

DOCTORAL DEGREE COMPLETION STUDENT CHECKLIST

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):
 - thesis or research project
 - innovative concert supported by analytic document
 - lecture/concert pertaining to innovative/original material
 - two approved chamber music concerts

Formatting your Thesis:

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

Music Guidelines: See [Thesis & Dissertation Guidelines](#) on Music intranet.

1 QUARTER prior:

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.

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**.

Confirm Defense Schedule.

- Schedule date and time (3-hour block). Confirm with committee. **Defense Date/Time:** _____

Invite entire committee to final recital/performance if you have one. **Recital Date** _____

FOUR WEEKS prior:

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**

ONE to TWO WEEKS prior:

Confirm Dissertation Title by email to Grad Advisor:

ONE WEEK prior:

**** Email reminder** of date, time, and Zoom code to entire committee, and Graduate Advisor.

ONE DAY prior:

**** Email reminder** of date, time, Zoom code and title to entire committee and Grad advisor. An email including your dissertation title and Zoom room code will be sent to Music graduate students, faculty, and staff.

DEFENSE DATE:

Complete Doctoral Defense: Entire committee must be present. Academic/business attire recommended.

Final Report of the Final Examination and Filing of the Dissertation for the Degree of Doctor of Philosophy: Grad Advisor to initiate. All committee members sign digitally via DocuSign. Have fully signed document ready to send to Graduate Division for Final Appointment.

- If student is not registered during the quarter, or they need to be technically re-admitted or re-advanced to candidacy, these options will be available to indicate on the Final Report form. Any associated fees will be charged to your Tritonlink account.

Complete **"Grad Division Final Appointment."** Submit:

___ **Dissertation** final version uploaded

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.