REPORT OF THE GRADUATE COUNCIL

The Graduate Council proposes amendments to San Diego Senate Regulation 715. *Requirements for the PhD Degree at San Diego*, with a corresponding amendment to San Diego Senate Regulation 717. *Requirements for the Doctor of Music Arts (DMA) Degree*. The primary focus of the changes is updating the rules for doctoral committee composition. The justifications for all of the proposed changes are below. The Graduate Council consulted with the Graduate Division, the Educational Policy Committee, the Committee on Diversity and Equity, and the Department of Music during the development of this proposal. The Committee on Rules and Jurisdiction found the proposed amendments consonant with the Code of the Academic Senate. The Graduate Council recommends that the Division approve the proposed amendments to San Diego Senate Regulations 715 and 717.

Background

San Diego Senate Regulation 715 was enacted in 1965 and the rules for doctoral committee composition have not changed substantively since. In the past few years, the Graduate Council has received feedback from departments, programs and faculty that it can be cumbersome to find five members for a committee, as currently required, and the increasingly interdisciplinary nature of graduate programs, research, and faculty appointments make it challenging to adhere to and interpret the current rules regarding department representation and academic specialties. The Graduate Council proposes these changes in response to this feedback.

Summary of Proposed Changes

1. **Removed Section B. Language Requirement** – The Graduate Council determined that the section on a language requirement should be removed from the Regulation. Language requirements may be incorporated into program-specific requirements with the Graduate Council’s approval, and required language proficiency only applies to a small subset of current programs.

2. **Removed Section C. Qualifying Examinations** – The Graduate Council determined that it was preferable to remove this section and add text on the need for completion of all program-specific requirements prior to advancement to candidacy under the section labeled as such. A survey of doctoral programs across campus disciplines revealed very variable requirements in the first and second years with different schemes as to which faculty groups are involved in administering requirements.

3. **Rewrote Section D. Doctoral Committees (Section B in the proposed text)** – All members of the Graduate Council strongly support reducing the number of required doctoral committee members to four, all of whom must have UC San Diego appointments and must meet eligibility criteria to serve on and/or chair doctoral committees that are set by the Graduate Council. A survey of sister UC campuses revealed that their requirement of three or four members is consistent with the Council’s recommendation to have four required members.

   The Council also proposes simplifying the definition of the “outside” member, using the primary department of the thesis mentor/committee chair as the definition of the “inside” group. The proposed changes include language to ensure that two of the committee members are from the department or program in which the student is enrolled, to make sure programmatic requirements are addressed and expectations met. An option is included to appoint additional UCSD members or...
external (i.e. non-UCSD) committee members who contribute to guiding the student’s dissertation work and career development.

The Council had significant discussion on how to best indicate eligibility of appointees in different academic series to serve on and/or chair doctoral committees. The rules are complex and are modified by the Graduate Council on a regular basis in response to feedback (every 2-3 years). The Council determined that the current system, where eligibility is decided by the Graduate Council and made available to the campus community on the Graduate Division website is the most efficient and should continue. Appendix 1 includes a draft modification of the eligibility requirements for doctoral committees to account for the proposed reduction in the required number of members.

4. Revised Sections F. Dissertations and G. Final Examinations – The Graduate Council proposes text changes to update language and remove vague sentences.

5. Updated San Diego Senate Regulation 717, Section D – The Regulation for the Doctoral of Musical Arts (DMA) states that doctoral committees for the DMA are constituted following the procedures provided in SD 715. The Graduate Council updated the section reference from 715(D) to 715(B) to correspond to the new section on doctoral committees proposed in SD 715. The Graduate Council notified the Department of Music of the proposed changes to SD 715 and SD 717, and they had no objections to the proposed amendment.

Effective Date of Proposed Changes
The Council proposes these changes to SD 715 and SD 717 with a Fall 2021 effective date. The new rules for doctoral committee composition will apply to all PhD and DMA students who do not have a constituted doctoral committee. PhD and DMA students who have already constituted a committee will have the option to continue with their current committee or to reconfigure their committee based on the updated requirements.

