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 website 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


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:


   ___ 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: