

MASTER'S DEGREE COMPLETION CHECKLIST

1. ___ **Two quarters prior to graduation:** 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.
2. ___ **Two quarters prior to graduation:** 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.

M.A. Completion Requirements:

- A. For **Composition/Computer Music/Integrative Studies**: A folio of three research papers in professional format (normally written in connection with the courses the student will be taking) must be accepted by the student's committee prior to approval of the thesis.

For **Performance**: Either a) folio of three research papers in professional format or b) one research paper in professional format and two other creative projects (such as a CD, DVD, web object, or other multi-media platform). Creative projects must include a substantive written document either attached (i.e. in detailed liner notes) or in the form of an external document for committee review. Students may consult MA advisor Anthony Burr or members of their committee for further clarification.

- B. **THESIS** consisting of the following under supervision of student's committee Chair in Music 299:

Composition: a folio of three chamber compositions together with tape recordings of at least two of them.

Computer Music: a written research paper (thesis) and a lecture-performance in which the

scientific,
technological, and musical aspects of an original computer music composition are documented, played,
and
discussed.

Integrative Studies: a thesis of roughly sixty pages, with a primary specialty in *critical studies*, *ethnomusicology*, or *systems inquiry*.

Performance: will present a "portfolio" consisting of either three research papers or one research paper and two creative projects. The portfolio must be approved by the student's committee chair.

3. ___ Graduate Division Guidelines: See **Preparation and Submission Manual for Doctoral Dissertations and Masters' Theses ("Bluebook")** at grad.ucsd.edu/_files/academic-affairs/Dissertation_Theses_Formatting_Manual.pdf
4. ___ Music Guidelines: See **Thesis & Dissertation Guidelines**. Royalty rights are waived on graduate student recordings. If filing audio recordings, the last entry on the Table of Contents will be: "Recordings on file at Mandeville Special Collections Library."

INTENDED QUARTER OF GRADUATION::

5. ___ **Application for Candidacy for the Masters Degree/ uAchieve Degree Audit**: Graduate Advisor files with Graduate Division by second week of quarter of completion. One quarter academic residency required between candidacy & completion.
6. ___ **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.
7. ___ Arrange logistics of recording, lecture-performance, or recital with technical and production staff.

8. ___ Invite entire Committee to final recital/performance if you have one. **Recital date** _____
9. ___ 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.

ONE MONTH PRIOR TO GRADUATION DATE:

10. ___ Provide Committee members with thesis draft.
11. ___ Schedule "**Preliminary Appointment**" at gradforms.ucsd.edu/calendar. Take thesis draft. Discuss bluebook and degree filing. **Appointment date:**_____.
12. ___ Schedule "**Final Appointment**" with Graduate Division (mandatory) for **AFTER** thesis completion and all signatures. **Appointment date:**_____.
13. ___ **Email** Graduate Advisor thesis title. **Thesis Title:** _____

Discuss Final Forms with Grad Advisor:

14. ___ **Approval of Three MA Papers (MUSIC):** Committee signs. Return to Grad Advisor with three papers.
15. ___ **Final Report of the Thesis for the Degree of Master of Arts (Graduate Division):** Committee signs. Return to Grad Advisor for Chair signature. Take to Final Appointment.
16. ___ **General Petition (Graduate Division):** Chair signs. Take to Final Appointment. Only needed:
___ To waive registration, if enrolled SPRING but filing SUMMER. No fee.
___ If not registered (or withdrawn), for Filing Fee in lieu of registration: \$188. Pay Cashier.
___ If withdrawn for more than one quarter, for Readmit Fee: \$105. Pay Cashier.
___ Thesis Submission Fee: \$25. Pay Cashier.
17. ___ **Audio Recording:** For Library Archives if submitting recordings to the Music Library. Discuss this with the Studio GSR at dubbing@music.ucsd.edu.

TWO WEEKS PRIOR:

18. ___ Get committee signatures on: **Approval of Three MA Papers, Final Report**, and thesis **Signature Page**.
19. ___ Graduate Advisor obtains Department Chair signature and copies all signed forms PRIOR to Final Graduate Division Appointment.
20. ___ Go to Graduate Division "**Final Appointment.**" Take forms discussed above:
___ **Final Report** and **Degree & Diploma Application**
___ **Thesis** (including **SIGNED signature pages**)
___ **Two audio recordings** (if applicable)
___ **General Petition (Graduate Division)**
21. ___ Check Out (return keys & equipment)

Additional Notes: