

UCSD Department of Music
TIME & SUPPORT LIMITS for PhD/DMA DEGREE

The Graduate Council approved the establishment of a policy on Ph.D./D.M.A. time limits which became effective Winter 1990. The goal of this policy is to encourage students to complete their Ph.D./D.M.A. and to stimulate faculty to guide their students so they can advance to candidacy and complete dissertations of high quality in a timely manner. Each Ph.D./D.M.A. program has three time limits:

Pre-candidacy limit (PCTL) -- Maximum registered time in which a student must advance to Ph.D./D.M.A. candidacy. Students unable to advance to candidacy before the PCTL expires will not be eligible to register or receive support.

Support limit (SUTL) -- Maximum time during which a doctoral student is eligible for support. Students appointed in instructional titles (Teaching Assistant, Language Assistant, or Associate) must be within the instructional appointment limits established by the Office of the President. Departments may approve a fifth and sixth year of instructional appointment for students advanced to Ph.D. candidacy. Absolutely no exceptions beyond the sixth year (18 quarters) are permitted by University-wide policy.

Total time limit (TRTL) -- Maximum registered time in which a student must complete all Ph.D./D.M.A. requirements.

In addition, each program has a **Normative Time**, the period within which students, under normal circumstances, are expected to complete requirements for the Ph.D./D.M.A. A student who advances to candidacy before the expiration of Normative Time may be eligible for the In-Candidacy Fee Grant (ICFG), which waives the educational fee portion of university Fees until the completion of Normative Time.

Music Department Time Limits

With MA from elsewhere:

Normative Time	4 years
Pre-Candidacy Time Limit	4 years
Support Time Limit	6 years
Total Registered Time Limit	6 years

With MA from UCSD: (including 2 years to MA

completion):	
Normative Time	6 years
Pre-Candidacy Time Limit	6 years
Support Time Limit	7 years
Total Registered Time Limit	8 years

Leave of Absence/Withdrawal

Up to three quarters time spent on leave or withdrawn from the graduate program will not count in the above limits. Time spent withdrawn in excess of three quarters will count toward the normative and support time limits for a student who is readmitted to the graduate program. Under normal conditions, an international student is not permitted to go on a leave of absence. Immigration regulations require that the student must be enrolled in a full-time course of study for the duration of the student's stay in the United States. However, students who have advanced to Master's or Ph.D. candidacy may apply for a leave for research or employment related to their research purposes.

Annual Spring Evaluation/Progress Report

An annual evaluation is required of all doctoral students each Spring quarter. The evaluation covers the student's progress to date, recommend modifications to the dissertation scope or methodology, timetable for completion, and recommendation for support in the following year. **NO FINANCIAL SUPPORT WILL BE FORTHCOMING FOR DOCTORAL STUDENTS WITHOUT A SPRING EVALUATION FILE WITH OGS.**

Exceptions

Requests for exception to the Ph.D./D.M.A Time Limits policy will be considered by the Graduate Council only if the request is supported by the student's research adviser and the department graduate adviser and chair, and if a current annual evaluation is on file with OGS. A departmental analysis of the circumstances needs to be included in the request and a request for support time extension may not take away support from other students. Exceptions are not granted to normative time provisions.

The department Graduate Coordinator may be consulted about graduate time limits. The International Center is the only campus entity that can fully advise international students with regard to compliance with immigration regulations. Complete policies are available in the UCSD General Catalog and website: <http://ogs.ucsd.edu>.