

## **UCSD DEPARTMENT OF MUSIC POLICY ON FINANCIAL SUPPORT OF GRADUATE STUDENTS.**

The general policy of this campus and of the Department of Music is to provide Teaching Assistantships (TAs), Graduate Student Researchers (RAs), Associateships, and fee/tuition scholarships to as many students as possible. Although a significant portion of funds available may be offered to entering students, it is Music Department policy to attempt to distribute funds as equitably as possible among the entire graduate population. Guidance may be obtained from the department Graduate Advisor regarding all aspects of department support.

In Winter quarter, graduate students are asked to complete a brief written statement describing their departmental work experiences during the past year and assignment preferences for following year. These are circulated among the faculty for input on possible assignments, including TA's, technological/performance or other RAs, special skills and expertise, and recommendations for teaching any specific courses should the opportunity arise due to faculty sabbatical. Music faculty members have an annual conference with each of their advisees (students for whom they are Committee Chair) to review their TA/RA history and future plans. Specific assignments aim to provide, as much as possible, a variety of appropriate and useful departmental experience, taking into consideration a balance of TA workload and instructional needs of the department. Weight is given to recommendations from students' advisors.

Continuing students are notified of their support offer for the following academic year by May 15. The Music Department is committed to providing continuing financial support in subsequent years to students in good academic standing, making satisfactory degree progress, and within departmental time limits, contingent upon annual funding availability and satisfactory performance in prior department TA and RA assignments. Any continuing student who will receive an initial offer which is less than a base award of a 33% TA (or equivalent) plus tuition and fees will be notified by April 1. Specific assignments, supervising faculty, and duties are conveyed in the summer after consultation with course instructors and review by the department Chair. Although specific assignments may be subject to change due to department funding sources, instructional needs, and enrollments, the total dollar amount awarded will not decrease from the original offer.

Music TA's are normally offered at a salaried equivalent of up to 33% time employment (approximately 13.5 hours per week.) Graduate Student Researchers (RAs) are awarded on the basis of the student's experience and expertise relating to the project for which funds are available and the appropriateness of the project to the student's research and interests, and may awarded at various percentage levels. Associate-in-Music positions may be available to instruct lower division students for hourly instrument lessons under the supervision of a faculty member. Individual instrument lessons are awarded at 3% (approximately 1.2 hours per week) per student. The department may also employ a small number of advanced doctoral students as an Associate to teach a lower division course, substituting for regular faculty who are unavailable. The percentage time varies according to the nature of the course and number of students enrolled. The department gives careful attention to the workloads of TA's, GSR(RA)s and Associates to insure they do not exceed the hours stipulated for the given support level. Departmental and campus TA training are conditions of employment.

Teaching Assistant, Reader, Associate and Tutor positions are covered by a collective bargaining agreement between the University and the UAW. Pursuant to the agreement, your name and departmental address will be released to the UAW, which is your exclusive bargaining representative, each quarter that you are employed in the bargaining unit. The Agreement can be retrieved electronically at:

[http://atyourservice.ucop.edu/employees/policies/systemwide\\_contracts/uaw/index.html](http://atyourservice.ucop.edu/employees/policies/systemwide_contracts/uaw/index.html).

Graduate students with academic appointments totaling 25% time or more are entitled to a full GSHIP Premium Remission (TAHI), an Educational and Registration Fee Remission (TAFE), and other applicable benefits as set forth in the Agreement. Please check the Agreement for specific eligibility requirements and amounts of each remission.

Continuing U.S. citizens are eligible to petition for California residency after one year. **The Music Department will not provide awards for Non-Resident Tuition to US citizens beyond the first year in residence.** Non-Resident Tuition after the first year may be avoided by fulfilling all requirements for California residency beginning **immediately** upon arrival to the state (see <http://registrar.ucsd.edu/ver2/info/residency/index.html> or the Registrar's Office or for legal requirements and procedures) and filing reclassification documents by the published due date.

To remain eligible for Music department support, students must be enrolled full-time (12 units or more), be in good academic standing, and have satisfactory performance in prior department TA and RA assignments. Awards are contingent upon a GPA of 3.25 for entering students and 3.0 for continuing students. Doctoral students must be within the doctoral SUPPORT TIME LIMIT. Doctoral students receive a reduced fee assessment (In-Candidacy Fee Grant) after if advancement to candidacy takes place prior to the PRE-CANDIDACY TIME LIMIT. In addition, international doctoral students receive a 100% Non-Resident Tuition reduction for up to 3 years after advancing to candidacy. OGSR will release no financial support without a written annual Spring Evaluation on file.

Students are expected to complete the MA degree in 2 years. The NORMATIVE TIME, or period within which students, under normal circumstances, are expected to complete the PhD/DMA degree is 4 years. A fifth and sixth year in a teaching title, if recommended by the department Chair, will be approved by the Dean of Graduate Studies only for students who have advanced to PhD/DMA candidacy. University support may not exceed a total of 7 years, with no more than 6 years of any combination of teaching title positions. Detailed information on graduate support found in the *Department of Music TA Handbook*, the Center for Teaching Development's (CTD) *Graduate Teaching Assistant Handbook*, and the Office of Graduate Studies & Research's (OGSR) *Information on Graduate Student Support at UCSD*.

Ongoing information is provided to our students on additional funding possibilities. In the past, this has included Teaching Assistantships in the Linguistics and Literature Departments (for foreign language native-speakers), Teaching Assistantships in the Undergraduate College Writing Programs and the Center for Teaching Development, positions in the Music Library and Mandeville Center, and Readerships in other academic departments. Other options include occasional faculty research assistantships, and special scholarships announced throughout the year. There are occasional opportunities through limited departmental Senior Musician funds for accompanying and/or coaching duties in connection with classes and concerts. Students with musical service to provide to the community (e.g., private teaching, performing for special events, tutoring basic skills, accompanying, copying, etc.), are encouraged to add their names to the department Referral List. The Career Center has information regarding on- and off- campus jobs. Periodic travel grants are available to present scholarly research and artistic performances at conferences and festivals, and doctoral students are eligible for dissertation research grants after advancement to candidacy. Information on need-based grants and loans is available through Student Financial Services. Students are encouraged to apply early for any fellowships, grants or loans for which they may be eligible (on-campus and external), in order to meet published deadlines.

In order that its graduates are competent teachers of music, music curriculum at the masters and doctoral level includes a teaching apprenticeship under the supervision of a member of the music faculty. This requirement is satisfied by earning a total of six units of credit in Music 500 (Apprentice Teaching) as a TA in MUSIC. The percentage of TA support is the basis for unit enrollment in Music 500 (50% = 4 units, 33%=3 units, 25%= 2 units, < 25% = 1 unit). Students not receiving TA awards must, on their own initiative, pursue alternatives to fulfill this requirement. New TAs enroll in 1 additional unit of MUS 501 in FALL quarter for required departmental TA training.