibilities, or poor health. Students cannot enroll in more than six units and may not be advanced to candidacy for the PhD.

The application must be submitted to the Graduate Division two weeks before fees are due unless students want to pay their full fees first. If full fees are paid first, a refund will be processed. In no event may the student turn in a petition after the third week of the quarter.

If the student enrolls in more than the allotted number of units they will be billed the amount that was earlier deducted from their fees (one-half of the tuition and one-half of the nonresident supplemental tuition, if applicable; for MBA students this may include part of the professional fee).

Students may apply for the entire academic year during the Fall quarter and must notify the Graduate Division if they terminate half-time status prior to the end of the academic year. Part-time students are not eligible for employment as GSRs or TAs or to hold University fellowships.

Prior to candidacy, part-time doctoral students will acquire time to the degree under the Normative Time to Degree Policy at one-half the rate of full-time students for those quarters during which they are approved for half-time study. After advancement to candidacy, all doctoral students will be considered full-time under the Normative Time Policy and for purposes of registering and enrolling. Thus, doctoral candidates who are advanced to candidacy are not eligible for part-time status.

University financial aid is not available for students taking less than six units of course work. If approved for half-time status, eligibility for deferment of student loan repayment obligations may be in jeopardy. Students should consult the Student Business Office of the University where they incurred their debt for specific information.

Students who are also full-time employees of the University should apply for the employee reduced fee program (below). If they do not qualify for that program they can apply for Half-Time Status.

Federal regulations governing student visa status require full-time attendance for international students.

Applications can be found at http://graduate.ucr.edu/pub_forms.html

**UC Employee Fee Reduction Program**

If the student is a career employee of the University, they may be eligible for a two-thirds reduction of the Student Services Fee and Tuition through the Employee Reduced Fee Program (contact the Benefits Office). More information and an application can be found at http://humanresources.ucr.edu/education/benefits.html

Since employees already have health insurance they would contact the Campus Health Center about waiving out of the student health insurance.

**Dispute Resolution Policies**

The following has been reprinted from the (Graduate Division) Graduate Student Handbook:

Graduate students are strongly encouraged to resolve conflicts directly and informally wherever possible. Successful dispute resolution requires clear and objective communication between the affected parties and good-faith efforts to establish common understanding and avoid subjective accusation. Unfortunately some disputes cannot be resolved informally. In such cases graduate students should follow these procedures.
ACADEMIC ISSUES

Most problems relating to academic status or acceptable progress, including comprehensive and qualifying examinations, should be handled first in an informal fashion, beginning with the faculty member(s) involved, and then, if necessary, the Graduate Adviser. If a satisfactory resolution cannot be achieved, the issue then should be taken to the student’s Department Chair or Program Director. However there are some exceptions:

• For disputes involving course grades, the procedure for Appeal of Grades should be followed.
• For academic integrity issues, students should consult the academic integrity guidelines.

The Graduate Dean is responsible for hearing appeals of academic decisions made at the program level and, importantly, for determining whether a graduate student is allowed to continue in his or her degree program. Therefore the Graduate Dean, in some cases with the assistance of the Graduate Council, serves as the final arbiter for graduate academic affairs. Decisions by the Dean may not be appealed.

A student who desires to appeal an academic decision made at the program level must submit a written statement to the Graduate Dean within 30 calendar days after the date of notice of the decision. The Graduate Dean will consider such appeals only if based upon (i) procedural error and/or (ii) the use of non-academic criteria in evaluating student work, including personal bias and violations of the campus nondiscrimination policy. Recognizing that the university relies on the expertise of its faculty to evaluate the academic quality of students’ work, the Graduate Dean will not consider appeals from students based upon disagreements about academic quality.

Upon receipt of a valid appeal, the Graduate Dean will initiate an investigation of the claims stated in the written appeal. The student is entitled to a meeting with the Dean during this investigation. After consultation with the student, the student’s program, and any other relevant campus units, the Graduate Dean will rule on the appeal. Every reasonable effort will be made to notify the student of the ruling no later than 90 calendar days after the date of receipt of the original appeal. In reporting the final ruling, the Dean will communicate to the student and the student’s program the basis for the ruling and its effective date. The Dean’s ruling is final and cannot be appealed.

Further information can be found at http://graduate.ucr.edu/Appeal_Procedures_Campus.html and http://graduate.ucr.edu/Appeal_Procedures_Program.html

EMPLOYMENT ISSUES

Employment-related grievances* which cannot be resolved through informal discussion with the faculty member or administrator in charge should proceed in accordance with the appropriate university policy (note the timeliness provisions of these policies):

• Graduate students with academic appointments such as GSRs but not including TAs, Associates, Teaching Fellows, Readers, Tutors, and Remedial Tutors are covered by the UC Academic Personnel Manual Policy 140. The APM specifies the rights and responsibilities of these appointees and also establishes a procedure for instituting corrective action or dismissal from the appointment when employment-related performance is perceived to be unsatisfactory. APM 150 (specifically APM 150-32) describes this procedure. Graduate programs and major professors must adhere to APM-150 in order to protect the due process rights of graduate students holding non-represented non-Senate academic appointments. A corrective action or dismissal may reduce or eliminate any remaining financial obligation made to a student by the university.
• Graduate students with academic appointments, such as, TAs, Associates, Teaching Fellows, Readers, Tutors, and Remidal Tutors are covered by the ASE/UAW Contract Article 12 and those regulations should be followed.
• Most graduate students holding non-academic appointments on campus are covered by the UC Personnel Policies for Staff Members Article 70.
• Graduate students who are uncertain which policy pertains to their employment-related grievance can contact the Office of Administrative Resolution for advice.
• A grievance is defined as a complaint by an eligible non-Senate academic appointee that meets the scope/definition set out in APM-140-4.

OTHER ISSUES

With the exception of Title IX/sexual harassment and student conduct issues that are addressed in the next section, other disputes arising from actions or inactions by faculty or administrators in graduate programs also should be handled first in an informal fashion, beginning with the faculty member(s) or administrator(s) involved, and then, if necessary, the Graduate Adviser or supervising administrator. If a satisfactory resolution cannot be achieved, the issue then should be taken to the student’s Department Chair or Program Director. If a student still remains unsatisfied, an appeal may be submitted to the Graduate Dean or, in cases involving the Faculty Code of Conduct, the Dean of the student’s school or college.

ADDITIONAL RESOURCES

Graduate students who are unsure about which procedure to follow or who have questions about the policies affecting their lives at UCR should first contact Kevin Esterling, Associate Dean for Academic Affairs, or Linda Scott, Director of Student Affairs. The Office of the Ombudsperson also is available as a neutral and independent office for advice and guidance on dispute resolution approaches. For student conduct issues, please refer to Student Conduct and Academic Integrity Programs for more information. The University Affirmative Action Office and the Title IX/Sexual Harassment Office are available to help where questions or issues related to inappropriate conduct (discrimination or sexual harassment) is involved. In addition, the Office of Administrative Resolution is available as a general resource for students with complaints.

Sexual Harassment Policies

The following has been reprinted from the (Graduate Division) Graduate Student Handbook:

The University of California is committed to creating and maintaining a community in which all persons who participate in University programs and activities can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation, including sexual. Specifically, every member of the University community should be aware that the University is strongly opposed to sexual harassment and that such behavior is prohibited by law and by University policy. It is the intention of the University to take whatever action may be needed to prevent, correct, and if necessary, discipline behavior that violates this policy.

Definition
The University of California defines sexual harassment as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:
1. Submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in any University activity;
2. Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual performance or creating an intimidating, hostile, or offensive university environment

In determining whether conduct constitutes sexual harassment, consideration must be given to the totality of circumstances, including the nature and frequency of the conduct and the context in which the incidents occurred.

Complaint Resolution Officers
If you would like to talk to someone about sexual harassment or file a charge, please contact either Indumati Sen, Ombudsperson, (951) 827-3213 or Gladys Brown, Director, Office of Affirmative Action, (951) 827-5604.

Financial Issues

Please see the Graduate Student Handbook for an explanation of the types of support and their implications for your graduate study.

Some suggestions to help make your life easier:

1. **Complete your TA training in a timely manner.**
   Details on TADP (the Teaching Assistant Development Program) can be found here:
   [http://www.tadp.ucr.edu/](http://www.tadp.ucr.edu/)

   Remember if you are an international student you may also need to take a SPEAK test.
   Additional information is given on the Graduate Division web site:
   [http://www.graduate.ucr.edu](http://www.graduate.ucr.edu)

2. **Get to know the Financial Aid Office.**
   The “Highlander One Stop Shop” for financial aid matters is located on the first floor of the Student Services Building, very close to the Arts Building. See [http://finaid.ucr.edu/](http://finaid.ucr.edu/)
   Hours: 9:00 - 5:00 p.m. Monday - Friday (Summer hours may vary).
   E-mail address: finaid@ucr.edu

3. **Apply for Departmental support when positions are advertised.**
   Financial support opportunities offered through the Music Department will be announced as they become available, and should be applied for with respect to all deadlines and application requirements. These may include additional teaching assistant positions, readerships, and research assistantships.

4. **Check the Grad Division website.**
   Financial aid opportunities, including thesis and dissertation grants, fellowship opportunities, TAships in other departments, and more are advertised through Graduate Division. You are responsible for making all applications in a timely manner, especially if they require faculty endorsement.
5. **Create your own opportunities.**
   Faculty members make students aware of ad-hoc external funding opportunities and grants through email. Use your own savvy to ferret out possibilities for grant funding through personal entrepreneurial actions or national or international granting and fellowship opportunities. Many Music graduate students have found on-campus employment at the University Writing Center, and through TAships in departments like Media and Cultural Studies, English, Sociology, and more. A list of possible extramural funding sources for ethnomusicologists is attached as an appendix to this handbook.

6. **Know your aid package.**
   Examine and understand your financial aid package completely. If you have questions, ask the Graduate Assistant or the Graduate Advisor.

7. **Take Responsibility.**
   All universities operate differently. Remember your financial support is your responsibility. Plan in advance for additional support using external agencies, savings and family resources in advance of your need.

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**Annual Review of Graduate Students**

Students must make acceptable academic progress during their time at UCR. Students whose GPAs fall below 3.0, who carry more than 12 units of "incomplete" work, who fail exams, or who do not progress through the various stages of the degree may be considered unsatisfactory. Students making unsatisfactory progress may be ineligible for fellowships, readerships, and assistantships.

The Music Department conducts an annual review of all graduate students each spring. *Each student is expected to complete a self-review, including a list of courses taken, other activities related to progress toward the degree, and a self-statement. A form will be circulated to all students at the beginning of spring quarter for this purpose, and should be returned to the Graduate Advisor by May 1st.* At the end of the academic year, students will receive written correspondence acknowledging progress and identifying problems or faculty suggestions for improvement. This document is concurrently filed with Graduate Division.

In order to be eligible for TAships and GSR (graduate student research position), students must maintain a GPA of at least 3.0; students must maintain a GPA of 3.5 in order to continue receiving fellowship funds.

Students are encouraged to keep faculty sponsors and the Graduate Advisor apprised of significant accomplishments or fieldwork.

**Riverside Resources**

Riverside is an exciting and varied Inland Empire Community with a lot to offer socially and culturally. The following information is a work-in-progress offering by the faculty and Music
Graduate Students Association. Additions and amendments are welcome.

**Eateries**
Los Tres Cochinitos, 2115 University Ave - “sells tacos for $1.75. When money is tight, those things go a long way.”
Table for Two, 3600 Central Ave Ste 1 - “consistently voted one of the best Thai restaurants in the history of the world (and I agree).”
Cabin Sushi, 3965 Market St - “all you can eat sushi at a reasonable price.”
Back To The Grind, 3575 University Ave – “best café in Riverside, and one of the best in SoCal”
Tio’s Tacos, 3948 Mission Inn Ave – “a Riverside landmark. Go for the food, stay for the patio!”
Pho Vinam, University Village – “go if you are looking for an ethno faculty member midday”

**Groceries**
Food 4 Less, 3900 Chicago Avenue – cheap supermarket
Ralph’s, 5295 Canyon Crest Dr – standard supermarket
Clark’s Nutrition and Fitness, 4225 Market Street (downtown) - organic/vegetarian food
WinCo, 12880 Day Street, Moreno Valley - “one of the cheapest”

**Off-campus study**
Goodwins, 191 W. Big Springs Rd - “free internet and a great study environment in the upstairs lounge, if you get a membership.”

**Entertainment**
ArtsWalk, downtown on the First Thursday of the Month
Hiking - “Great hiking in the Box Spring Mtns, walking distance from campus, with trailheads at Islander Park (W. Big Springs Rd.) & the Two Trees Trail (Blaine St.)”

**Public Transportation**
Riverside Transit Agency, [http://www.riversidetransit.com/home/index.htm](http://www.riversidetransit.com/home/index.htm) or 1-800-800-7821
Metrolink, [www.metrolinktrains.com](http://www.metrolinktrains.com) or 1-800-371-5465

**Recommended Malls**
Riverside Plaza
Moreno Valley
Galeria at Tyler

**Other Entertainment Suggestions**
“Get cable.” “Pick a baseball team when you enter the state (Dodgers or the Angels are safe choices)” “Pick a college football team when you enter the state (I suggest USC or UCLA...I SUGGEST UCLA)” “Pick a basketball team when you enter the state (only one - THE LAKERS).”

**Other Life/Lifestyle Suggestions**
“Registering your car here can be a bit of a hassle. Make sure if you are driving here that you contact the California DMV BEFORE you come. They have a list of requirements that you must provide (including MONEY...it can be expensive ).”
Appendix One:
Procedures and Timeline for Exams, Thesis, and Dissertation in Ethnomusicology

This is an ideal timeline. Due to the frequent necessity of further language training, extended fieldwork, and the vagaries of extramural research funding packages, many ethnomusicology students at the doctoral level go beyond the fifth year. Consequently, the normative time to degree for the ethnomusicology track has been extended to seven years, to allow graduate students making acceptable progress on their research to apply for late-stage funding such as the Dissertation Year Fellowship (intended for students in their final year of writing). Nonetheless, students are strongly encouraged to hew as closely as possible to this timeline, especially during their first years of coursework and exams.

Year 1

Coursework. By the end of the first year, students should have approached one of the ethnomusicology faculty members to discuss their research plans for the thesis and/or dissertation, and asked her/him to serve as their principal advisor. During the summer between years 1-2, students often conduct research for their M.A. thesis or pilot work for their dissertation, address any language deficiencies through summer coursework, or serve as teaching assistants in summer courses taught at UCR.

Year 2

1. Graduate students in ethnomusicology will take a comprehensive exam between the Winter and Spring quarters.
   a. No more than 1 quarter and 4 units of MUS 291 can be taken for exam preparation, usually during the Winter quarter.
   b. The student forms an exam committee of 3-4 faculty members and asks one to serve as the committee chair (preferably a different faculty member than the one overseeing the M.A. paper).
   c. The exam covers 3 broad areas: geo-cultural area studies, the history of ethnomusicology, and critical issues in ethnography. The student will formulate the shape of the questions and reading lists under the supervision of the exam committee chair.
   d. The exam is taken over the course of 1 week/7 consecutive calendar days, and will consist of about 10 pages or 2,500 words per question.
   e. A 1-hour oral exam with the members of the exam committee is taken in early April.

2. Graduate students in ethnomusicology will write an M.A. paper approximately 30 pages long, under the supervision of the thesis chair and with the guidance of a thesis committee
consisting of 3-4 faculty members, with one member from outside the Department of Music.

a. No more than 1 quarter and 4 units of MUS 291 can be taken for thesis preparation, usually during the Spring quarter.

b. The paper should be on an original topic and should be of publishable quality.

c. The paper should be deposited by the end of the Spring quarter, by the last day of classes. No oral defense of the paper is required.

d. Note: Under certain circumstances, and only with ethnomusicology faculty approval, some students may take a master’s examination instead of writing the M.A. paper.

3. Faculty members will assess graduate students in ethnomusicology during the spring quarter and will decide whether or not to admit them to the Ph.D. program on the following basis:

a. Their performance on the comprehensive exam.

b. A portfolio prepared by the student, containing their CV, representative term papers, conference papers, annual self-statement, etc., due by May 1. The portfolio offers the student a chance to organize their work in a manner that shows off both their past performance and their future potential.

c. Students who are not admitted into the Ph.D. program will receive an M.A., contingent on passing the comprehensive exam and M.A. paper.

Year 3

1. During the summer between Years 2 and 3, a graduate student in ethnomusicology will begin writing grant proposals to support dissertation research (e.g., for the SSRC International Dissertation Research Fellowship, Fulbright-Hays, Fulbright IIE, etc.).

a. In September-November, these grant proposals will be submitted.

2. The Ph.D. qualifying exam consists of 3 parts completed over an 8-month period. Ideally, a student will become a Ph.D. candidate in May/June, in time to accept any dissertation fellowships that require candidacy. The 3 parts of the exam are overseen by the dissertation advisor and the members of the dissertation committee and are as follows:

a. A written Qualifying Exam.

   i. No more than 1 quarter and 4 units of MUS 291 will be taken for exam preparation, usually during the Winter quarter.

   ii. Taken during spring break (between the Winter and Spring quarters).
iii. 3 essays addressing (1) a bibliographic overview of scholarship in the area of the dissertation, (2) an overview of music scholarship in a second geocultural area, and (3) a critical issue in music scholarship.

b.  Dissertation prospectus.

i. A student may register for 2-4 units of MUS 291 to cover time writing the prospectus, usually during the Spring quarter.

ii. The prospectus is approximately 25-30 pages long (double-spaced), including the bibliography, and is based on the grant proposals.

c. An oral exam.

i. Taken in April or May, three hours in length.

ii. Covers the dissertation prospectus and the written exam.

Year 4+

Dissertation research.

Year 5+

Dissertation writing.
<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Deadline</th>
<th>Website</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacob K. Javits Fellowship</td>
<td>mid-May</td>
<td><a href="http://www2.ed.gov/programs/javits/index.html">http://www2.ed.gov/programs/javits/index.html</a></td>
<td>Must apply during last undergrad year or first year of graduate study</td>
</tr>
<tr>
<td>Ford Foundation Predoctoral Fellowship</td>
<td>late November</td>
<td><a href="http://sites.nationalacademies.org/gsa/fordfellowships/index.html">http://sites.nationalacademies.org/gsa/fordfellowships/index.html</a></td>
<td>For Mexican students; apply as applying to UC</td>
</tr>
<tr>
<td>UC MEXUS-CONACyT Doctoral Fellowship</td>
<td>mid-April</td>
<td><a href="https://lucemexus.ucr.edu">https://lucemexus.ucr.edu</a></td>
<td>For Mexican students; apply as applying to UC</td>
</tr>
<tr>
<td>The Paul and Daisy Soros Fellowship for New Americans</td>
<td>early November</td>
<td><a href="http://www.pdzorros.org">http://www.pdzorros.org</a></td>
<td>Age and citizenship status limits apply</td>
</tr>
<tr>
<td>AAUW International Fellowships</td>
<td>early August</td>
<td><a href="http://aau-w-international.scholarsapply.org/default.aspx">http://aau-w-international.scholarsapply.org/default.aspx</a></td>
<td>For female, international students; one year of support</td>
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### Dissertation Grants

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<tr>
<th>Funding Source</th>
<th>Deadline</th>
<th>Website</th>
<th>Notes</th>
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### Fieldwork Grants

