

DOCTORAL DEGREE COMPLETION STUDENT CHECKLIST – As Of Spring 2020

- 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___ 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**.
- 3___ 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
- 4___ 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>
- 5___ Music Guidelines: See **Thesis & Dissertation Guidelines** on Music intranet.
- 6___ **Confirm Defense Schedule.**
 - ___ Schedule date and time (3-hour block). Confirm with committee. **Defense Date/Time:** _____
 - ___ Schedule meeting on Zoom and invite committee. **Room code** _____
 - ___ **** Email confirmation** of date, time, and **ZOOM ROOM CODE (plus password)** to entire committee, and Graduate Advisor
 - ___ **Invite** entire committee to final recital/performance if you have one. **Recital Date**_____
- 7___ **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**

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

9 ___ **ONE Week prior: ** Email reminder** of date, time, and Zoom code to entire committee, and Graduate Advisor.

10 ___ **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.

11 ___ Discuss Final Forms with Graduate Advisor:

___ **Final Report of the Final Examination and Filing of the Dissertation for the Degree of Doctor of Philosophy:** All 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. An associated fees will be charged to your Tritonlink account.

12 ___ **Doctoral Defense:** Entire committee must be present. Academic/business attire recommended.

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

___ **Dissertation** final version uploaded

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

15 ___ Check Out (return keys, equipment, etc.): More instructions will be provided when we are able to return to campus.

Additional Notes: