

GRADUATE CALENDAR – 2011-12

FALL SEMESTER – 2011

- August 29 (M) Deadline for requests for doctoral comprehensive and final oral examinations and MA and PhD foreign language examinations administered during the Fall Semester. Only those students who sign up by this deadline will be allowed to take the fall doctoral comprehensive exam. Requests for the foreign language exams for Musicology students should be made to the Musicology Dept., Rm. A407; all other requests to the Graduate Studies Office, Room 103.
- September 2 (F) Foreign language examinations (for MA and PhD candidates, except Musicology students).
- September 9 (F) Deadline for submission to Graduate Studies Office of agenda items to be considered by the Graduate Professional Committee at the September meeting.
- September 12 (M) Deadline for submission of **fair*** copies of DMA dissertations to be distributed to reading committees for students anticipating March 2012 degree-conferral.
- Sept.27-28 (T-W) Doctoral written comprehensive examination – 8:30-11:30 a.m. & 12:30-4:30 p.m. (except PhD students in Music Education, Musicology, and Theory) - see August 29 deadline above
- September 28 (W) Meeting of Graduate Professional Committee – 3:30-5:00 p.m.
(see September 9 entry above for agenda item deadline)
- September 30 (F) Deadline for submission to Graduate Studies Office of agenda items for Graduate Research Committee and Graduate Professional Committee (policy issues only) to be considered at the October meetings.
- October 18 (T) Meeting of Graduate Research Committee – 3:30-5:00 p.m.
(see September 30 entry above for agenda item deadline)
- October 19 (W) Meeting of Graduate Professional Committee – 3:30-5:00 p.m.
(see September 30 entry above for agenda item deadline – policy issues only)
- October 24 (M) Deadline for submission of one **final*** copy of PhD dissertations to Graduate Studies Office, by candidates anticipating March 2012 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 11 (F) Deadline for submission to Graduate Studies Office of agenda items to be considered by divisional graduate committees at the November meetings.
- November 29 (T) Meeting of Graduate Research Committee – 3:30-5:00 p.m.
(see November 11 entry above for agenda item deadline)
- November 30 (W) Meeting of Graduate Professional Committee – 3:30-5:00 p.m.
(see November 11 entry above for agenda item deadline)
- December 2 (F) Deadline for submission to Graduate Studies Office of one **final*** pdf copy of DMA dissertations, Doctoral Essays, and Doctor Research Projects (Conducting students), along with a completed UR Research Authorization Form (students submitting a DMA dissertation should also submit one, unbound paper copy) for students anticipating March 2012 degree-conferral.
- December 12 (M) Latest date for final oral examinations for PhD candidates anticipating March 2012 degree-conferral.
- December 12 (M) Deadline for submission of **fair*** copies of PhD dissertations to be distributed to reading committees for students anticipating May 2012 degree-conferral.

