

## MASTER'S DEGREE COMPLETION CHECKLIST

### M.A. Completion Requirements:

**Composition:** submit a folio of three chamber compositions (supplemented by audio or audio-visual recordings for at least two).

**Computer Music:** submit a second substantive and polished research paper along with either a thesis demonstrating original research, or a lecture-performance in which the scientific, technological, and musical aspects of an original computer music composition are documented, played and discussed.

**Integrative Studies:** pass the Preliminary examination and complete a thesis of roughly sixty pages demonstrating original research and critical insight, which may also include documentation of their creative practice.

**Performance:** present a major recital that merits approval by the student's committee chair, and submit either two additional creative projects with accompanying documentation or one creative project plus a second research paper.

A substantive and polished research paper (which may have originated as a graduate seminar paper) to the student's M.A. committee for approval.

### Formatting your Thesis:

Graduate Division Guidelines: See: [Preparation and Submission Manual](#)

### TWO QUARTERS prior:

Schedule **Degree Check**. Discuss checklist. Resolve any grading issues. No more than 8 units of "F" or "U." 3.0 GPA minimum. Enroll in 6 units minimum of MUS 299 for thesis preparation. Initiate substitution petitions/requests as needed.

Identify and inform Graduate Advisor of THREE Music M.A. **committee members**. These are the faculty who will sign off on your required papers and thesis.

### INTENDED QUARTER OF COMPLETION:

**Application for Candidacy for the Masters Degree:** Graduate Advisor files with Graduate Division by **second week of quarter of completion**. You must inform the Graduate Advisor of your intention prior to this deadline. One quarter academic residency required between candidacy & completion.

**Commencement\*:** Register with Graduate Division. All degree requirements must be met, and Final Appointment completed, prior to published cut-off dates for commencement and printed program. See email announcement and/or Graduate Division commencement web site at [grad.ucsd.edu/commencement/index.htm](http://grad.ucsd.edu/commencement/index.htm).

\*This may not occur the quarter in which you're completing your MA, but you can participate in the Spring Commencement for that academic year. i.e. Fall 2023 completion = Spring 2024 commencement eligibility.

Arrange logistics of recording, lecture-performance, or recital with technical and production staff.

Invite entire Committee to final recital/performance if you have one. **Recital date:** \_\_\_\_\_

### FOUR WEEKS prior:

Provide Committee members with thesis draft.

Schedule "**Preliminary Appointment**" at [gradforms.ucsd.edu/calendar](http://gradforms.ucsd.edu/calendar). Take thesis draft. Discuss bluebook and degree filing. **Appointment date:** \_\_\_\_\_

Schedule "**Final Appointment**" with Graduate Division (mandatory) for **AFTER** thesis completion and all

signatures.

**Email** Graduate Advisor thesis title.

**IF NEEDED, General Petition (Graduate Division):** Committee chair and Dept Chair sign via DocuSign.

**TWO WEEKS** prior:

Send final copies of projects to committee.

Graduate Advisor initiates **Final Report Form** via DocuSign for committee members and Chair to sign. Student will receive a copy, and a \$25 submission fee for the thesis will appear in TritonLink. You are responsible for ensuring this fee is paid in a timely manner so that it does not become a delinquent charge (which will result in a hold).

Go to Graduate Division "**Final Appointment.**"

Additional Notes:

The 11th Friday of each quarter (finals week) is the deadline to submit Final Paperwork for degree completion

Fully completed forms must be received in the Division of Graduate Education and Postdoctoral Affairs by the deadline date; department approval alone does not constitute meeting a deadline.

The Summer degree deadline is the last Friday of summer session II (usually in early September).

Please note: Fully completed forms must be received by the Division of Graduate Education and Postdoctoral Affairs by the stated deadline date. Departments may set earlier submission deadlines for internal processing; please check with your home department for details.