Proposal Contents
• Proposed Revisions to San Diego Senate Regulation 715 (Track Changes)
• Proposed Revisions to San Diego Senate Regulation 715 (Clean Copy with Proposed Amendments)
• Proposed Revision to San Diego Senate Regulation 717 (Track Changes)
• Appendix 1 – Updated Doctoral Committee Membership Table
• Appendix 2 – Senate Feedback on Proposed Revisions
• Appendix 3 – Current Version of San Diego Senate Regulation 715

Lynn Russell, Chair
Graduate Council
PROPOSED REVISIONS TO SAN DIEGO SENATE REGULATION 715
(RED-LINED VERSION)

715. REQUIREMENTS FOR THE PH.D. DEGREE AT SAN DIEGO

A) Residency
The minimum residence requirement for the Ph.D. degree is six quarters, three of which
must be spent in continuous residence at the San Diego campus, except in the case of a
joint Ph.D. program, in which the residence requirements will be defined by the
Graduate Council. Residence is established by the satisfactory completion of six units per
quarter, some of which must be at the graduate level.

B) Language Requirement
Departments giving graduate instruction shall submit the language requirements needed in
their field to the Graduate Council, as well as the proposed means by which students will
demonstrate their language proficiency. Upon approval by the Graduate Council, the
departmental language requirements will become part of the official program for graduate
degrees.

Students are strongly urged to acquire the best possible language preparation before
entering graduate studies, since otherwise their programs may be seriously delayed. The
student must have satisfied all the language requirements in his or her field of study before
taking the qualifying examination for advancement to candidacy for the Ph.D. degree.

C) Qualifying Examinations
Before admission to candidacy for the Doctor's degree, a student must have satisfied all
preliminary requirements set by his or her major department and by the Graduate Council
and must have passed the Qualifying Examination conducted by the Doctoral Committee.

D) Doctoral Committees
In consultation with their faculty dissertation advisor and following their Ph.D. program
guidelines, candidates shall request to appoint a Doctoral Committee consisting of five or
more at least four members with faculty appointments at UC San Diego. Eligibility of faculty
in different academic series at UC San Diego to serve on and/or chair Doctoral Committees
is determined by the Graduate Council. At least one Doctoral Committee member must
have their primary appointment in a different department than the one in which the
candidate’s dissertation advisor/Doctoral Committee Chair holds their primary appointment.
(Doctoral Committee Co-Chairs from different departments or programs satisfy this
requirement; note that, even with evenly split appointments, faculty are primary in one
department)five of the committee members shall be officers of instruction and no fewer than
four shall hold professorial titles (of any rank). The committee members shall be chosen
from at least two departments, and at least two Doctoral Committee members must be
from the department or program in which the student is enrolled and shall represent
academic specialties that differ from the student’s chosen specialty. In all cases, each
committee at least one Doctoral Committee member must be include one tenured or
emitus UCSD faculty member from outside the student's major department.

Normally, the members of the committee shall be nominated by the student's department or
interdepartmental group, but the Dean of Graduate Studies may appoint additional
members. Additional committee members beyond the required four members can be
requested to serve, including from another UC campus, non-UC academic institutions and
Appointment of such external members who will participate in Doctoral Committee decisions must be justified with a written explanation at the time of requesting committee constitution and must be approved by the Graduate Division. Willingness of each person external members to serve on the committee shall must be verified prior to nomination—and efforts should be made to maintain continuity of service on the committee for the duration of candidacy.

The Doctoral Committee shall conduct the qualifying examination will be in charge of the student's advancement to candidacy, will oversee and approve supervise and pass on the student's dissertation, and will conduct the final oral examination dissertation defense, which shall will be public and so announced. Unless the reports of the committee to the Graduate Council concerning the examinations and the dissertation are unanimous, the Dean of Graduate Studies shall be called upon to review the case and report his or her findings to the Graduate Council, which shall determine appropriate action.

Guidelines on Doctoral Committee composition are modified for joint Ph.D. programs offered collaboratively by San Diego State University and UC San Diego with the approval of the Graduate Council.

E) C) Advancement to Candidacy

The candidate must file his or her application, properly approved by the Doctoral Committee is tasked with determining if the candidate is qualified to advance to candidacy for the Ph.D. degree. All preliminary requirements set by individual programs and by the Graduate Council must be completed prior to advancement to candidacy. Following approval by the Doctoral Committee, the candidate must file their application; and submit it to the Dean of the Graduate Division, who determines if all formal requirements have been met. A minimum period of resident study equivalent to three quarters must intervene between the date of formal advancement to candidacy and the date of the Ph.D. dissertation defense.

In cases where, even after consultation with graduate program leadership, a unanimous decision on advancement to candidacy is not reached by the Doctoral Committee, the Dean of the Graduate Division shall be called upon to review the case and report their findings to the Graduate Council, which shall determine appropriate action.

F) D) Dissertations

A dissertation is required of every candidate for the Ph.D. degree. It must bear on the candidate's major area of study, show evidence of his or her ability to do independent research, and be approved by the candidate's Doctoral Committee. A draft of the dissertation must be submitted to each member of the Doctoral Committee at least four weeks prior to the scheduled Ph.D. dissertation defense before the final examination. The final form of the dissertation must be in accord with the "Instructions for the Preparation and Submission of Doctoral Dissertations and Masters' Theses" which are established by the Graduate Council. An official electronic copy of the approved dissertation must be filed for deposit in the University Library, with the title of the dissertation submitted to the Office of the Registrar. Two official copies of the approved dissertation must be filed with the Registrar for deposit in the University Library.

G) E) Dissertation Defense Final Examinations

The candidate's oral Ph.D. dissertation defense final examination shall be conducted by
their his or her Doctoral Committee. The Doctoral Committee will determine if the defense and the submitted dissertation meet the expectations for awarding the Ph.D. degree. In cases where the Doctoral Committee fails to achieve unanimity in approving the candidate for the Ph.D. degree, the Dean of the Graduate Division shall be called upon to review the case and report their findings to the Graduate Council, which shall determine appropriate action. The examination is oral and deals primarily with the relationship of the dissertation to the general field in which the subject lies.

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1 Faculty eligibility rules are established by Graduate Council and posted by the Graduate Division: https://grad.ucsd.edu/academics/progress-to-degree/committees.html#Doctoral-Committee-Membership-T
PROPOSED REVISIONS TO SAN DIEGO SENATE REGULATION 715 (CLEAN VERSION)

715  REQUIREMENTS FOR THE PH.D. DEGREE AT SAN DIEGO

A. Residency
The minimum residence requirement for the Ph.D. degree is six quarters, three of which must be spent in continuous residence at the San Diego campus, except in the case of a joint Ph.D. program, in which the residence requirements are defined by the Graduate Council. Residence is established by the satisfactory completion of six units per quarter, some of which must be at the graduate level.

B. Doctoral Committees
In consultation with their faculty dissertation advisor and following their Ph.D. program guidelines, candidates shall request to appoint a Doctoral Committee consisting of at least four members with faculty appointments at UC San Diego. Eligibility of faculty in different academic series at UC San Diego to serve on and/or chair Doctoral Committees is determined by the Graduate Council. At least one Doctoral Committee member must have their primary appointment in a different department than the one in which the candidate’s dissertation advisor/Doctoral Committee Chair holds their primary appointment. (Doctoral Committee Co-Chairs from different departments or programs satisfy this requirement; note that, even with evenly split appointments, faculty are primary in one department). At least two Doctoral Committee members must be from the department or program in which the student is enrolled and at least one Doctoral Committee member must be tenured or emeritus.

Additional committee members beyond the required four members can be requested to serve, including from another UC campus, non-UC academic institutions and industry. Appointment of such external members who will participate in Doctoral Committee decisions must be justified with a written explanation at the time of requesting committee constitution and must be approved by the Graduate Division. Willingness of external members to serve on the committee must be verified prior to nomination and efforts should be made to maintain continuity of service on the committee for the duration of candidacy.

The Doctoral Committee will be in charge of the student’s advancement to candidacy, will oversee and approve the student’s dissertation, and will conduct the oral dissertation defense, which will be public and so announced.

1 Faculty eligibility rules are established by Graduate Council and posted by the Graduate Division: https://grad.ucsd.edu/academics/progress-to-degree/committees.html#Doctoral-Committee-Membership-T
Guidelines on Doctoral Committee composition are modified for joint Ph.D. programs offered collaboratively by San Diego State University and UC San Diego with the approval of the Graduate Council.

C. Advancement to Candidacy
The Doctoral Committee is tasked with determining if the candidate is qualified to advance to candidacy for the Ph.D. degree. All preliminary requirements set by individual programs and by the Graduate Council must be completed by the candidate prior to advancement to candidacy. Following approval by the Doctoral Committee, the candidate must file their application and submit it to the Dean of the Graduate Division, who determines if all formal requirements have been met. A minimum period of resident study equivalent to three quarters must intervene between the date of formal advancement to candidacy and the date of the Ph.D. dissertation defense.

In cases where, even after consultation with graduate program leadership, a unanimous decision on advancement to candidacy is not reached by the Doctoral Committee, the Dean of the Graduate Division shall be called upon to review the case and report their findings to the Graduate Council, which shall determine appropriate action.

D. Dissertations
A dissertation is required of every candidate for the Ph.D. degree. It must bear on the candidate's major area of study, show evidence of their ability to conduct independent research, and be approved by the candidate’s Doctoral Committee. A draft of the dissertation must be submitted to each member of the Doctoral Committee at least four weeks prior to the scheduled Ph.D. dissertation defense. The final form of the dissertation must be in accord with the "Instructions for the Preparation and Submission of Doctoral Dissertations and Masters’ Theses" which are established by the Graduate Council. An official electronic copy of the approved dissertation must be filed for deposit in the University Library, with the title of the dissertation submitted to the Office of the Registrar.

E. Dissertation Defense
The candidate's oral Ph.D. dissertation defense shall be conducted by their Doctoral Committee. The Doctoral Committee will determine if the defense and the submitted dissertation meet the expectations for awarding the Ph.D. degree. In cases where the Doctoral Committee fails to achieve unanimity in approving the candidate for the Ph.D. degree, the Dean of the Graduate Division shall be called upon to review the case and report their findings to the Graduate Council, which shall determine appropriate action.
PROPOSED REVISIONS TO SAN DIEGO SENATE REGULATION 717 (Red-Lined Version)

717 REQUIREMENTS FOR THE DOCTOR OF MUSICAL ARTS DEGREE (DMA) [En 4/25/95]

A) Admission
Admission to the DMA program will be based upon acceptance to graduate study at UCSD and the following criteria. Applicants should:

1) hold a Master's degree in a music-related field with experience in performance comparable to the UCSD M.A. degree or equivalent;

2) demonstrate a high level of academic achievement, as evidenced by grade transcripts, letters of recommendation, and scholarly papers;

3) present a performance audition;

4) have taken the Graduate Record Examination General Test, as well as the Music Subject Test.

B) Program of Study
Students will be required to take:

1) seminars and directed research group courses in one major area of vocal/instrumental specialization and two secondary areas of specialization;

2) performance seminars and other required courses.

C) Foreign Language Requirement
A demonstrated reading proficiency of one modern foreign language must be proven by the time of advancement to candidacy.

D) Doctoral Committee
A committee will be formed to supervise the student's educational progress toward the qualifying examinations and final requirements. Each committee shall be constituted following the same procedures as are provided for in Regulation 715(D) for the Ph.D. degree.

