

EASTMAN SCHOOL OF MUSIC

**GRADUATE CALENDAR – 2009-2010**

**FALL SEMESTER – 2009**

- August 31 (M) Deadline for requests for doctoral comprehensive and final oral examinations and MA and PhD foreign language examinations administered during the Fall Semester. Requests for the foreign language exams for Musicology students should be made to the Musicology Dept., Rm. A407; all other requests to the Graduate Office, Room 103.
- September 4 (F) Foreign language examinations (for MA and PhD candidates, except Musicology students).
- September 4 (F) Deadline for submission to Graduate Office of agenda items to be considered by the Graduate Professional Committee at the September meeting.
- September 14 (M) Deadline for submission of **fair**\* copies of DMA dissertations to be distributed to reading committees for students anticipating March 2010 degree-conferral.
- September 23 (W) Meeting of Graduate Professional Committee – 3:30-5:00 p.m.  
(see September 4 entry above for agenda item deadline)
- Sept.29-30 (T-W) Doctoral written comprehensive examination – 8:30-11:30 a.m. & 12:30-4:30 p.m. (except PhD students in Musicology and in Music Education)
- October 2 (F) Deadline for submission to Graduate Office of agenda items for Graduate Research Committee and Graduate Professional Committee (policy issues only) to be considered at the October meetings.
- October 20 (T) Meeting of Graduate Research Committee – 3:30-5:00 p.m.  
(see October 2 entry above for agenda item deadline)
- October 21 (W) Meeting of Graduate Professional Committee – 3:30-5:00 p.m.  
(see October 2 entry above for agenda item deadline – policy issues only)
- October 26 (M) Deadline for submission of one **final**\* copy of PhD dissertations to Graduate Office, by candidates anticipating March 2010 degree-conferral. This copy must be bound in some manner. NOTE: If this deadline is not met, then the defense may not be held until the spring semester. Please note guidelines under ADDITIONAL INFORMATION section.
- November 13 (F) Deadline for submission to Graduate Office of agenda items to be considered by divisional graduate committees at the December meetings.
- November 18 (W) Deadline for submission to Graduate Office of **final**\* copies of DMA dissertations by candidates anticipating March 2010 degree-conferral.
- December 1 (T) Meeting of Graduate Research Committee – 3:30-5:00 p.m.  
(see November 13 entry above for agenda item deadline)
- December 2 (W) Meeting of Graduate Professional Committee – 3:30-5:00 p.m.  
(see November 13 entry above for agenda item deadline)
- December 14 (M) Latest date for final oral examinations for PhD candidates anticipating March 2010 degree-conferral.
- December 14 (M) Deadline for submission of **fair**\* copies of PhD dissertations to be distributed to reading committees for students anticipating May 2010 degree-conferral.

\*for definitions, see point 4 under ADDITIONAL INFORMATION (following calendar)

## SPRING SEMESTER - 2010

- January 11 (M) Deadline for requests for doctoral comprehensive and final oral examinations and MA and PhD foreign language examinations administered during the Spring Semester. Requests for the foreign language exams for Musicology students should be made to the Musicology Dept., Room A407; all other requests to the Graduate Office, Room 103.
- January 12 (T) Deadline for submission of **permanent\*** copies, two (corrected & unbound) paper copies of PhD dissertations and one complete copy in digital/electronic format along with a completed UR Research Authorization Form to the University Dean of Graduate Studies, 258 Wallis Hall, Box 15, University of Rochester, River Campus, Rochester, NY 14627-0015 for candidates anticipating March 2010 degree-conferral.
- January 15 (F) Foreign language examinations (for MA and PhD candidates, except Musicology students).
- January 15 (F) Deadline for submission to Graduate Office of agenda items to be considered by divisional graduate committees at the February meetings.
- February 2 (T) Meeting of Graduate Research Committee – 3:30-5:00 p.m.  
(see January 15 entry above for agenda item deadline)
- February 3 (W) Meeting of Graduate Professional Committee – 3:30-5:00 p.m.  
(see January 15 entry above for agenda item deadline)
- February 2-3 (T-W) Doctoral written comprehensive examination – 8:30-11:30 a.m. & 12:30-4:30 p.m. (except PhD students in Musicology and in Music Education)
- February 12 (F) Deadline for submission of **fair\*** copies of DMA dissertations to be distributed to reading committees for candidates anticipating May 2010 degree-conferral.
- February 26 (F) Deadline for submission of one **final\*** copy of PhD dissertations to Graduate Office, by candidates anticipating May 2010 degree-conferral. This copy must be bound in some manner. NOTE: If this deadline is not met, then the defense may not be held until the summer. Please note guidelines under ADDITIONAL INFORMATION section.
- March 5 (F) Deadline for submission to Graduate Office of agenda items to be considered by the Graduate Professional Committee (policy issues only) at the March meeting.
- March 22 (M) Deadline for submission of **fair\*** copies of PhD dissertations to be distributed to reading committees for students anticipating October 2010 degree-conferral.
- March 24 (W) Meeting of Graduate Professional Committee – 3:30-5:00 p.m.  
(see March 5 entry above for agenda item deadline – policy issues only)
- April 9 (F) Deadline for submission to Graduate Office of agenda items to be considered by divisional graduate committees at the April meetings.  
Deadline for submission to Graduate Office of **final\*** copies of DMA dissertations by candidates anticipating May 2010 degree-conferral.
- April 21 (W) Latest date for final oral examinations for PhD candidates anticipating May 2010 degree-conferral.
- April 26 (M) Deadline for submission of **permanent\*** copies, two (corrected & unbound) paper copies of PhD dissertations and one complete copy in digital/electronic format along with a completed UR Research Authorization Form to the University Dean of Graduate Studies, 258 Wallis Hall, Box 15, University of Rochester, River Campus, Rochester, NY 14627-0015 for candidates anticipating May 2010 degree-conferral.
- April 27 (T) \*Meeting of Graduate Research Committee – 3:30-5:00 p.m.  
(see April 9 entry above for agenda item deadline)
- April 28 (W) \*Meeting of the Graduate Professional Committee – 3:30-5:00 p.m.  
(see April 9 entry above for agenda item deadline)  
*(\*Please note that these are the last meetings of the Graduate Committees until the fall term.)*
- April 30 (F) Deadline for requests for doctoral qualifying and final oral examinations and MA and PhD foreign language examinations administered during the Summer Session. Requests for foreign language exams for Musicology students should be made to the Musicology Dept., Room A407; all other requests to Graduate Office, Room 103.

## ADDITIONAL INFORMATION

1. Scheduling of all degree-mandated recitals (MM and DMA) and lecture recitals (DMA) is to be done in consideration of the availability of the faculty members who must evaluate the performance (for additional information, see Student Recital Handbook, available from the Concert Office). **Lecture-Recital** information sheet and **MM/PRL Degree Requirements** information sheet are available on the Graduate Studies Web Site: [www.esm.rochester.edu/grad](http://www.esm.rochester.edu/grad) and outside the Graduate Office, Room 103.
2. The deadlines stated in the Graduate Calendar for the submission of the dissertation at its various stages of completion have been set at the latest possible times to allow for processing (reading, scheduling of final examinations, etc.). **Candidates are urged to make the required submissions in advance of these deadlines, as no exceptions to them will be made.**
3. Doctoral students (DMA and PhD) who will submit a dissertation to satisfy the requirements of the degree programs should set their timetable in cognizance of the following guidelines [NOTE: for DMA candidates, the "relevant graduate committee" is the Graduate Professional Committee; PhD candidates should consult their departmental guidelines for dissertation procedures]:

The **PhD final examination** (in defense of the completed dissertation) must be passed before the degree can be conferred. Students should make contact with the Graduate Office at least one month prior to the **final** copy deadlines noted below. **The final dissertation must be submitted to the Graduate Office, Room 103, no later than the final copy deadline noted each semester (fall deadline = October 26, spring deadline = February 26.** The final oral examination, scheduled by the Graduate Office, cannot take place until 15 working days (excluding holidays) after the final copy has been received.

The **dissertation proposal** may not be presented to the candidates department (for PhD students) or the Graduate Professional Committee (for DMA students) until after the student has passed the qualifying examinations.

The **qualifying examination** for PhD students must be passed at least six months prior to the projected date of the final examination. Students in the PhD program must satisfy any foreign language requirements before they are eligible to attempt the qualifying examination. Students in the DMA who are not writing a dissertation or doctoral essay will sit for the comprehensive examinations after all academic requirements (i.e., coursework and language exams, if applicable) of the degree and at least two of the performance requirements (plus the departmental jury) have been met.

**The program of study** for all doctoral programs, prepared in consultation with and recommended by the program advisor, should be submitted to the relevant graduate committees by the third semester of doctoral study (normally after 20 credit hours have been taken). Program of study template forms are found on the ESM Graduate Studies Blackboard site ([my.rochester.edu](http://my.rochester.edu)).

The program of study for PhD and DMA students must be approved by the appropriate graduate committee at least four months in advance of the student's qualifying examination. In other words, the tightest possible timetable for a person expecting to complete the degree in May presumes that the relevant graduate committee approves the program of study during its meeting in Spring of the preceding year, that the student passes the qualifying examinations by the end of the following Summer Session, and that the relevant dissertation proposal is approved by early fall.

4. **"Fair"** copies of dissertations are in final-draft form, i.e., typed and easily readable by the reading committee. **"Final"** copies incorporate all corrections from the reading committee. **"Permanent"** copies incorporate any additional corrections or changes required as a result of the final examination. (two corrected & unbound) paper copies of dissertation and one complete copy in digital/electronic format)
5. **DMA Dissertation, Doctoral Essay, and Doctoral Research Project proposals** must be prepared in consultation with a member of the relevant department(s), and must show endorsement by those persons and the departmental chair through signatures on the cover sheet before submission to the Graduate Professional Committee. Examples of the cover sheet are available outside the Graduate Office, Room 103.

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6. **Lecture Recital/Independent Study** – Lecture Recital information sheets and Independent Study Proposal forms are available through the Graduate Office Web Site: [www.esm.rochester.edu/grad](http://www.esm.rochester.edu/grad) and outside the Graduate Office, Room 103.
7. **Foreign Language Requirements** - The policy concerning foreign language requirements for MA and PhD students, as stated in the Academic Policy Handbook, is strictly enforced. Students are expected to inform themselves of this policy and to take the initiative in meeting the School's standards in this area.
8. **Continuous Registration for Graduate Students** - The Council on Graduate Studies of the University of Rochester has established the principle of continuous registration for graduate students. In effect, this means that, beginning with the first semester of study in a degree program, it is expected that a graduate student will be enrolled continuously (with the possible exception of summer sessions) until the degree is completed. Several categories of registration have been established that apply when a student is not registered for actual course credit or for thesis/dissertation credit. These categories are used mainly to cover work on the thesis/dissertation when all required credits have been earned. They also cover inactive status situations when a student is unable to be in residence or work actively on the thesis or dissertation. See registration forms through the Registrar's Office Web Site: [www.esm.rochester.edu/grad](http://www.esm.rochester.edu/grad)
9. Information concerning all procedures for graduate students and additional copies of the Graduate Calendar are available from the Graduate Studies Office, Eastman School of Music, 26 Gibbs Street, Rochester, NY 14604-2599 or through the Eastman School of Music Web Site for Graduate Studies: [www.esm.rochester.edu/grad](http://www.esm.rochester.edu/grad)

Telephone: 585/274-1560; email Cindy McCamman, Graduate Administrator at [cmccamman@esm.rochester.edu](mailto:cmccamman@esm.rochester.edu) or John Hain, Graduate Advisor at [jhain@esm.rochester.edu](mailto:jhain@esm.rochester.edu))