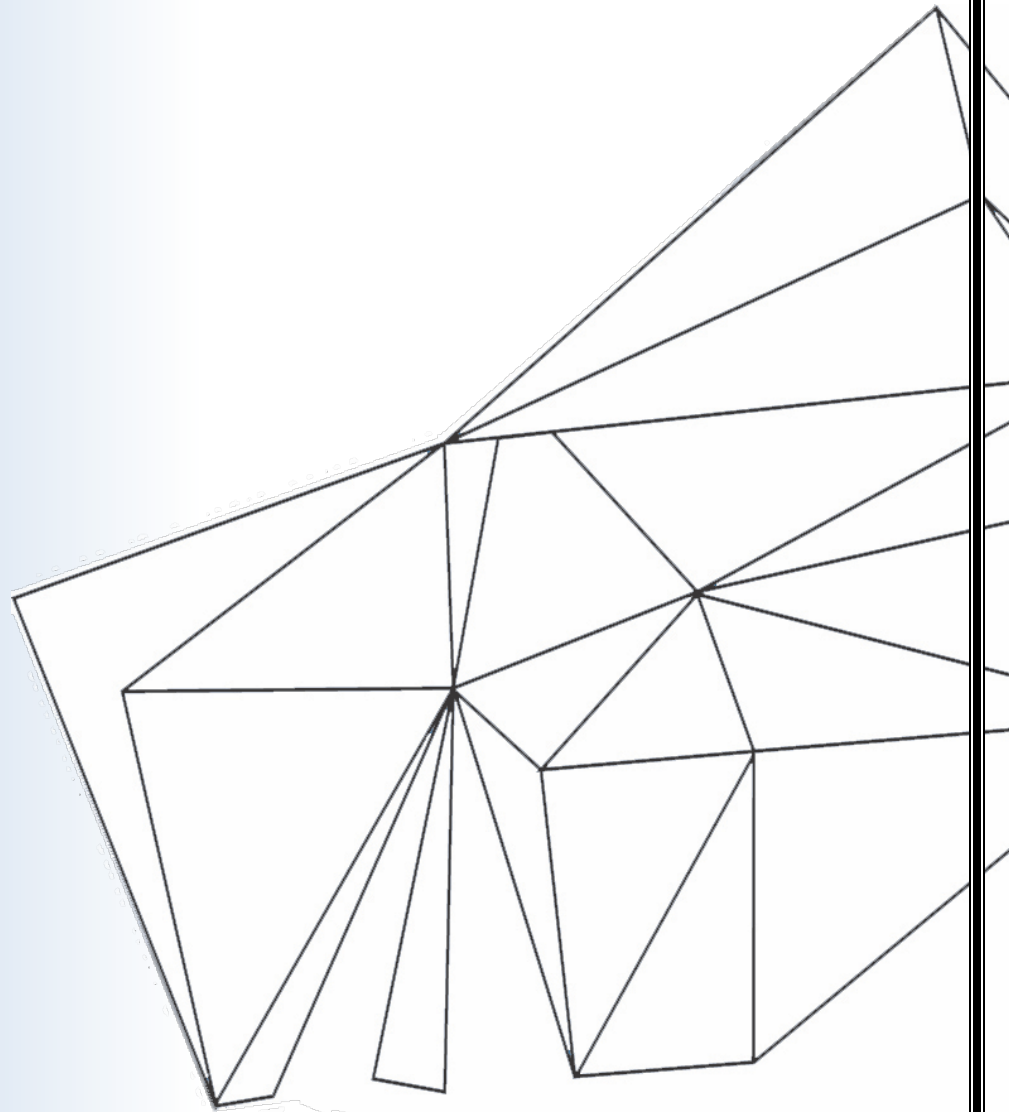


UC San Diego

ARTS AND HUMANITIES
Music

Graduate Student Handbook



If you need information not found within these pages or on the Music Intranet, contact
Dimple Bhatt, Graduate Advisor, at djbhatt@ucsd.edu.

Contents

| | |
|---|-----------|
| PART I: ACADEMICS | 6 |
| Overview | 6 |
| Curriculum and Degree Requirements | 6 |
| Master Degree Students | 6 |
| Composition | 9 |
| Computer Music | 10 |
| Intergrative Studies..... | 10 |
| Performance..... | 11 |
| PhD Students | 13 |
| Composition | 13 |
| Computer Music | 13 |
| Integrative Studies | 14 |
| DMA Students | 14 |
| Performance..... | 14 |
| Advancing to Candidacy for the Doctoral Degree | 15 |
| Qualifying Examinations..... | 15 |
| Degree Fulfillment | 16 |
| Master Students | 16 |
| Doctoral Students..... | 16 |
| Courses and Enrollment | 18 |
| Enrolling in Courses..... | 18 |
| Adding or Dropping Courses | 18 |
| Auditing Courses..... | 18 |
| MUS 298: | 18 |
| MUS 299: | 19 |
| MUS 500: | 19 |
| Enrollment in Courses Outside UC San Diego and Transfer of Credit | 19 |
| Courses Taken at Another Campus While Enrolled in the Music Graduate Program..... | 19 |
| Courses Taken at Other UC San Diego Departments | 20 |
| Enrollment in Extension Courses by Voucher | 20 |
| Textbooks and Course Readers | 20 |
| Academic Performance | 20 |
| Satisfactory Academic Performance..... | 21 |
| Annual Doctoral Spring Evaluation | 21 |
| Academic Probation | 21 |
| Incomplete Grades | 22 |
| Grade Changes | 22 |
| Repetition of Courses | 22 |
| Lapse of Status..... | 23 |
| Leave of Absence..... | 23 |
| Returning from a Leave..... | 23 |
| Withdrawal | 23 |
| Transcripts | 23 |
| Diplomas | 24 |

| | |
|---|-------------------------------------|
| Production Notes: Graduate Recital Scheduling..... | 24 |
| PART II: FINANCIAL INFORMATION | 25 |
| Employment | 25 |
| Associate-Ins | 25 |
| Teaching Assistants..... | 26 |
| Graduate Student Researchers..... | 26 |
| Childcare Reimbursement | 26 |
| UCSD English Language Teaching Requirement..... | 26 |
| Departmental Funding..... | 26 |
| Dissertation Fellowships | 27 |
| Direct Deposit | 27 |
| Travel Grants..... | 27 |
| Department Travel/Conference Grants | 27 |
| Dean’s Travel Grant | 27 |
| GSA Travel Grant | 28 |
| Human Subjects..... | 28 |
| Tax Resources | 28 |
| PART III: IMPORTANT CONTACTS | 29 |
| PART IV: MANAGING PERSONAL INFORMATION | 30 |
| UCSD ID Card..... | 30 |
| Address Changes | 30 |
| PART V: STANDARDS OF THE UCSD COMMUNITY | 30 |
| Expectations for Academic Integrity..... | 30 |
| Expectations for Professional Conduct..... | 32 |
| Combatting Academic Dishonesty at UCSD | 33 |
| Disciplinary Processes..... | 33 |
| Additional Resources on Academic Integrity and Student Conduct..... | 33 |
| Most Common Types of Plagiarism Chart..... | Error! Bookmark not defined. |
| Part VI: DIRECTORY OF MUSIC RESOURCES..... | 36 |
| Facilities | 36 |
| Room Scheduling | 36 |
| Alcohol Policies | 36 |
| Lost/Stolen Items..... | 36 |
| Prox Cards | 36 |
| Technology Services..... | 37 |
| PART VII: DIRECTORY OF UCSD RESOURCES | 38 |
| Graduate Division | 38 |
| Housing | 38 |
| International Student Services | 38 |
| International Students & Programs Office | 38 |
| English Language Institute Courses | 38 |
| Library Resources | 38 |
| Parking, Buses, and Transportation Resources..... | 39 |

PART I: ACADEMICS

Overview

The Music Graduate Student Handbook is designed to answer many of the questions you may have as you progress through your studies. This is supplemental to the Graduate Division's Graduate Student Handbook and is pertinent to Music. For questions on general UCSD and Graduate Division academic policy, please refer to the Graduate Student handbook: <http://grad.ucsd.edu/degrees/resources.html>

Any questions and concerns may always be addressed to the Graduate Advisor, Dimple Bhatt, at djbhatt@ucsd.edu or 858-534-3279.

Curriculum and Degree Requirements

UC San Diego offers the PhD with areas of emphasis in composition, computer music, and integrative studies, and the doctor of musical arts (DMA) in contemporary music performance. All applicants admitted to the graduate program will be officially entering the PhD or DMA program, with the prospect of completing a doctoral degree. Concurrent PhD or PhD and DMA degrees are not allowed. Applicants who have not previously earned a master's degree in a music-related field from another institution will earn the MA while completing doctoral requirements. Students wishing to pursue a master's degree only are encouraged to speak with the graduate adviser.

The UC San Diego and Department of Music's Requirements for Graduate Students:

- maintain full time status (12 units) to be eligible for financial support
- complete a minimum of six quarters in residence
- must maintain a GPA of 3.0 or above in upper division and graduate coursework, with a total of no more than eight units of "F" and/or "U" grades.
- complete outlined curriculum based on research specialty; all specialty specific courses must be taken for a letter grade
- for doctoral students, pass the qualifying examinations by the end of the third year
- complete and successfully defend a thesis or dissertation

Composition

The Composition Program is committed to nourishing the individual gifts and capacities of student composers in a diverse and active environment, with an emphasis on intensive personal interaction between faculty and student. The faculty mentor considers a student's particular goals and then attempts to strengthen his or her technical capacity to meet them. The diversity and liveliness of our program itself often challenges students to reevaluate their goals.

An incoming member in the MA or PhD program begins with a yearlong seminar (taught by a different faculty composer each quarter) and continues with individual studies thereafter. At the close of the first year fall quarter and again after the following spring quarter, the entire composition community gathers for a daylong "jury." Each seminar member is allotted a block of time during which the composition that has just been completed is performed and recorded in a carefully rehearsed presentation. There is a detailed discussion of each work by the faculty composers, and the student has opportunity to comment, explain,

and pose questions. Following the performance and discussions of this day, the composition faculty meets to assess the students' work collectively and to offer any guidance deemed necessary. This process is at the root of the uniqueness of the UC San Diego program, and manifests the range, seriousness, and vitality with which compositional issues are explored here.

After completing three quarters of seminar and two juries, students come to know something about the ideas and perspectives of each faculty composer; the faculty, in turn, is aware of each student's objectives and needs. At this point, an individual mentor is agreed upon and this relationship becomes the center of the student's continuing work as the degree is completed. A Third Year Forum presents, under departmental auspices, a work composed by each third-year PhD composer in the four quarters since his or her second jury. As a part of preparation for this forum, each student composer is expected to have a faculty performer on his or her PhD committee (as a regular member, or as an additional sixth member). The faculty performer is the student's performance mentor and guide in interfacing with the performance community. There is also a biweekly Focus on Composition Seminar at which faculty, students, and selected visitors present work of interest (compositional, analytical, technological, and even whimsical).

The seminars serve to foster mutual awareness within the student composer group. Collegial relationships develop and lead not only to friendships, but also to further creative outlets in cooperative projects, including the student-run Composers' Forums, performance collectives, and recital projects. UC San Diego performers—faculty and student—are all committed to the playing of new music, and frequent composer/performer collaborations are a vital aspect of life in the Department of Music.

Computer Music

The Computer Music Program emphasizes research in new techniques for electronic music composition and performance, catalyzed through an active concert program of new works by students, faculty, and visitors. Areas of research include

- new audio synthesis techniques
- audio signal processing
- music cognition
- live improvisation with and by computers
- integrating audio and video
- electronic spatialization of sounds
- techniques for live electronic music performance
- computer music software and HCL design
- audio analysis and feature detection

The Computer Music Program encourages work that overlaps with the other programs of study: Composition, Performance, and Integrative Studies. Analyzing and performing electronic music repertoire as well as writing new music involving electronics are encouraged.

The first-year computer music curriculum is centered on a yearlong “backbone” course covering the essentials of the computer music field. This material divides naturally into three portions (audio signal processing, compositional algorithms, and musical cognition).

In their second year, students work individually with faculty members to deepen their mastery of their subject areas of concentration. For example, a student wishing to focus on signal processing aspects might study techniques for digital audio analysis and resynthesis, drawing on the current research literature.

Also during these first two years, students take seminars on music analysis, composition, and performance practice. After having taken a critical mass of such subjects, PhD students enter a qualifying examination preparation period, and, once successful, they start their dissertation research.

Integrative Studies

The graduate program in Integrative Studies (IS) promotes an engagement with contemporary music activity and discourse that integrates diverse methodologies, experiences, learning styles, and resources. IS respects multiple ways of knowing and seeks to explore connections among ideas and processes in the arts, humanities, and sciences. Students are encouraged to combine their artistic and academic pursuits; to think systematically, critically, and reflectively; and to focus on the articulations and points of overlap between specialized and generalized knowledge. Drawing on diverse fields, including cultural theory, new media studies, ethnomusicology, improvisation, cognitive science, and systems theory, among others, the IS program combines an exploration of contemporary Western and non-Western music making with an examination of ideas and concepts that are relevant to its nature, creation, production, and reception.

This integrative and interactive environment encourages cross-fertilization and hybridity between diverse musical forms and the theoretical and critical discourses that surround them, often drawing in those who may not fit categories of “composer” or “performer,” or those whose work is not constrained by traditional disciplinary boundaries. Core seminars explore multiple ways of thinking about music—including critical, cognitive, and intercultural approaches—in tandem with creative practices that frequently incorporate new technologies and integrate diverse media and forms. Student-generated projects and collaborations are encouraged and promoted with formal juries conducted by the faculty.

The program comprises four interconnected specialties: critical studies, ethnomusicology, systems inquiry, and creative practice. IS graduate students initially enroll in introductory courses taught by core faculty members designed to present an overview of each specialty and to generate possibilities for future independent and collaborative research. In subsequent quarters students choose between a variety of focused and revolving topic seminars in each of the four primary specialties. By the end of their first year in residency, students declare a primary and secondary specialty within the program. Seminars offered in other departments—for instance in visual arts, literature, theatre and dance, anthropology, communication, ethnic studies, cognitive science, psychology, or computer science—are encouraged and may fulfill degree requirements, if approved by a student’s faculty adviser.

Exposure to a range of disciplines and interdisciplinary methods prepares students to pursue innovative artistic/academic projects and careers. The program teaches students to situate and contextualize

knowledge and practices on a broad intellectual and artistic continuum and to recognize the responsibilities and opportunities associated with living in an increasingly interconnected and interdependent world.

Performance

Fostering the creative, intelligent, and passionate performance of contemporary music is the mission of the Performance Program of the Department of Music. As once stated by founding faculty composer Robert Erickson, we at UC San Diego are a “community of musicians.”

Performers act and interact in a communal environment by means of collaboration with faculty and student composers, research in the areas of new performance modalities, music technology, and improvisation, among many other pursuits. The performance of contemporary music is viewed as a creative act that balances expertise and exploration.

Graduate performance students pursue either a master of arts or a doctor of musical arts degree in contemporary music performance. The course of study for both programs involves the completion of required graduate seminars and intensive study with a mentoring faculty member. Students are encouraged to adopt a vigorous, exploratory orientation in their private study. Final degree requirements include a recital, or in the case of the DMA, two recitals and the presentation of personal performance research.

The work of graduate performance students forms an integral component of a rich musical environment, which produces an astonishing quantity and variety of performances. Students may perform in collaborative performances with fellow students and faculty. Ensembles include groups specializing in the interpretation of unconventionally notated scores, the percussion group red fish blue fish and other ensembles. The Performance Forum, a student-initiated concert series, provides an opportunity for students to present a wide variety of repertoire that may include improvised music, world music, and music with technology. A strong, collaborative spirit among the curricular areas of the department (Performance, Composition, Music Technology, and Integrative Studies) also yields many new projects each year. Works by graduate student composers are performed on the annual Spring Festival and other concert series. The sense of musical community engendered by diverse interactions permeates the atmosphere and makes the Department of Music at UC San Diego a uniquely rewarding place to create the newest of music.

Master Degree Students

The master of arts in music degree includes areas of emphasis in *Composition*, *Computer Music*, *Integrative Studies*, and *Performance*. The degree requires completion of at least thirty-six quarter units of graduate courses (courses numbered 201–299), including six units of Music 500 (Apprentice Teaching in Music) and six units of Music 299 (Advanced Research Projects and Independent Study) bearing directly on completion of the master’s thesis. Master’s students are expected to complete all requirements for the degree in six quarters of residence - please review [MA Completion checklist](#) for step-by-step instructions.

Composition

- MUS 203 A, B, C - Successful completion of the jury process is necessary to get a passing grade in the corresponding seminar
- MUS 203 D - every quarter in residence with committee chair after successful completion of 203C
- MUS 210 - must be taken twice (one time can count towards the “depth” core requirement)
- MUS 228
- MUS 229
- MUS 271A & B (both courses can count towards “depth” requirement)
- MUS 200/201/202 (4 units)
- MUS 291 – must be completed during first quarter at UCSD
- MUS 501 – must be completed during first quarter at UCSD
- MUS 204 – Every quarter in residence
- MUS 298/9 (At least 6 units)
- MUS 500 (6 units total)
- 20 units from among these options:
 - MUS 206
 - MUS 207
 - MUS 210
 - MUS 215 A-B-C
 - MUS 267
 - MUS 271 C
 - MUS 272
 - MUS 170-177 (no more than one course from this series can count towards this requirement)

All students are encouraged to take at least one graduate-level or upper-division undergraduate course outside of the department, which, by petition and on a case-by-case basis, may count towards the “depth” requirement.

Computer Music

- MUS 270 A, B, C - must be taken within the first year of the program
- MUS 270D - every quarter in residence after successful completion of 270C
- MUS 200/201/202 (4 units)
- MUS 291 – must be completed during first quarter at UCSD
- MUS 501 – must be completed during first quarter at UCSD
- MUS 298/9 (At least 6 units)
- MUS 500 (6 units total)
- 20 units from among these options:
 - MUS 206
 - MUS 207
 - MUS 210

All policies are subject to revision.

- MUS 215 A-B-C
- MUS 267
- MUS 271 A-B-C
- MUS 272
- MUS 170-177 (no more than one course from this series can count towards this requirement)

All students are encouraged to take at least one graduate-level or upper-division undergraduate course outside of the department, which, by petition and on a case-by-case basis, may count towards the “depth” requirement.

Intergrative Studies

- MUS 215 A, B, C
- MUS 215D - every quarter after successful completion of 215C
- MUS 200/201/202 (4 units)
- MUS 291 – must be completed during first quarter at UCSD
- MUS 501 – must be completed during first quarter at UCSD
- MUS 205 – Every quarter in residence
- MUS 298/9 (At least 6 units)
- MUS 500 (6 units total)
- 20 units from among these options:
 - MUS 206
 - MUS 207
 - MUS 210
 - MUS 267
 - MUS 271 A-B-C
 - MUS 272
 - MUS 170-177 (no more than one course from this series can count towards this requirement)

All students are encouraged to take at least one graduate-level or upper-division undergraduate course outside of the department, which, by petition and on a case-by-case basis, may count towards the “depth” requirement.

Performance

- MUS 291 – must be completed during first quarter at UCSD
- MUS 501 – must be completed during first quarter at UCSD
- MUS 200, 201, or 202 - every quarter in residence
- MUS 232 - every quarter in residence
- MUS 245 – Every quarter in residence
- MUS 298/9 (At least 6 units)
- MUS 500 (6 units total)
- 20 units from among these options:

All policies are subject to revision.

- MUS 206
- MUS 207
- MUS 210
- MUS 215 A-B-C
- MUS 267
- MUS 271 A-B-C
- MUS 272
- MUS 170-177 (no more than one course from this series can count towards this requirement)

All students are encouraged to take at least one graduate-level or upper-division undergraduate course outside of the department, which, by petition and on a case-by-case basis, may count towards the “depth” requirement.

PhD Students

Composition

- MUS 203 A, B, C - Successful completion of the jury process is necessary to get a passing grade in the corresponding seminar
- MUS 203 D - every quarter in residence with committee chair after successful completion of 203C
- MUS 210 - must be taken twice (one time can count towards the “depth” core requirement)
- MUS 228
- MUS 229
- MUS 271A & B (both courses can count towards “depth” requirement)
- MUS 200/201/202 (8 units)
- MUS 291 – must be completed during first quarter at UCSD
- MUS 501 – must be completed during first quarter at UCSD
- MUS 204 – Every quarter in residence
- MUS 298/9 (At least 6 units)
- MUS 500 (6 units total)
- 32 units from among these options:
 - MUS 206
 - MUS 207
 - MUS 210
 - MUS 215 A-B-C
 - MUS 267
 - MUS 271 C
 - MUS 272
 - MUS 170-177 (no more than one course from this series can count towards this requirement)

All students are encouraged to take at least one graduate-level or upper-division undergraduate course outside of the department, which, by petition and on a case-by-case basis, may count towards the “depth” requirement.

Computer Music

- MUS 270 A, B, C - must be taken within the first year of the program unless previously taken as a UC San Diego MA student
- MUS 270D - every quarter in residence after successful completion of 270C
- MUS 200/201/202 (8 units)
- MUS 291 – must be completed during first quarter at UCSD
- MUS 501 – must be completed during first quarter at UCSD
- MUS 298/9 (At least 6 units)
- MUS 500 (6 units total)
- 32 units from among these options:
 - MUS 206
 - MUS 207
 - MUS 210
 - MUS 215 A-B-C

All policies are subject to revision.

- MUS 267
- MUS 271 A-B-C
- MUS 272
- MUS 170-177 (no more than one course from this series can count towards this requirement)

Integrative Studies

- MUS 215 A, B, C
- MUS 215D - every quarter after successful completion of 215C, until qualification.
- MUS 200/201/202 (8 units)
- MUS 291 – must be completed during first quarter at UCSD
- MUS 501 – must be completed during first quarter at UCSD
- MUS 205 – Every quarter in residence
- MUS 298/9 (At least 6 units)
- MUS 500 (6 units total)
- 32 units from among these options:
 - MUS 206
 - MUS 207
 - MUS 210
 - MUS 267
 - MUS 271 A-B-C
 - MUS 272
 - MUS 170-177 (no more than one course from this series can count towards this requirement)

All students are encouraged to take at least one graduate-level or upper-division undergraduate course outside of the department, which, by petition and on a case-by-case basis, may count towards the “depth” requirement.

DMA Students

Performance

- MUS 291 – must be completed during first quarter at UCSD
- MUS 501 – must be completed during first quarter at UCSD
- MUS 200, 201, or 202 - every quarter in residence
- MUS 232 - every quarter in residence
- MUS 245 – Every quarter in residence until qualification
- MUS 298/9 (At least 6 units)
- MUS 500 (6 units total)
- 32 units from among these options:
 - MUS 206
 - MUS 207
 - MUS 210
 - MUS 215 A-B-C
 - MUS 267
 - MUS 271 A-B-C
 - MUS 272

All policies are subject to revision.

- MUS 170-177 (no more than one course from this series can count towards this requirement)

All students are encouraged to take at least one graduate-level or upper-division undergraduate course outside of the department, which, by petition and on a case-by-case basis, may count towards the “depth” requirement.

Advancing to Candidacy for the Doctoral Degree

By the end of the summer of the second year, most coursework requirements should be complete and students should be ready to Advance to Candidacy.

Students must first form their Doctoral Committee and have their committee approved before scheduling the Qualifying Examination. The doctoral committee conducts the qualifying examination as well as supervises the preparation and passing of the dissertation, and administers the final examination.

In consultation with their faculty dissertation advisor and following their Ph.D. program guidelines, candidates shall request to appoint a Doctoral Committee consisting of at least four members with faculty appointments at UC San Diego. Eligibility of faculty in different academic series at UC San Diego to serve on and/or chair Doctoral Committees is determined by the Graduate Council. At least one Doctoral Committee member must have their primary appointment in a different department than the one in which the candidate’s dissertation advisor/Doctoral Committee Chair holds their primary appointment. (Doctoral Committee Co-Chairs from different departments or programs satisfy this requirement; note that, even with evenly split appointments, faculty are primary in one department). At least two Doctoral Committee members must be from the department or program in which the student is enrolled and at least one Doctoral Committee member must be tenured or emeritus. Additional committee members beyond the required four members can be requested to serve, including from another UC campus, non-UC academic institutions and industry. Appointment of such external members who will participate in Doctoral Committee decisions must be justified with a written explanation at the time of requesting committee constitution and must be approved by the Graduate Division. Willingness of external members to serve on the committee must be verified prior to nomination and efforts should be made to maintain continuity of service on the committee for the duration of candidacy.

To submit your Doctoral Committee for approval, you will need to email the Graduate Advisor the below information. The Coordinator will submit the formal request through the online portal on your behalf.

- Full name of proposed committee members
- Academic titles for all proposed committee members
- Specialty of each proposed committee members
- Email address and CV for proposed outside committee members
- Identification of member to act as committee Chair and Co-Chair (if applicable)

Qualifying Examinations

Upon completion of formal course requirements and approval of the student’s Doctoral Committee by the Graduate Division, each student will be required to participate in a Qualifying Exam. The structure of the Qualifying Exam will differ between research specialties per the associated Faculty. Students should discuss specific requirements and exam structure with their Faculty Advisor(s).

Procedures:

1. Graduate Advisor will initiate Doctoral Advancement Form on the day of the qualifying exam.
2. Advancement to candidacy requires the student to pay a candidacy fee to the cashier upon completion of the exam. This will be assessed via Tritonlink.
3. The "Report of the Qualifying Examination" form needs to be submitted to the Graduate Division, by the FIRST DAY OF INSTRUCTION, in order for the student to be eligible for the In-Candidacy Fee Grant (ICFG) for the current quarter.
4. Students must have completed three quarters of continuous residency, and be registered/enrolled in the quarter in which they advance.

Degree Fulfillment

Master Students

Thesis

1. At the beginning of the quarter of intended degree completion, the student will work with the Graduate Advisor to complete a degree audit and Master's Application to Candidacy form. This must be submitted to the Graduate Division by the Friday of Week 3 in the quarter. **Any substitutions to the curriculum must be petitioned.**
2. Students will schedule two appointments with the Graduate Division in order to submit their dissertation. The first appointment will occur before their defense and will review the dissertation formatting and requirements for submission. Students may request this appointment online at <https://gd-calendar.ucsd.edu/>. Students may upload a copy of their thesis prior to this meeting or bring a printed copy.

Please note the Graduate Division does not take appointments for the first three weeks of each quarter. During week nine through finals week of each quarter you may not schedule a preliminary appointment unless you are finishing that quarter.

3. Students will contact Committee Members and Graduate Advisor to determine the best date to schedule their thesis defense. If any Committee Members are unable to attend the selected examination date, students should alert the Graduate Advisor.
4. Graduate Advisor will initiate Master's Final Report Form via DocuSign.
5. The final appointment with the Graduate Division will occur after the student presents their thesis to their committee. At this appointment students will receive instruction to submit their final thesis.

Doctoral Students

Thesis and/or Dissertation

All policies are subject to revision.

As a partial fulfillment for the Ph.D. degree, the student will submit a complete dissertation to be evaluated by his/her Doctoral Committee. The student is responsible for providing their doctoral dissertation to each member of their Doctoral Committee at least four weeks before the final oral examination.

