

DOCTORAL DEGREE COMPLETION STUDENT CHECKLIST

- 1___ Schedule Final **Degree Check**: Discuss this checklist. Resolve any grading issues. No more than 8 units of "F" or "U." Three quarters academic residency required between Advancement and Defense. 3.0 GPA minimum. After advancement, enroll in 12 units quarterly MUS 299 dissertation prep with your committee Chair/members.
- 2___ Commencement: File application with Graduate Division early in SPRING quarter. All degree requirements must be met, and Final Appointment with Graduate Division completed, prior to published cut-off dates for commencement and printed program. See email announcement and/or Graduate Division commencement web site <https://commencement.ucsd.edu/>
- 3___ Committee: if members change, must be formally reconstituted at least **two** weeks prior to defense. All members must be present at defense. Graduate Advisor files **Reconstitution of Doctoral Committee**.
- 4___ Dissertation requirements:
 - For PhD in Composition: completion of a major composition project
 - For PhD in Computer Music and IS: completion of acceptable dissertation
 - For PhD in Integrative Studies: students with a primary specialty in ethnomusicology, systems inquiry, or critical studies, completion of a book-length dissertation demonstrating original research and critical insight. For Integrative Studies students with a primary specialty in creative practice, a major creative work and a written defense of that work. Prior to the dissertation defense the student's work must be reviewed by a faculty jury and performed publicly
 - For DMA: prior completion of second major recital, plus one of the following (discuss with your chair):
 - a) thesis or research project
 - b) innovative concert supported by analytic document
 - c) lecture/concert pertaining to innovative/original material
 - d) two approved chamber music concerts
- 5___ Graduate Division Guidelines: See **Instructions for Preparation and Submission of Doctoral Dissertations and Masters' Theses ("Bluebook")** at <https://grad.ucsd.edu/files/academics/BlueBook%202017-18%20updated%204.13.18.pdf>
- 6___ Music Guidelines: See **Thesis & Dissertation Guidelines** on Music intranet.
- 7___ **ONE to TWO QUARTERS** Prior: **Confirm Defense Schedule**.
 - ___ Schedule date and time (3-hour block). Confirm with committee. **Defense Date/Time:** _____
 - ___ Schedule room with Facilities Coordinator at facilities@music.ucsd.edu. **Room** _____
 - ___ **** Email confirmation** of date, time, and location to entire committee, facilities@music.ucsd.edu, and Graduate Advisor
 - ___ **Invite** entire committee to final recital/performance if you have one. **Recital Date** _____
- 8___ **FOUR WEEKS** prior:
 - ___ **Schedule audio dubbing**, if recordings are included in your dissertation, with Music Studio GSR at dubbing@music.ucsd.edu. Royalty rights are waived on graduate student recordings.

___ Schedule (mandatory) "**Preliminary Appointment**" with Graduate Division at <https://gradforms.ucsd.edu/calendar/>. Take dissertation draft. Discuss *bluebook*.

Date: _____

___ Schedule (mandatory) "**Final Appointment**" with Graduate Division within a week **AFTER** defense.

Date: _____

___ Provide each committee member with a **dissertation draft**

9 ___ **ONE to TWO WEEKS** Prior: **Confirm Dissertation Title** by email to Grad Advisor:

10 ___ **ONE Week prior: ** Email reminder** of date, time, and location to entire committee, and Graduate Advisor.

11 ___ **ONE DAY prior: ** Email reminder** of date, time, location and title to entire committee, Grad Advisor, and facilities@music.ucsd.edu. A flyer will be posted and emailed to Music graduate students, faculty, and staff. The public is invited.

12 ___ Discuss Final Forms with Graduate Advisor:

___ **Final Report of the Final Examination and Filing of the Dissertation for the Degree of Doctor of Philosophy:** Take to Defense. All sign. Return to Grad Advisor for Chair's signature. Take to Final Appointment.

___ **Re-Advancement to Candidacy:** Only required if 5 years since advancement. Pay Cashier \$50. Return to Grad Advisor for Chair's signature. Take to Final Appointment.

___ **General Petition (GradDiv):** Chair signs. Take to Defense and Final Appointment. Only needed:
___ To waive registration, if enrolled SPRING but filing in SUMMER. Waives registration. No fee.
___ If not registered (or if withdrawn), for filing fee in lieu of registration: \$188. Take petition; pay Cashier.
___ If withdrawn for more than one quarter, for Readmit Fee: \$90. Take petition and pay Cashier.

13 ___ **Doctoral Defense:** Entire committee must be present. Bring light refreshments. Academic/business attire recommended. Take:

___ **Final Report:** Entire committee signs. Return to Grad Advisor for Chair's signature.

___ **Re-Advancement to Candidacy** (if needed): Entire committee signs. Take to Cashier; pay \$50. Return to Grad Advisor for Chair's signature.

___ **Dissertation:** Entire committee signs **signature pages** if not previously done.

14 ___ Return signed forms to Grad Advisor for Department Chair signature and photocopying PRIOR to Final GRADUATE DIVISION Appointment.

15 ___ Go to "**Grad Division Final Appointment.**" Take:

___ Forms discussed above: **Final Report, Degree & Diploma Application, General Petition** (if needed), **Re-Advancement to Candidacy** (if needed)

___ **Dissertation** final version uploaded, **SIGNED signature pages**

___ **Two audio CDs** delivered to library.

16 ___ Check Out (return keys, equipment, etc.)

Additional Notes: