

## GRADUATE CALENDAR 2009 SUMMER SESSION

- May 1 (F) Deadline for requests for doctoral comprehensive and final oral examinations, and MA and PhD foreign language examinations administered during the Summer Session. Requests for the foreign language exams for Musicology students should be made to the Musicology Dept., Room A407; language exam requests from all other students go to the Graduate Office, Room 103.
- May 26 (T) Deadline for filing in Graduate Office one **final** copy of PhD dissertations by candidates intending to take final oral examination during the Summer Session, anticipating an October 2009 degree-conferral. This copy must be bound in some manner. See **ADDITIONAL INFORMATION** section on reverse side for definition of “**final**” copy.
- Deadline for submission of **fair** copies of DMA dissertations to be distributed to reading committees for candidates anticipating an October 2009 degree-conferral. See **ADDITIONAL INFORMATION** section on reverse side for definition of “**fair**” copy.
- June 10 (W) Doctoral written comprehensive examination (except PhD students in Musicology, Music Education). See **REGISTRATION INFORMATION** on reverse side.
- June 11 (TH) Doctoral written comprehensive examination (except PhD students in Musicology, Music Education). See **REGISTRATION INFORMATION** on reverse side.
- June 29 (M) Summer Session classes begin.
- July 10 (F) Foreign Language examinations (for MA and PhD candidates).
- August 3 (M) Deadline for submission of “**fair**” copies of PhD dissertations to be distributed to reading committee for students anticipating a March 2010 degree-conferral. See **ADDITIONAL INFORMATION** section on reverse side for definition of “**fair**” copy.
- August 7 (F) Last day for final oral examination for PhD students anticipating an October 2009 degree-conferral.
- August 7 (F) Summer Session classes end.
- August 26 (W) Deadline for filing in Graduate Office two **permanent** corrected copies of DMA dissertations for students anticipating an October 2009 degree-conferral. Two **permanent** paper copies (corrected, unbound, and unperforated) 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 an October 2009 degree-conferral. See **ADDITIONAL INFORMATION** section on reverse side for definition of “**permanent**” copies.

**PLEASE SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

## ADDITIONAL INFORMATION

### PhD and DMA Program of Study:

PhD and DMA students please note that a complete program of study, prepared in consultation with and recommended by the department advisor, must be approved by the appropriate graduate committee by the third semester of doctoral study (normally after 20 credit hours have been taken), and at least four months in advance of the student's qualifying examination. The Graduate Research and Graduate Professional Committees meet four times during the academic year to review programs of study. Please refer to the 2009-2010 Graduate Calendar for agenda deadlines and committee meeting dates. Program of study guidelines are available through the Graduate Office web site: [www.rochester.edu/Eastman/grad](http://www.rochester.edu/Eastman/grad) or in hard-copy format outside the Graduate Office, Room 103.

### Doctoral Comprehensive Examination:

Students in the PhD program must satisfy any foreign language requirements before they are eligible to attempt the comprehensive examination. Students in the DMA program who are not writing a dissertation or doctoral essay will sit for the comprehensive examination 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. **Any doctoral student taking the written and/or oral comprehensive exams during the summer will need to register for it through the Registrar's Office (585/274-1222) in addition to notifying Cindy McCamman in the Graduate Office, Room 103 (phone: 585/274-1560, email: [cmccamman@esm.rochester.edu](mailto:cmccamman@esm.rochester.edu)) no later than Friday, 1 May 2009. The course number for this special registration is ESM 950: Doctoral Qualifying Exam-Summer, and will result in a charge of \$450. Registration for all summer session events, including the comprehensive exams, must occur by 1 June, although Cindy McCamman should hear from you by the 1 May deadline as noted on this calendar. Any student who registers for the comprehensive exams, or any course during summer session, after 1 June will incur a \$50 late registration fee. In addition, any student who cancels his/her registration after 1 June will be subject to a \$50 cancellation fee.**

### Doctoral Essay, and Doctoral Research Project Proposals:

Proposals must be prepared in consultation with a member of the relevant department(s), and must show endorsement by those persons as well as the departmental chair and program advisor through their signatures on the cover sheet before submission to the relevant Graduate Committee. The Graduate Research and Graduate Professional Committees meet during the academic year. Please refer to the 2009-2010 Graduate Calendar for agenda deadlines and committee meeting dates. Examples of the cover sheet are available outside the Graduate Office, Room 103.

### Summer Advising for MA Students in Music Education:

Students requiring program advisement for Summer Session should be in touch with Dr. Susan Conkling (phone: 585-274-1615, email: [sconkling@esm.rochester.edu](mailto:sconkling@esm.rochester.edu)). Those MA-MUE students who are writing theses and field projects, or who are developing proposals for theses or for field projects, must register for at least 1 credit with the Registrar/Summer Session office. Before registering for MUE 473 (Field Project) or MUE 495 (Thesis), students should confirm faculty availability with their advisors.

### PhD Dissertation Defense:

“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 (before the final defense)  
“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)

PhD students filing one final copy of their dissertation by the 26 May deadline, anticipating a PhD dissertation defense by 7 August, should make contact with Cindy McCamman in the Graduate Office, Room 103, **at least one month** prior to the 26 May deadline to obtain information concerning submission of the final dissertation copy. *The final oral examination, scheduled by the ESM Graduate Office, cannot take place until 20 working days have elapsed after the dissertation has been received (from the ESM Graduate Office) in the Office of the University Dean of Graduate Studies on the River Campus.*

### Lecture Recital/Independent Study:

Lecture Recital information sheets and Independent Study Course Proposal forms are available through the Graduate Office web site: [www.rochester.edu/Eastman/grad](http://www.rochester.edu/Eastman/grad) or in hard-copy format outside the Graduate Office, Room 103.

*Information concerning all procedures for graduate students is available from the Graduate Office, Eastman School of Music, 26 Gibbs Street, Rochester, NY 14604-2599 (Telephone: 585/274-1560; Email: [cmccamman@esm.rochester.edu](mailto:cmccamman@esm.rochester.edu)) or through the Eastman School of Music Web Site for Graduate Studies: [www.rochester.edu/Eastman/grad](http://www.rochester.edu/Eastman/grad)*