The student will defend his/her final dissertation after the committee's evaluation and will pass or fail depending on the committee's decision.

The Dissertation Phase is expected to take 12 to 18 months, and the entire doctoral program is expected to take four to five years, based on the student's background and progress.

Procedures:

1. Students will schedule two appointments with the Graduate Division in order to submit their dissertation. The first appointment will occur before their defense and will review the dissertation formatting and requirements for submission. Students may request this appointment online at <https://gd-calendar.ucsd.edu/>. Students may upload a copy of their dissertation prior to this meeting or bring a printed copy.

Please note the Graduate Division does not take appointments for the first three weeks of each quarter. During week nine through finals week of each quarter you may not schedule a preliminary appointment unless you are finishing that quarter.

2. Students may need to obtain Co-Author Permission Letters (see preparation manual distributed by the Graduate Division), a General Petition, or Re-Advancement form. The necessity of these additional documents will be determined during the student's first meeting with the Graduate Division.
3. Students will contact Committee Members and Graduate Advisor to determine the best date to schedule their dissertation defense. If any Committee Members are unable to attend the selected examination date, students should alert the Graduate Advisor. Proper documentation will need to be submitted to the Graduate Division regarding alternate arrangements.
4. Students will submit a copy of their completed dissertation to each member of their Doctoral Committee at least four weeks before the final examination.
5. Doctoral candidates will defend their dissertation in a final oral examination. The exam will consist of: a) a presentation of the dissertation by the graduate student, b) questioning by the general audience, and c) closed door questioning by the doctoral committee. The student will be informed of the exam results at the completion of all three parts of the oral examination.
6. The Graduate Advisor will initiate the Final Report of Doctoral Degree form via DocuSign.
7. Students will submit their dissertation online after their defense and at least one day before their final appointment with the Graduate Division. The final version of the dissertation will conform to the procedures outlined in the publication [Preparation and Submission Manual for Doctoral Dissertations and Masters' Theses](#).
8. The final appointment with the Graduate Division will occur after the students' defense and will be approximately fifteen minutes long. At this appointment students will submit their final documentation (copies of their dissertation abstract, etc.).

Students must submit their final documentation before the end of the quarter they
All policies are subject to revision.

wish to complete in.

Courses and Enrollment

Enrolling in Courses

First year Ph.D. students will be provided a list of classes to enroll in based upon their research specialty. Any deviations from this schedule should be discussed with your faculty advisor(s), and the Graduate Advisor should be informed. Additional documentation will be required.

All students should continuously discuss course selections with their advisor(s) and the Graduate Advisor prior to enrolling. The Graduate Advisor will be monitoring class schedules and ensuring adherence to program requirements.

Students are responsible for enrolling in all of their courses online through WebReg. Students can access WebReg through the TritonLink homepage under the "Classes and Enrollment" tab (<http://tritonlink.ucsd.edu>). Available courses can be viewed on the online Schedule of Class (<https://act.ucsd.edu/scheduleOfClasses/scheduleOfClassesFaculty.htm>).

Adding or Dropping Courses

Adding or dropping courses within the first two weeks of a quarter is easily accomplished through Webreg.

Within weeks three and four of the quarter, adding and dropping requires use of the [EASy system](#). Courses dropped before the end of the fourth week of the quarter do not appear on the transcript.

Between weeks five and nine of the quarter, adding and dropping may also be completed with the Graduate Advisor's assistance. Courses dropped between weeks five and nine are considered withdrawals and will appear as a "W" on the transcript.

The deadline to drop a course without a penalty of an "F" grade is one week prior to the finals week of a term.

Please immediately notify the Graduate Advisor of any changes you intend to make by email. Dates are crucial. A list of the Registrar's add/drop deadlines can be accessed by searching for "[Enrollment and Registration Calendar](#)" in Blink.

Auditing Courses

Graduate students may audit Ph.D. courses in Music and in other departments only with the express permission of the professor and your faculty advisor.

MUS 298:

MUS 298 is for individual students who have advanced to candidacy and completed their required courses. Students may apply for up to 12 units a quarter with advisor(s) approval. For enrollment, students are to email the Graduate Advisor indicating the number of units they would like to apply for, for a maximum quarterly enrollment of 12 units. With advisor(s) agreement, the Graduate Advisor will enroll students in MUS 298 with their faculty advisor as the instructor of record. **Students are responsible for double checking their academic record in WebReg to confirm that they are enrolled in the correct session**

All policies are subject to revision.

and for the correct units.

MUS 299:

MUS 299 is for individual study or research under the direction of a selected faculty member. The faculty advisor is the final judge of the whether a specific project meets the standards of MGT 299.

The MUS 299 course is considered an elective and cannot be used to replace core course requirements or to substitute for an elective in the same subject already offered in the program. A student may apply up to 12 units of Independent Study total, for a letter grade, but may be evaluated for additional units upon the completion of all required courses. One is eligible to apply for an Independent Study course after successful completion of core courses or upon the advice of the faculty advisor(s).

A specific faculty member must be approached with a written application describing the study or project and receive faculty approval before you can be enrolled by the Graduate Advisor. The project or study plan should identify goals and specific deliverables. The plan should also specify what expectations the faculty member and student have about meetings during the term. Only members of the Music Department's standing faculty may supervise independent study. Any projects which will require support or resources from administrative units of the school beyond the usual should be vetted in advance to ensure feasibility.

Units assigned for MUS299 are variable from 1-12. Each unit represents 30 hours of individual study per term; consequently, an Independent Study for 4 credit units would require 120 hours of individual study per term.

MUS 500:

Participation in the undergraduate teaching program is required of all graduate students at the equivalent of twenty-five percent time for three quarters (six units is required for all graduate students). Students will sign up for MUS 500 with the instructor of record for the class in which they are working as an ASE. Performance will be evaluated on an S/U basis. Students should enroll in 2 units for a 25% appointment and 4 units for a 50% appointment.

Enrollment in Courses Outside UC San Diego and Transfer of Credit

Courses Taken at Another Campus

A student may petition to transfer courses completed while in Graduate Standing at another UC campus (including UC San Diego Extension) for up to one half the total master's degree unit requirement, a maximum of eight quarter units of work completed while in graduate standing at an institution other than UC may be transferred. In any case, no more than a total of one half of the units required for the master's degree may be transfer units.

Eligible course work may not have been used to fulfill the requirements of any other degree, and must have been completed with a B- or better grade and must have been taken prior to enrollment as a graduate student at UC San Diego.

A Student must submit proof that the course work to be transferred was not used to satisfy requirements for any other degree program. Degree checks or a letter from the institution from which the courses are being transferred will be required stating the courses were not used toward another degree. Official transcripts of transfer course work must accompany the petition OR be on file at Graduate Division. Under no

circumstances will transferred work be included in calculating a student's GPA nor will it appear by class on the transcript.

Courses Taken at Other UC San Diego Departments

Graduate-level courses completed at other UCSD departments while a Music student are accepted for elective credit with the approval of the Ph.D. Program Chair, the student's faculty advisor(s), and the Music Dept Chair. The student must have earned a final grade of B or better. To receive elective credit for these courses, as with all elective choices, a student must complete and submit an official Plan of Study form to the Graduate Advisor. A final version of this form is required prior to advancement to candidacy.

Students may enroll in other graduate or undergraduate courses at UCSD when in good academic standing. Enrollment in all non-Music courses is subject to the approval of the department offering the course (prerequisites, open seats, etc.).

Enrollment in Extension Courses by Voucher

UCSD's Extension Program offers special vouchers to graduate students who would like to take Extension courses. These vouchers pay a portion of Extension classes' fees and are quite popular. UCSD's Graduate Division typically offers these vouchers for pick-up in the week prior to the term in which one might want to attend an Extension course. There are only a limited number of vouchers and are distributed to a graduate student in person only with current ID.

Eligibility: Full-time graduate students who are enrolled in a minimum of 12 units with a GPA of 3.0 or above (and fewer than eight units of "U" and "F" grades). Students must have completed at least one quarter of their program before they can participate and must be registered before a voucher can be issued. Students may only use a voucher once every year.

Extension courses may not be used for academic credit, although a record of your enrollment is noted on your transcript, and any grade will have an effect on your overall GPA. Your enrollment in Extension courses depends on space and consent of the professor. The Extension professor's signature is required on the voucher. Vouchers need to be stamped by the Graduate Advisor to ensure accurate completion.

Textbooks and Course Readers

Students are responsible for purchasing their own books and materials.

- **Textbooks** may be purchased at the UC San Diego Bookstore in the UCSD Price Center - <http://bookstore.ucsd.edu/>
- **Course Readers** may be purchased online through University Readers - <http://www.universityreaders.com/>

Please be aware that photocopying course material and course readers is **illegal**. Copyright infringement may result in disciplinary or legal action.

Academic Performance

Excellence in academics is a cornerstone of UC San Diego. Concerns about performance in a specific class should be addressed first – and immediately – with the professor. Faculty are fundamentally

All policies are subject to revision.

committed to ensuring that you are learning. Many classes will have review sessions, and faculty and teaching assistants will be available for individual assistance. The Graduate Advisor is available for advising and should be consulted on any of the procedural issues addressed below.

Satisfactory Academic Performance

Students are expected to maintain satisfactory academic performance. Achievement of a 3.0 GPA or better in the core curriculum, and a 3.6 or better in the program as a whole, is required for graduation. A student who fails to achieve a 3.0 in a given quarter will be put on academic probation and will work with the Graduate Advisor and faculty advisor to develop a plan for improving academic performance to meet minimum requirements. A student who fails to achieve a 3.0 in the core is subject to dismissal.

In addition, students must be conducting rigorous academic research within the guidelines set by their faculty advisor(s). It is imperative that students update their faculty advisors on their research and get feedback from their advisors regularly.

Contact the Graduate Advisor immediately if you are concerned about your academic or research performance.

Annual Doctoral Spring Evaluation

Doctoral graduate student progress reports are required in Spring quarter each year. **A satisfactory evaluation on file at the Graduate Division is necessary for future financial support to be approved.** The following are exempt from Spring evaluations:

1. A student advancing to Doctoral candidacy during Winter or Spring of the current academic year.
2. A student on an approved leave of absence during Spring of the current academic year. In this instance an evaluation must be submitted by the end of the first quarter of return to continue support.
3. A student completing the Ph.D. program in Spring of the current academic year.

Students are advised to work with their faculty advisor(s) and Graduate Advisor for the timely submission of their evaluation so that student support for the future is not jeopardized.

As part of their submission, students are required to include their proposed Summer milestones in order to be eligible for Summer research funding. These milestones should be discussed with faculty advisor(s) along with the students' evaluation.

The student's electronic signature is required on every evaluation. A student's signature does not indicate agreement with the evaluation and student comments are encouraged. Each student should receive a copy of his/her evaluation.

ALL REQUESTS FOR EXCEPTION, INCLUDING TIME LIMITS OR PERCENTAGE OF SUPPORT, MAY ONLY BE REQUESTED IF A CURRENT SATISFACTORY SPRING/ANNUAL EVALUATION IS ON FILE AT GRADUATE DIVISION.

Academic Probation

Students on academic probation have three quarters to raise the cumulative GPA to a 3.0 and must demonstrate an improvement in the GPA each quarter of probation to avoid being subject to dismissal.

All policies are subject to revision.

Students who do not meet the 3.0 within three quarters are subject to dismissal.

Any student with more than 8 units of "U" and/or "F" grades or a GPA of less than a 2.5 is subject to immediate dismissal.

Incomplete Grades

When a grade has not been submitted for a class in which a student enrolled, the transcript will have a blank space in the place of the grade. It will soon become notated as NR (not recorded). This usually means the professor has not yet submitted the grade. It is the responsibility of each student to take appropriate action for clearing up any grade problems before the end of the following quarter. If not cleared by the end of the following quarter, the grade of "F" or "U" will be assigned.

If a student is doing passing work in a course, but is unable to finish for legitimate reasons, the professor may decide to assign an "I" (incomplete) grade. To receive this placeholder status, the student must file a "Request to Receive Grade Incomplete" form at least two weeks PRIOR to the end of the final week of the quarter in which the course is taken. Course work must be successfully completed before the final week of the following quarter, and a "Removal of Grade Incomplete" petition filed. Please see the Graduate Academic Advisor so that appropriate forms can be submitted by the proper deadlines. If incomplete coursework has not been completed and the appropriate petition filed by the deadline, the grade of "F" or "U" will be assigned.

In truly extenuating circumstances, a General Petition can be filed to extend the "incomplete" grade for an additional term. This must be accomplished before the second week before the end of a term.

If extension of the incomplete grade for an additional term is needed, an Academic Plan Proposal must be submitted to the Graduate Advisor for approval by the Faculty Chair and the teaching faculty involved in the extension. This needs to be completed by the 8th week of the term PRIOR to the term which needs to be covered by the paperwork.

Grade Changes

Clerical or procedural grade changes due to errors (in calculation or recording) or grade changes for a course taken within the year which was originally No Record (NR) and subsequently lapsed to a U or F may be corrected by submitting a clerical error form to the Registrar, coordinated through the Graduate Advisor.

Timely action is key with many grading issues. Retroactively fixing problems is time consuming, and requires petitions to be signed by faculty and deans. If you have a concern, notify the Graduate Advisor immediately. A check of your academic enrollment on TritonLink before the second week of each class term is extremely helpful to make sure that all grades from the prior term are listed, and all current class enrollments are reflected correctly.

Repetition of Courses

A student may repeat a course once in which a grade of "D", "F", or "U" (Unsatisfactory) was received. The repeated course must be taken on the same grading basis as the original course. Only the most recent earned grade is used in computing the student's grade point. All units attempted and grades received remain part of the student's permanent academic record. A maximum of four courses may be repeated. You must receive PRIOR approval to repeat a course for grade replacement; see the Graduate Advisor to file the appropriate petition to repeat a course before enrolling in it a second time.

Lapse of Status

Doctoral students are expected to be enrolled, without interruption, in the year-round curricular requirements of their program, including final exams and completion of "Incomplete" grades. Unless a leave of absence is granted by the final deadline to pay, the student's fees will not be paid for the quarter and the student is considered to have withdrawn from the program. In this case, the student's status and candidacy for the degree will lapse.

Leave of Absence

Graduate students are eligible for a maximum three quarters leave of absence with department approval and must first inform the Graduate Advisor. The leave of absence request may be initiated by either the student or the Graduate Advisor through the Graduate Division's online system. A graduate student who is bearing a child, who has primary responsibility for the care of an infant or child under the age of five, and is in good academic standing may request an additional 3 quarters leave of absence (follow the same procedures below but specify "parenting" or "maternity" on the leave form as the reason). A student must be in good academic standing in order for a leave of absence to be approved. A student may not advance to candidacy while on a leave of absence.

You must be in good academic standing to file for a leave of absence. Students on academic probation who wish to take time off from the program must file to withdraw and apply for readmission at a later date.

Health insurance coverage for students going on leave of absence is NOT automatic. Fill out the LOA insurance application form and turn it in with a check during the open enrollment period prior to each quarter. More information is available online at <http://studenthealth.ucsd.edu/>

Returning from a Leave

When planning on returning from a leave of absence, a student must notify the Graduate Advisor of the quarter in which s/he intends to register. The coordinator notifies the Graduate Division through their online system who then reinstates the student. The student cannot register until this is done. Notification of return from a leave can only be given to Graduate Division by the department.

When returning from a leave of absence of two quarters or more, a student must file a Statement of Legal residence with the Office of the Registrar prior to registering. The form can be obtained from the Graduate Advisor or the Registrar's Office.

Withdrawal

A student who must leave the academic program for more than three quarters must withdraw from the program. A withdrawal allows a student to apply for readmission when ready to resume. Please discuss details and paperwork with the Graduate Advisor. In order to be refunded without penalty, a student must withdraw BEFORE the beginning of the term in which they are enrolled and registered. A student who seeks readmission to the program must not have more than 8 units of "F" and/or "U" grades. Readmission is not guaranteed.

Transcripts

Grades are available after the Registrar records them. This is typically two weeks to a month after a term. Grade reports can be obtained by accessing TritonLink.

Official transcripts may be ordered anytime through the UCSD Registrar at (858) 534-3153 or by completing an online request. A “confirmation of attendance” or “enrollment verification” can also be obtained from the UCSD Registrar’s Office. Direct residency questions to the Residency Deputy at (858) 534-4586.

UCSD and the Music Department are prohibited from revealing grades through any means without a student's permission, as per the Federal Education Rights and Privacy Act (FERPA) of 1974. Students may manage their personal informational account and limit access or deny revelation of their personal information altogether by following directions to do so on their TritonLink account.

Diplomas

Diplomas are typically available 3-6 months after the end of the quarter in which the student graduates. Graduate diplomas are mailed directly to the **permanent mailing address** on record in TritonLink. Diplomas will bear your name **exactly** as stated on your UCSD academic record.

If you have not received a diploma by the end of the time allowed, contact Academic Records, at (858) 534-3144.

A replacement diploma may be requested if your original diploma has been lost or destroyed, or your name has changed since graduation.

The document fee, effective September 1, 2016, entitles students to **one** free replacement diploma. To find out if you qualify for a free replacement diploma, call (858) 534-3144.

To obtain a replacement diploma, complete the [Replacement Diploma Request Form](#) (PDF) and return it to Academic Records with the appropriate payment, if required.

If you are requesting a replacement diploma because your name has changed since graduation, you must submit a [Name Change Request Form](#) (PDF), along with the required supporting documents in order to have your name changed on your diploma and all UCSD records.

All replacement diplomas will bear the signatures of the current state and university officials and a reissue date will be printed at the bottom of the diploma.

If you have already received your free replacement diploma granted by the document fee, the cost of a replacement diploma is \$60.00 for standard delivery, which takes approximately 6 to 8 weeks (once the request form has been received). If you require rush delivery, which takes approximately 6 to 8 business days (once the request form has been received), there is an additional cost of \$32.00, which is not waived by the document fee.

Note: Rush delivery service is not available for P.O. Box or International addresses.

Production Notes: Graduate Recital Scheduling

Please see the [policy on concert productions](#) on the Music department webpage.

PART II: FINANCIAL INFORMATION

Employment

Note: Any employment outside of the student's academic (home) department must have prior approval from the home department.

1. For academic year employment at 25-50% time, a student must be registered full-time (12 units or more). A student enrolled in less than 12 units, with departmental approval, is eligible for a maximum of 25% time employment.
2. A graduate student must be in good academic standing, i.e.,
 - a. Meet departmental standards including a satisfactory annual spring academic progress evaluation;
 - b. Maintain a GPA of 3.0 in upper-division and graduate course work;
 - c. Must not have more than a total of eight units of F and/or U grades overall.
3. A graduate student must be within the departmental time limits:

PhD/DMA students not holding an MA from UC San Diego are eligible for 5 years, or 15 quarters of funding. Students holding an MA from UC San Diego are eligible for 6 years, or 18 quarters of funding, from their first quarter at UC San Diego.

Current students can refer to their admission letter to confirm their funding limits.

4. International graduate students who are nonnative speakers of English must be **certified** as having requisite language skills **before** they can serve as teaching assistants ([UC San Diego Graduate Division policy](#) in compliance with Assembly Concurrent Resolution No. 41).

Tuition/Fee Remission & Health Insurance Waiver

As part of the funding package offered to Music graduate students, students receive a tuition/fee waiver and a waiver for health insurance. Non-resident domestic students receive one year of waived non-resident tuition but are responsible for [filing for California residency](#) before the start of their second year, to avoid being charged non-resident tuition.

International students will receive coverage for non-resident tuition for three years and must advance to candidacy by the start of their fourth year to receive the waiver for non-resident tuition.

Exception to Minimum Qualification

An exception to the minimum qualifications listed above may be granted at the discretion of the University.

Associate-Ins

An Associate (teaching a course) may conduct the entire instruction of a lower division course or upper division course with approval granted by the Dean of the Graduate Division. The Associate is assigned a faculty mentor to provide guidance and training as needed. Use of this title requires prior approval by the Dean of the Graduate Division.

Appointment to this title requires evidence of extraordinary merit in teaching and scholarship and prior relevant teaching experience, advanced training in the subject matter and support of the department chair. For Ph.D. students, the candidacy exam must have been passed and the student must be in the final stages of dissertation writing or must have equivalent other accomplishments (publications, extensive experience as

performer-teacher, etc.). The department may require students to attend a workshop at the Teaching + Learning Commons if past ASE evaluations are inconsistent and/or below average.

The appointment is also dependent upon positive academic and administrative review and approval by the student's department/group Chair, the Divisional Dean and the Dean of the Graduate Division.

Summer Associate-In Appointments

The department of Music encourages students who are advanced to candidacy to apply to teach undergraduate courses during Summer Session. Course proposals are accepted yearly in the Fall, in a call sent out via email.

Teaching Assistants

Teaching Assistants (TAs) are Doctoral students or Master students who provide instructional and grading support to faculty for Music courses and occasionally UCSD courses in other departments. All Music graduate students who do not have alternate funding are required to hold a TA/reader/GSR position of at least 25% every quarter to receive the associated tuition and fee remission.

International students should note that they may need to undergo a language assessment test with the UCSD Teaching and Learning Commons (TLC) before their first TA appointment. Additional language courses may be required for those who do not pass the assessment. Contact the Graduate Advisor for more information.

Graduate Student Researchers

A Graduate Student Researcher (GSR) performs research or hands-on work under the direction of a faculty member or the Production Manager.

Most GSR positions are for work to be conducted 25 percent time (10 hours per week).

Childcare Reimbursement

Graduate students appointed to work for at least 25% time as Academic Student Employees (TA/GSR) are eligible to be reimbursed for qualifying childcare expenses up to a maximum of \$900 per quarter.

To apply for reimbursement, eligible students must complete the Academic Student Employee Child Care Reimbursement form and submit the request along with original receipts to the Graduate Advisor. All requests must be submitted prior to finals week (week eleven) of the given quarter.

UCSD English Language Teaching Requirement

Notes: There is no foreign language requirement, however, all international students must demonstrate English language proficiency in order to be eligible to be a teaching assistant (TA), which may require students participate in additional testing. Program requirements are subject to change. Students are responsible for alerting the Graduate Advisor and their faculty advisor of any deviations from course requirements, submitting the necessary course petition, and completing a formal Plan of Study form.

Departmental Funding

Dissertation Fellowships

Direct Deposit

There are three offices on campus that provide direct deposit for graduate students. Students must sign up for direct deposit in each office to receive all of their payments automatically to their account.

1. Disbursements: To receive travel and other personal reimbursements as direct deposit, students must complete the Disbursements Direct Deposit form and email it to directdp@ucsd.edu.

2. Payroll: To receive salary pay as a direct deposit, students must enroll in direct deposit via UCPATH, the university's payroll system.

To Enroll in direct deposit online, log into [UC Path](#). Go to the [Direct Deposit section](#).

1. Click **Add Account**. Then, enter your **Banking Information**.
2. In **Deposit Information** section, select your **Deposit Type**. Click **Save**.
3. Click **Save And Continue**. Then, check the **Authorization box**.
4. Select **Submit Changes** and click **OK**.

3. Student Business Services: To receive monthly stipends as direct deposit, students will need to indicate this payment type on TritonLink. To access the necessary page on TritonLink, students will need to select the "enroll in direct deposit" option under the "Billing & Payment" tab.

Travel Grants

Department Travel/Conference Grants

The Music Department has made a limited amount of funds available to support graduate students with travel expenses related to their professional development.

The funding limit for MA students during their program is \$1500; the funding limit for PhD and DMA students during their program is \$4500. The yearly limit for any student is \$1500. Students must be in good standing and eligible for financial support to be eligible for this travel grant.

Please see the [full departmental travel policy](#) on the Music department website.

Dean's Travel Grant

The Dean of Arts and Humanities has established a travel fund for the purpose of supporting graduate student research.

Any graduate student in good standing within the Division of Arts and Humanities is encouraged to apply for travel support. Ph.D. students may receive no more than one grant per travel grant year and no more than two during their academic career at UCSD. Master's students may receive no more than one grant during their time at UCSD pursuing that degree; should they continue in a Division of Arts and Humanities Ph.D. program, the

earlier grant will count as one of the awards allotted for their career. Please see the [DAH website](#) for more information.

GSA Travel Grant

The UCSD Graduate Student Association (GSA) has created a Travel Grant program to award graduate and professional students grants of up to \$300 for in-state and up to \$500 for out-of-state travel to conferences where you will present your own professional work. This program is funded by GSA, Graduate Division, Vice Chancellor for Student Affairs and the Office of the Chancellor.

Four rounds of applications will be held each year, one during each quarter. Funding will be awarded randomly from the full pool of eligible applications. Applicants must be presenting a paper or giving a talk on their own original research. More information is available [here](#).

Human Subjects

Due to UCSD restrictions, students are not able to request advances or submit reimbursements for human subject expenses.

All payments related to human subjects can only be processed through projects with an active IRB (Institutional Review Board) number. All faculty members with an IRB number have been provided a specific credit card for these costs, so any funds associated with human subjects will need to be processed under this number and reconciled by the person responsible for the card.

Tax Resources

Tax information for Graduate Students is provided by the Graduate Division on this page: <https://grad.ucsd.edu/financial/tax-information.html>

Departmental employees, including the graduate advisor, are not permitted to discuss matters involving taxes, or give any advice regarding taxes, to students.

PART III: IMPORTANT CONTACTS

| | | | |
|--------------------------------------|---------------------------|--|--------------|
| IT Help Desk | | | |
| | | | |
| Administrative Office Support | | | |
| Bhatt, Dimple | Graduate Advisor | djbhatt@ucsd.edu | 858-534-3279 |
| Conroy, Katara | Undergraduate Advisor | kaconroy@ucsd.edu | 858-534-8226 |
| Jackson, Barbara | Chief Admin Officer | b1jackson@ucsd.edu | 858-534-3231 |
| Johnson, Juleane | Student Affairs Assistant | Jkj013@ucsd.edu | |
| Operations and Facilities | | | |
| Bociek, Neal | Facilities Manager | Mus-facilities@ucsd.edu | |
| Baker, Brady | Facilities Assistant | brbaker@ucsd.edu | |
| | Room Scheduling | | |

Emergency Contacts

Use these numbers to report an emergency at UC San Diego campus facilities.



| | |
|---|----------------|
| UCSD Campus Emergency Status Information | (888) 308-8273 |
| UCSD Environment, Health & Safety | (858) 534-3660 |
| UCSD Facilities Management | (858) 534-2930 |
| UCSD Office of the Ombuds | (858) 534-0777 |
| UCSD Psychological and Counseling Services | (858) 534-3755 |
| UCSD Rape/Sexual Assault (Student Safety Awareness/ SARC) | (858) 534-5793 |
| UCSD Sexual Harassment | (858) 534-8298 |
| UCSD Student Health Service | (858) 534-2165 |
| UCSD Safety Escort | (858) 534-9255 |

Note: When using a cell phone to call for an emergency on campus, dial (858) 534-HELP. Dialing 911 from a cell phone will reach the nearest California Highway Patrol, and not the UC San Diego Campus police.

PART IV: MANAGING PERSONAL INFORMATION

UCSD ID Card

Your UC San Diego ID card provides you with access to library resources and other University services. Plan to get your ID during your first week at UC San Diego. The Graduate Advisor will provide you with a verification of enrollment letter to bring with you when getting your ID. In addition to this letter, you will need to provide your personal identification number (PID) and photo identification to the Student Business Office in the UC San Diego Student Services Center. For security reasons, ID cards will only be issued in person with valid photo ID.

Further information about student ID cards is available at <http://www.ucsd.edu/current-students/finances/campus-cards/how-to-get.html>.

Address Changes

Address changes should be made directly on TritonLink. The Graduate Advisor will also need to be made aware of any address changes, so that these updates can be made in the payroll system. Students are responsible for keeping their addresses up-to-date to ensure they receive correspondence and documents in a timely manner. For more information visit: <https://students.ucsd.edu/my-tritonlink/tools/> . Scroll down towards the bottom of the page to Personal and Career Tools and click on 'Addresses'.

PART V: STANDARDS OF THE UCSD COMMUNITY

Expectations for Academic Integrity

All members of the Music community have a responsibility to ensure the highest level of integrity in our academic, social, and professional practices. Ethical behavior is core to our values both as a learning community and as a professional organization. This behavior impacts our stakeholders, our community, and our world.

The Music School promotes leadership, innovation and risk-taking, collaboration, and integrity. Integrity – honesty, responsibility, accountability, and honor – is the foundation on which collaboration and responsible risk-taking can occur. Members of the Music community work together to ensure that these qualities are exhibited and respected by all. Faculty and staff honor these values in their individual and shared responsibilities to students in teaching and service. In turn, students acknowledge this commitment by pursuing leadership, innovation and risk-taking, collaboration, and integrity in their own academic and professional endeavors.

Music students are creating a foundation for the future, as innovative leaders and professionals in business and the world. We seek to pursue knowledge justly, fairly, and honestly. The learning and the experiences that we share are most valuable when we hold ourselves to high ethical and moral standards.

These are the personal and professional commitments that we share as members of the Music School. In joining the school, we pledge ourselves to uphold the highest ethical standards.

The UC San Diego Policy on Integrity of Scholarship states that integrity of scholarship is essential for an academic community. The University expects that both faculty and students will honor this principle and

in so doing protect the validity of its intellectual work. For students, this means that all academic work will be done by the individual to whom it is assigned, without unauthorized aid of any kind. Instructors, for their part, will exercise care in planning and supervising academic work, so that honest effort will be upheld.

Students are expected to complete each course in compliance with the instructor's standards. **No student shall engage in any activity that involves attempting to receive a grade by means other than honest effort**; for example:

No student shall knowingly procure, provide, or accept any unauthorized material that contains questions or answers to any examination or assignment to be given at a subsequent time.

No student shall complete, in part or in total, any examination or assignment for another person.

No student shall knowingly allow any examination or assignment to be completed, in part or in total, for himself or herself by another person.

No student shall plagiarize or copy the work of another person and submit it as his or her own work.

No student shall employ aids excluded by the instructor in undertaking course work or in completing any exam or assignment.

No student shall alter graded class assignments or examinations and then resubmit them for re-grading.

No student shall submit substantially the same material in more than one course without prior authorization.

A student acting in the capacity of an instructional assistant (IA), a category including but not limited to teaching assistants, readers, and tutors, has a special responsibility to safeguard integrity of scholarship. In this role the student functions as an apprentice instructor, under the tutelage of the responsible instructor. An IA shall equitably grade student work in the manner agreed upon with the course instructor. An IA shall not make any unauthorized material related to tests, exams, homework, etc., available to any student.

The complete UC San Diego Policy on Integrity of Scholarship can be viewed at:
<http://senate.ucsd.edu/Operating-Procedures/Senate-Manual/appendices/2>

Plagiarism

The most common form of cheating is plagiarism. UCSD professors use TurnItIn software to ensure students do not submit plagiarized work. The **Error! Reference source not found.** lists the most common types of plagiarism. Please review, so you do not mistakenly plagiarize someone else's work.

Copyright Policy

Copying and/or distribution of copyrighted works is an infringement on the owner's copyright and is **illegal**. Any use of duplicating facilities or computers by students, faculty, or staff for duplication of copyrighted works is subject to disciplinary action, including expulsion from the university, as well as those civil remedies and criminal penalties provided by federal law.

For more information, visit the UC Copyright Education Web Site at
<http://www.universityofcalifornia.edu/copyright/>.

Illegal Downloading and/or Distribution of Copyrighted Digital Material

Unauthorized copying and/or distribution of copyrighted material is illegal and a violation of federal copyright law as well as a violation of University of California policy. *This includes music and movies shared over the university's network.* UC San Diego is required to respond to those who have violated federal copyright law in a specific way:

First Violation:

1. Student's network connection is blocked temporarily in case the computer has been compromised.
2. Student is required to bring in the computer to the UCSD Academic Computing and Media Services (ACMS) office for a security scan.
3. Student must attend a one-hour presentation on file sharing and copyright law within one month.
4. Student is required to sign an agreement to stop illegal file sharing.

Second Violation:

1. Student's network connection is blocked.
2. Case is referred to the Office of Student Conduct and goes on the student's disciplinary record.
3. Student must meet with a School Dean or Assistant Dean about the violation
4. Student is required to bring in the computer to ACMS for a security scan.
5. Student must meet with the ACMS Help Desk Manager.
6. Student is subject to disciplinary sanctions (probation, monetary fine, community service)

Third Violation:

1. Student's network privileges are permanently revoked unless significant mitigating circumstances are present.
2. Student is re-referred to the Office of Student Conduct again for further action under the Student Conduct Code and may be subject to additional and more serious sanctions (i.e. suspension and/or additional fines)
3. The case is added to the student's disciplinary record.

For information about

- Copyright law, see: <http://www.universityofcalifornia.edu/copyright/>
- Peer-to-peer file sharing, see: <http://acms.ucsd.edu/filessharing/>
- Legal alternatives to file-sharing, see <http://acms.ucsd.edu/filessharing/#label5> or <http://www.educause.edu/legalcontent>

Expectations for Professional Conduct

As students enrolled in a graduate degree program at a top-tier school and research university, it is important that you represent yourself, the Music department, and the graduate program in a professional manner.

On any given day, business professionals and visiting researchers may attend classes as speakers, consultants, and evaluators, and company representatives may be on campus for career events, executive education programs or meetings with faculty or the Dean. For all these professionals, their impressions of UC San Diego are shaped by students. And the good impressions you make the first time and every time you interact with members of our community are critical for you and for the university.

Relationships with faculty, staff and fellow students should be similarly professional. You will undoubtedly make some great friends at Music – and you also want every fellow student, whether someone who becomes a close friend or not, to feel that your attitude and behavior, in class and out, on campus and off, reflects high standards of professionalism and personal integrity.

Punctuality

Students are expected to arrive on time for all appointments, classes, and seminars. If you will be late for an appointment, call or text the person to let them know and give them an estimate of when you think you will be able to arrive. Offer to reschedule the appointment if your delay will cause problems for their schedule. Always apologize for being late. Chronic tardiness is detrimental to your reputation with your

classmates, faculty, colleagues, and supervisors.

Use of Electronic Devices

All electronic devices (cell phones, PDAs, laptops) should be turned off or silenced and put away during meetings, seminars, and classes. Laptops may only be used if requested by the instructor or person presenting at the meeting or seminar. If an emergency situation requires you to be reachable at all times, please consult with the instructor or presenter in advance, informing them of the reason why your phone needs to be left on. If, with instructor permission, you must leave your phone on, please make sure it is on vibrate and that you exit the classroom before taking the call.

Combatting Academic Dishonesty at UCSD

Students play an important an integral role in ensuring academic integrity is practices in all areas of the university. UCSD offers students several roles in educating other students about academic integrity and dealing with academic integrity issues:

Academic Integrity Advisors

Academic Integrity Advisors answer students questions about academic integrity, assist students in reporting academic dishonesty, guide students through the alleged integrity resolution process, and serve as Academic Integrity Review Board members.

If you are interested in becoming an Academic Integrity Advisor, contact the UCSD Academic Integrity Office at aic@ucsd.edu or 858-822-2163.

Reporting Student Misconduct

If you witness a UCSD student violating UCSD's standards of community, please report the incident to the Music department Chair and the Graduate Advisor. They will work with and you and possibly the UCSD Office of Academic Integrity, to determine how to best address and resolve the situation.

For behavior that violates the law or puts individuals in physical danger, contact: UCSD Police Department, 858-534-4357, or report online at <http://students.ucsd.edu/campus-services/campus-safety/police-services/>

Disciplinary Processes

Students are members of both society and the academic community with attendant rights and responsibilities. Students are expected to comply with general law. University students on University property or attending any official University function assume an obligation to conduct themselves in a manner compatible with the University policies and campus rules and regulations. Failure of students to conduct themselves in such a manner may result in discipline under the UCSD Student Conduct Code. Additionally, students who violate federal, state, or local laws may be referred to the local criminal justice system for prosecution.