<table>
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<tr>
<th>Funding Source</th>
<th>Deadline</th>
<th>Website</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fulbright IE</td>
<td>early August</td>
<td><a href="http://us.fulbrightonline.org/RP1E3-1">http://us.fulbrightonline.org/RP1E3-1</a></td>
<td>several kinds of fellowships: Academic, Arts, ETA, Fulbright-Clinton</td>
</tr>
<tr>
<td>Fulbright mteU</td>
<td>early August</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wenner-Gren</td>
<td>May 1, Nov 1</td>
<td><a href="http://www.wennergren.org/programs/dissertation-fieldwork-grants">http://www.wennergren.org/programs/dissertation-fieldwork-grants</a></td>
<td>must write like you’re an anthropologist, who just happens to be in a music department</td>
</tr>
<tr>
<td>American Philosophical Society Lewis and Clarke Fund</td>
<td>early February</td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Philosophical Society Franklin Research Grants</td>
<td>1 October, 1 December</td>
<td><a href="http://www.amphilsoc.org/grants/franklin">http://www.amphilsoc.org/grants/franklin</a></td>
<td>Grant &lt;$5000; possible supplementary grant</td>
</tr>
<tr>
<td>UCR Graduate Research Mentorship Program (GRMP)</td>
<td>mid-January</td>
<td>[<a href="http://graduate.ucr.edu/fn">http://graduate.ucr.edu/fn</a> aid.html](<a href="http://graduate.ucr.edu/fn">http://graduate.ucr.edu/fn</a> aid.html)</td>
<td>For students in their 3rd, 4th or 5th year and actively conducting research</td>
</tr>
<tr>
<td>SEM 21st Century Fellowship</td>
<td>early April</td>
<td><a href="http://www.ethnomusicology.org/?Proes_21stCentury">http://www.ethnomusicology.org/?Proes_21stCentury</a></td>
<td>$5000; Must be present at the annual SEM conference to accept award</td>
</tr>
<tr>
<td>SEM lda Halpern Fellowship and Award</td>
<td>early April</td>
<td><a href="http://www.ethnomusicology.org/?Proes_Halpern">http://www.ethnomusicology.org/?Proes_Halpern</a></td>
<td>$5000 total. For research on Native North America music. Awarded biennially</td>
</tr>
<tr>
<td>SEM Nadia and Nicholas Nahumck Fellowship</td>
<td>early April</td>
<td><a href="http://www.ethnomusicology.org/?Proes_Nahumck">http://www.ethnomusicology.org/?Proes_Nahumck</a></td>
<td>$5000 total; for research on dance-related subjects</td>
</tr>
<tr>
<td>CAOIC Multi Country Research Fellowship</td>
<td>mid November</td>
<td><a href="http://www.caoric.org/#fellowships/c17c0">http://www.caoric.org/#fellowships/c17c0</a></td>
<td>for multi-sited research outside the USA</td>
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### Dissertation Writing

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<th>Funding Source</th>
<th>Deadline</th>
<th>Website</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>Charlotte W. Newcombe Doctoral Dissertation Fellowship</td>
<td>mid November</td>
<td><a href="http://www.newcombe.org/fellowships/newcombe/">http://www.newcombe.org/fellowships/newcombe/</a></td>
<td>for ethics and values (more than just religion though)</td>
</tr>
<tr>
<td>UCR Dissertation Year Fellowship (DPY)</td>
<td>mid January</td>
<td>[<a href="http://graduate.ucr.edu/fn">http://graduate.ucr.edu/fn</a> aid.html](<a href="http://graduate.ucr.edu/fn">http://graduate.ucr.edu/fn</a> aid.html)</td>
<td></td>
</tr>
<tr>
<td>Mellon/AAGS Dissertation Completion Fellowship</td>
<td>late October</td>
<td><a href="https://www.aags.org/programs/">https://www.aags.org/programs/</a></td>
<td></td>
</tr>
<tr>
<td>Ford Foundation Dissertation Fellowships</td>
<td>late November</td>
<td><a href="http://sites.nationalacademies.org/gsa/fordfellowships/index.html">http://sites.nationalacademies.org/gsa/fordfellowships/index.html</a></td>
<td></td>
</tr>
<tr>
<td>Harry Frank Guggenheim Dissertation Fellowship</td>
<td>early February</td>
<td><a href="http://www.hfg.org/df/guidelines.html">http://www.hfg.org/df/guidelines.html</a></td>
<td>for dissertations relevant to understanding human violence</td>
</tr>
<tr>
<td>Jennings Randolph Peace Scholarship Dissertation Program</td>
<td>early December</td>
<td><a href="http://www.usip.org/grants-fellowships/fellowship-opportunities">http://www.usip.org/grants-fellowships/fellowship-opportunities</a></td>
<td>for dissertations relevant to international peacebuilding and conflict management</td>
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### Travel Grants

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<thead>
<tr>
<th>Funding Source</th>
<th>Deadline</th>
<th>Website</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSA Travel Grant</td>
<td>various</td>
<td><a href="http://gsa.ucr.edu/conference-travel-grants/">http://gsa.ucr.edu/conference-travel-grants/</a></td>
<td>small; &lt;$600</td>
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</tbody>
</table>

### Internships

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<tr>
<th>Funding Source</th>
<th>Deadline</th>
<th>Website</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smithsonian Office of Fellowships and Internships</td>
<td>Various</td>
<td><a href="http://www.smithsonianofi.com">http://www.smithsonianofi.com</a></td>
<td>For a variety of research and internship opportunities</td>
</tr>
</tbody>
</table>

### Small (<$5000) Grants

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Deadline</th>
<th>Website</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>UCR Humanities Graduate Student Research Grants Association for Recorded Sound Collections Research Grant</td>
<td>mid-March deadline 3x per year</td>
<td><a href="http://dbassandsoiety.ucr.edu/funding/graduate-students/">http://dbassandsoiety.ucr.edu/funding/graduate-students/</a></td>
<td>&lt;$5000; Great for summer research projects</td>
</tr>
<tr>
<td>UCR Dissertation Research Grant</td>
<td>late February</td>
<td>[<a href="http://graduate.ucr.edu/fn">http://graduate.ucr.edu/fn</a> aid.html](<a href="http://graduate.ucr.edu/fn">http://graduate.ucr.edu/fn</a> aid.html)</td>
<td>Possibly support historical ethno projects</td>
</tr>
</tbody>
</table>

### Language Study

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Deadline</th>
<th>Website</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Southeast Asia Studies Summer Language Institute</td>
<td>February (FLAS), April (Gehelp)</td>
<td><a href="http://english.ucr.edu/index.htm">http://english.ucr.edu/index.htm</a></td>
<td></td>
</tr>
<tr>
<td>South Asia Summer Language Institute</td>
<td>February (FLAS), April (Gehelp)</td>
<td><a href="http://asianlanguage.ucr.edu/index.htm">http://asianlanguage.ucr.edu/index.htm</a></td>
<td></td>
</tr>
<tr>
<td>Foreign Language and Area Studies Fellowship Program (FLAS)</td>
<td>late June</td>
<td><a href="http://www2.ed.gov/programs/lgsd-ddra/index.html">http://www2.ed.gov/programs/lgsd-ddra/index.html</a></td>
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### South and Central Asia

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<tr>
<th>Funding Source</th>
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<th>Website</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAS Junior Research Fellowships</td>
<td>early July</td>
<td><a href="http://www.india%D1%81%D1%82udies.org/research-fellowship-programs/">http://www.indiaстudies.org/research-fellowship-programs/</a></td>
<td>For dissertation research in India</td>
</tr>
<tr>
<td>Asian Cultural Council Individual Grant</td>
<td>early November</td>
<td><a href="http://www.asianculturalcouncil.org/apply-now/">http://www.asianculturalcouncil.org/apply-now/</a></td>
<td>For creative projects and scholarly research small, &lt;$4000</td>
</tr>
<tr>
<td>Society for Asian Music</td>
<td>late May</td>
<td><a href="http://asianmusic.skidmore.edu/SAM-sgrant.html">http://asianmusic.skidmore.edu/SAM-sgrant.html</a></td>
<td>for creative projects and scholarly research small, &lt;$4000</td>
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</table>

### Southeast Asia

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<td>Asian Cultural Council Individual Grant</td>
<td>early November</td>
<td><a href="http://www.asianculturalcouncil.org/apply-now/">http://www.asianculturalcouncil.org/apply-now/</a></td>
<td>for creative projects and scholarly research small, &lt;$4000</td>
</tr>
<tr>
<td>Society for Asian Music</td>
<td>late May</td>
<td><a href="http://asianmusic.skidmore.edu/SAM-sgrant.html">http://asianmusic.skidmore.edu/SAM-sgrant.html</a></td>
<td>for creative projects and scholarly research small, &lt;$4000</td>
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### Latin America

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<tr>
<th>Funding Source</th>
<th>Deadline</th>
<th>Website</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>UC MEXUS Dissertation Research Grant</td>
<td>Mid September</td>
<td><a href="https://lucemexus.ucr.edu/funding/grant_dissertation.html">https://lucemexus.ucr.edu/funding/grant_dissertation.html</a></td>
<td>$12,000 maximum for 2 years</td>
</tr>
</tbody>
</table>