E) Qualifying Examination
The Qualifying Examination consists of two parts:

1) A written and oral defense of questions provided by the Doctoral Committee; plus

2) an abstract of the thesis or research project to be given to the Doctoral Committee at the qualifying exams; or

b) a presentation of a substantial portion of the works to be performed on the student's "Major Recitals" will be performed as part of the qualifying exams.
F) Final Requirements

1) Two Major Recitals, plus one of the following:
   a) thesis or research project;
   b) a concert that is innovative in design and/or content, which is supported by a document containing extensive stylistic or analytical discussion of the program; or
   c) a lecture/concert, pertaining to innovative and/or original material, with appropriate documentation as determined by the committee.

G) Residence Requirement

The minimum residence requirement for the DMA is two years.
Appendix 1. Doctoral Committee Membership Table

The Doctoral Committee Membership Table specifies which academic titles may serve on doctoral and Master’s thesis committees and in what capacity. The faculty titles listed on the chart refer to UC San Diego appointments only (with the exception of the “Professor from another UC Campus” title).

The Dean of the Graduate Division will consider exceptions to individual committee membership with plausible justification from the graduate program.

<table>
<thead>
<tr>
<th>Title</th>
<th>Chair</th>
<th>Co-Chair</th>
<th>Tenured Member</th>
<th>One of Four UCSD Members</th>
<th>Additional Member</th>
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<tr>
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<td>RESEARCH SCIENTIST SERIES (must also have Lecturer/Educator appointment)</td>
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<tr>
<td>RESEARCH ASSOCIATE, RESEARCH FELLOW &amp; PROJECT SCIENTIST/SCHOLAR</td>
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<tr>
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<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y##</td>
</tr>
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</table>

^Confers Academic Senate membership, see https://senate.ucsd.edu/Operating-Procedures/Senate- Manual/Appendices/105.1

*Only one person in this category may serve on the committee unless there are more than four members.

#Adjunct Professors and Professors of Practice of all ranks may serve as chairs of doctoral committees as long as a ladder-rank faculty member serves as a co-chair.

##Voluntary basis

+Teaching Professors of all ranks may serve as chair or co-chair by exception.

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1 The table below will replace the current doctoral committee if the proposed changes to SD 715 are enacted. Link to current table: https://grad.ucsd.edu/academics/progress-to-degree/committees.html#Doctoral-Committee-Membership-T
February 26, 2021

PROFESSOR LYNN RUSSELL, Chair
Graduate Council

SUBJECT: Proposal to Amend San Diego Senate Regulation 715. Requirements for the PhD Degree

The Educational Policy Committee (EPC) reviewed the draft amendments to the San Diego Senate Regulation 715. Requirements for the PhD Degree prepared by the Graduate Council at its February 16, 2021 meeting. The Committee has no objections or comments on the proposed changes and appreciates the opportunity to review them.

Sincerely,

Geoffrey Cook, Chair
Educational Policy Committee

cc: L. Hullings
P. Rangamani
March 9, 2021

LYNN RUSSELL, CHAIR  
Graduate Council

SUBJECT: Proposed Revisions to San Diego Senate Regulation 715, Requirements for the PhD Degree

The Committee on Diversity & Equity (CDE) discussed the Proposed Revisions to San Diego Senate Regulation 715, Requirements for the PhD Degree at our February meeting. The CDE fully supports the proposed revisions.

Sincerely,

Jennifer Burney, Chair  
Committee on Diversity & Equity

cc: L. Hullings
APPENDIX 3. CURRENT REGULATION

715 REQUIREMENTS FOR THE PH.D. DEGREE AT SAN DIEGO [En 5/18/65]

A) Residency
The minimum residence requirement for the Ph.D. degree is six quarters, three of which must be spent in continuous residence at the San Diego campus, except in the case of a joint Ph.D. program, in which the residence requirements will be defined by the Graduate Council. Residence is established by the satisfactory completion of six units per quarter, some of which must be at the graduate level.

B) Language Requirement [En 2/15/66]
Departments giving graduate instruction shall submit the language requirements needed in their field to the Graduate Council, as well as the proposed means by which students will demonstrate their language proficiency. Upon approval by the Graduate Council, the departmental language requirements will become part of the official program for graduate degrees. [Am 5/23/95]

Students are strongly urged to acquire the best possible language preparation before entering graduate studies, since otherwise their programs may be seriously delayed. The student must have satisfied all the language requirements in his or her field of study before taking the qualifying examination for advancement to candidacy for the Ph.D. degree.

C) Qualifying Examinations
Before admission to candidacy for the Doctor's degree, a student must have satisfied all preliminary requirements set by his or her major department and by the Graduate Council and must have passed the Qualifying Examination conducted by the Doctoral Committee.

D) Doctoral Committees [Am 2/20/73]
A Doctoral Committee of five or more members shall be appointed by the Dean of Graduate Studies under the authority of the Graduate Council. At least five of the committee members shall be officers of instruction and no fewer than four shall hold professorial titles (of any rank). The committee members shall be chosen from at least two departments, and at least two members shall represent academic specialties that differ from the student's chosen specialty. In all cases, each committee must include one tenured or emeritus UCSD faculty member from outside the student's major department. [Am 10/26/93]

Normally, the members of the committee shall be nominated by the student's department or interdepartmental group, but the Dean of Graduate Studies may appoint additional members. Willingness of each person to serve on the committee shall be verified prior to nomination. Efforts should be made to maintain continuity of service on the committee for the duration of candidacy.

The Doctoral Committee shall conduct the qualifying examination, supervise and pass on the student's dissertation, and conduct the final oral examination, which shall be public and so announced. Unless the reports of the committee to the Graduate Council concerning the examinations and the dissertation are unanimous, the Dean of Graduate Studies shall be called upon to review the case and report his or her findings to the Graduate Council, which shall determine appropriate action.
E) Advancement to Candidacy
The candidate must file his or her application, properly approved by the Doctoral Committee, and submit it to the Dean of Graduate Studies who determines if all formal requirements have been met. A minimum period of resident study equivalent to three quarters must intervene between the date of formal advancement to candidacy and the date of the final examination. [Am 5/23/95]

F) Dissertations [Am 2/27/70]
A dissertation is required of every candidate for the Ph.D. degree. It must bear on the candidate’s major area of study, show evidence of his or her ability to do independent research, and be approved by the candidate’s doctoral committee.

A draft of the dissertation must be submitted to each member of the doctoral committee at least four weeks before the final examination. The final form of the dissertation must be in accord with the "Instructions for the Preparation and Submission of Doctoral Dissertations and Masters' Theses" which are established by the Graduate Council. Two official copies of the approved dissertation must be filed with the Registrar for deposit in the University Library.

G) Final Examinations
The candidate’s final examination shall be conducted by his or her Doctoral Committee. The examination is oral and deals primarily with the relationship of the dissertation to the general field in which the subject lies.
April 19, 2021

Steven Constable, Chair  
San Diego Divisional Academic Senate

SUBJECT: Proposed Amendments to San Diego Senate Regulation 715, Requirements for the Ph.D. Degree at San Diego and Senate Regulation 717, Requirements for the Doctor of Music Arts Degree (DMA)

Dear Chair Constable,

The Committee on Rules and Jurisdiction (CRJ) reviewed the proposal to amend San Diego Senate Regulation 715, Requirements for the Ph.D. Degree at San Diego and Senate Regulation 717, Requirements for the Doctor of Music Arts Degree (DMA), and found the proposed amendments consonant with the code of the Academic Senate.

Sincerely,

Professor Geoffrey Braswell, Chair  
Committee on Rules and Jurisdiction

cc: L. Hullings  
   T. Javidi  
   J. Lucius  
   R. Rodriguez

Attachments