Additional Resources on Academic Integrity and Student Conduct

Office of Academic Integrity at UCSD

<https://students.ucsd.edu/academics/academic-integrity/index.html>

Office of Student Conduct at UCSD

http://students.ucsd.edu/student-life/_organizations/student-conduct/index.html

Student Conduct Regulations

http://students.ucsd.edu/student-life/_organizations/student-conduct/regulations/index.html

Student Conduct and Discipline

http://students.ucsd.edu/student-life/_organizations/student-conduct/regulations/22.00.html

Consequences of File-Sharing at UC San Diego

<http://acms.ucsd.edu/filessharing/>

The Plagiarism Spectrum: Tagging 10 Types of Unoriginal Work

The Plagiarism Spectrum identifies 10 types of plagiarism based on findings from a worldwide survey of nearly 900 secondary and higher education instructors. Each type of plagiarism has been given a digital moniker to reflect the significant role that the internet and social media play in student writing.

Clone
Submitting another's work, word-for-word, as one's own

CTRL-C
Contains significant portions of text from a single source without alterations

Find - Replace
Changing key words and phrases but retaining the essential content of the source

Remix
Paraphrases from multiple sources, made to fit together

Recycle
Borrows generously from the writer's previous work without citation

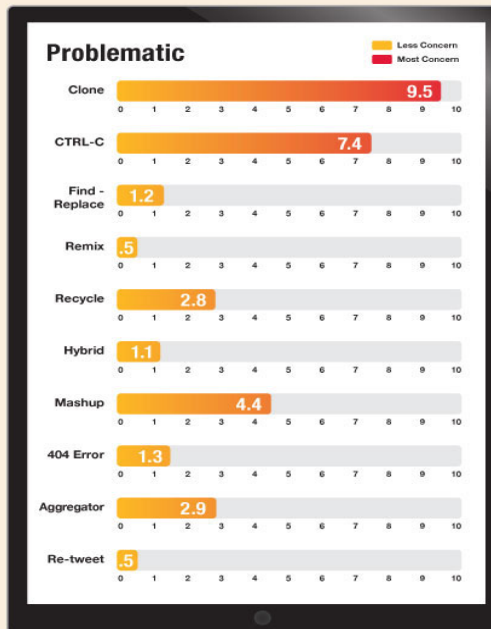
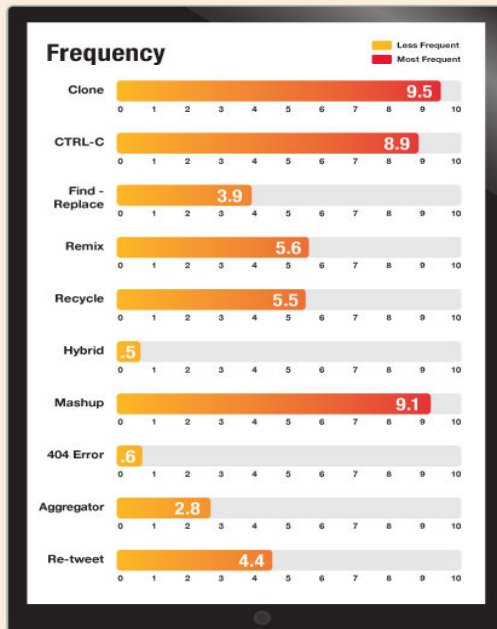
Hybrid
Combines perfectly cited sources with copied passages without citation

MASH UP
Mixes copied material from multiple sources

404 Error
Includes citations to non-existent or inaccurate information about sources

Aggregator
Includes proper citation to sources but the paper contains almost no original work

Re-tweet
Includes proper citation, but relies too closely on the text's original wording and/or structure



Part VI: DIRECTORY OF MUSIC RESOURCES

Facilities

Members of the general public may access the Conrad Prebys Music Center during regular business hours. However, as a matter of safety, students are encouraged to notify staff when unfamiliar persons are present in classrooms and breakout rooms. Only students, faculty, and staff of Music have access to the building outside of business hours via prox card. **DO NOT grant access to the building after hours to any person who does not have a prox card, unless you recognize them as an instructor, staff member, or fellow student.**

Room Scheduling

Alcohol Policies

Alcohol may not be consumed on the UCSD campus, with the exception of special events in which a permit has been approved by the UCSD campus police in advance. In order to serve or consume wine or malt beverages on campus, the UC San Diego Use of Alcoholic and/or Malt Beverages form must be completed and approved by campus authority. Once the permit is approved, alcoholic and/or malt beverages may be consumed on University premises that have been licensed by the Department of Alcoholic Beverage Control or on other specific University premises as outlined in PPM 510-1, Section XIII.

Lost/Stolen Items

The Music Department is not responsible for any lost or stolen items. Items found unattended will be given to the Facilities Assistant in Room 109.

Prox Cards

The Conrad Prebys Music Center has been equipped with an electronic system to control access to the facility 24 hours a day, 7 days a week. During normal business hours, Monday through Friday from 8:00 a.m. to 4:30 p.m., the building will automatically unlock, allowing unrestricted access to public spaces. When you join the Music department, you will be issued a proximity or “prox” card that will uniquely identify you to the security system and allow you to gain access to student areas within the school outside of normal business hours.

Using Your Prox Card

To open a secured door, simply wave your prox card over the card reader to temporarily unlock the closest door. When you enter through a door, please make sure that the door is completely closed behind you and secured. DO NOT prop doors open as this will trigger a silent alarm, and police will be dispatched to the location. Since all doors secure themselves automatically outside of normal business hours, it is important to keep your prox card with you at all times.

Returning Your Prox Card

You will be required to return your prox card to the Facilities Manager at the end of your time in the Music department.

Lost/Stolen Prox Cards

In the event that your prox card is lost or stolen, please contact the Facilities Manager immediately to revoke access through our security system.

Technology Services

UCSD IT Services

UCSD Information Technology Services (ITS) is located on the first floor of the AP&M Building. Contact ITS for assistance with your campus accounts ("Active Directory" or "Business Systems"), e-mail and networking services.

UCSD ITS:

Self-service customer portal, <https://servicedesk.ucsd.edu>.

Email: servicedesk@ucsd.edu

Call: (858) 246-4357 7 a.m. - 7 p.m. weekdays

Walk-in: 1313 AP&M

8 a.m. - 4:30 p.m. weekdays.

For assistance with Department of Music studio computers, e-mail icamtech@ucsd.edu.

Password Protection

The IT department will **NEVER** ask you for your password or any other confidential information via email. Delete such requests immediately. If you think your device may have been infected by a virus, contact the Helpdesk immediately for assistance!

PART VII: DIRECTORY OF UCSD RESOURCES

Graduate Division

Graduate Division is an excellent student resource for information. Their [website](#) contains all of the academic policies referenced in this handbook.

In order to save you time and effort, we encourage you to contact the Music Graduate Advisor before initiating any direct contact with other campus units. The Graduate Advisor can initiate and follow through with the appropriate campus offices for many administrative or academic services or issues on your behalf.

Housing

UC San Diego has a wide variety of housing options for graduate students. Housing is currently very impacted and wait times for certain apartment styles can be high. It's highly recommended that you visit the below links and add yourself to the waitlist for housing accommodation of your choice, as soon as you are considering campus housing.

Visit <http://housing.ucsd.edu/> and <http://offcampushousing.ucsd.edu/> for further information on housing options.

International Student Services

This section addresses issues and resources that pertain specifically to international students.

International Students & Programs Office

<http://icenter.ucsd.edu/ispo/>

The International Students & Programs Office (ISPO) provides a wide array of services and programs for international students and their dependents at UC San Diego in an effort to help them achieve their academic, personal and professional goals and to support their legal stay in the USA.

ISPO should be the first point of contact regarding student visa issues, maintenance of status, employment authorization, and social security numbers.

English Language Institute Courses

<http://extension.ucsd.edu/department/elp/coursesprograms/index.cfm?vAction=englishlanguageinstitute>

Four-week and ten-week classes in English language skills, as well as shorter seminars, are available through UC San Diego Extension for a moderate tuition fee. Credits from these courses are not applicable toward your degree, but past Music students have reported that these classes were helpful for their academic and career success.

Library Resources

The UC San Diego Libraries, ranked among the nation's top 25 public academic libraries, play an integral role in advancing and supporting the University's research, teaching, and public service missions. Many of the resources are available online and available to students at any time through remote VPN access. (See the Library Resources page on Community for instructions on setting up and using VPN access.)

Students may also utilize the weekly on-site drop-in hours offered by librarian Adele Barsh (abarsh@ucsd.edu).

Parking, Buses, and Transportation Resources

UC San Diego's Office of Transportation Services provides a wealth of information about reaching campus through a variety of means, and getting around once here. We urge you to consider methods of transportation other than the automobile.

[Triton U-Pass](#) is a UC San Diego universal transit pass program that provides students unlimited rides on all regional MTS and NCTD mass transit bus and trolley/light rail routes during fall, winter and spring academic quarters. All current undergraduate and graduate students who have paid quarterly registration fees are eligible for U-Pass.

Graduate students are eligible to purchase either "S" or "B" parking permits. The "B" permit costs more, but provides more parking options, because it can be used in either "B" or "S" spaces. Typically, a graduate student driving to campus regularly will secure an annual permit. The fees are assessed to the student's UC San Diego account, and paid for in that manner.

The Parking Office is open 7:00 a.m. to 5:00 p.m. weekdays; closed on University-designated holidays. For additional information on transportation alternatives, such as the UC San Diego Free Bus Zone, visit the UC San Diego Transportation Services webpage <http://transportation.ucsd.edu/>.