SPRING SEMESTER – 2012

- January 13 (F) Deadline for submission of **permanent*** PhD dissertation (after final defense) – final corrected abstract and pdf copy of the dissertation submitted on the form at the ProQuest site, and one revised/corrected, unbound, paper copy submitted to the University Dean of Graduate Studies, 2-316 Carol Simon Hall, Box 270015, University of Rochester, River Campus, Rochester, NY 14627-0015 for candidates anticipating March 2012 degree-conferral.
- January 17 (T) Deadline for requests for doctoral comprehensive and final oral examinations and MA and PhD foreign language examinations administered during the Spring Semester. Only those students who sign up by this deadline will be allowed to take the spring doctoral comprehensive exam. Requests for the foreign language exams for Musicology students should be made to the Musicology Dept., Room A407; all other requests to the Graduate Studies Office, Room 103.
- January 20 (F) Foreign language examinations (for MA and PhD candidates, except Musicology students).
- January 20 (F) Deadline for submission to Graduate Studies Office of agenda items to be considered by divisional graduate committees at the February meetings.
- February 7 (T) Meeting of Graduate Research Committee – 3:30-5:00 p.m.
(see [January 20](#) entry above for agenda item deadline)
- February 8 (W) Meeting of Graduate Professional Committee – 3:30-5:00 p.m.
(see [January 20](#) entry above for agenda item deadline)
- February 7-8 (T-W) Doctoral written comprehensive examination – 8:30-11:30 a.m. & 12:30-4:30 p.m. (except PhD students in Music Education, Musicology, and Theory) – see January 17 deadline above
- February 17 (F) Deadline for submission of **fair*** copies of DMA dissertations to be distributed to reading committees for candidates anticipating May 2012 degree-conferral.
- February 24 (F) Deadline for submission of one **final*** copy of PhD dissertations to Graduate Studies Office, by candidates anticipating May 2012 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 9 (F) Deadline for submission to Graduate Studies Office of agenda items to be considered by the Graduate Professional Committee (policy issues only) at the March meeting.
- March 26 (M) Deadline for submission of **fair*** copies of PhD dissertations to be distributed to reading committees for students anticipating October 2012 degree-conferral.
- March 28 (W) Meeting of Graduate Professional Committee – 3:30-5:00 p.m.
(see [March 9](#) entry above for agenda item deadline – policy issues only)
- April 13 (F) Deadline for submission to Graduate Studies Office of agenda items to be considered by divisional graduate committees at the May meetings.
- April 18 (W) Latest date for final oral examinations for PhD candidates anticipating May 2012 degree-conferral.
- April 20 (F) Deadline for submission to Graduate Office of one **final*** pdf copy of DMA dissertations, Doctoral Essays, and Doctoral Research Projects (Conducting students), along with a completed UR Research Authorization Form (students submitting a DMA dissertation should also submit one, unbound paper copy) for candidates anticipating May 2012 degree-conferral.
- April 24 (T) Deadline for submission of **permanent*** PhD dissertation (after final defense) – final corrected abstract and pdf copy of the dissertation submitted on the form at the ProQuest site, and one revised/corrected, unbound, paper copy submitted to the University Dean of Graduate Studies, 2-316 Carol Simon Hall, Box 270015, University of Rochester, River Campus, Rochester, NY 14627-0015 for candidates anticipating May 2012 degree-conferral.
- May 1 (T) * Meeting of Graduate Research Committee – 3:30-5:00 p.m.
(see [April 13](#) entry above for agenda item deadline)
- May 2 (W) * Meeting of the Graduate Professional Committee – 3:30-5:00 p.m.
(see [April 13](#) entry above for agenda item deadline)
(*Please note that these are the last meetings of the Graduate Committees until the fall term).
- May 4 (F) Deadline for requests for doctoral comprehensive and final oral examinations and MA and PhD foreign language examinations administered during the Summer Session. Only those students who sign up by this deadline will be allowed to take the summer doctoral comprehensive exam. Requests for foreign language exams for Musicology students should be made to the Musicology Dept., Room A407; all other requests to Graduate Studies 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 and outside the Graduate Studies Office, Room 103.
2. **Foreign Language Requirements** - The policy concerning foreign language requirements for MA, DMA, 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.
3. **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 Graduate Studies Web Site: www.esm.rochester.edu/grad

Timetable for the program of study. Programs 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/comprehensive 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/comprehensive examinations by the end of the following Summer Session, and that the relevant dissertation proposal is approved by early fall.

Timetable for the qualifying/comprehensive examination. PhD students must pass the qualifying exam at least six months prior to the projected date of the final examination. 1) Students in the PhD program must satisfy any foreign language requirements before they are eligible to attempt the qualifying examination. 2) 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. Only those students who sign up by the August 29 or January 17 deadlines will be allowed to take the doctoral comprehensive exam.

Timetable for the dissertation proposal. A dissertation proposal may not be officially presented to the candidate's department (for PhD students) or the Graduate Professional Committee (for DMA students) until after the student has passed the qualifying/comprehensive examinations. Information about dissertation proposal submission (title page format, required signatures) is found on the Graduate Studies Web Site: www.esm.rochester.edu/grad. PhD students should also consult their departmental handbook for submission procedures.

The **PhD final examination** (defense of the completed dissertation) must be passed before the degree can be conferred. Students should make contact with the Graduate Studies Office at least one month prior to the **final** copy deadlines noted below. **The final dissertation must be submitted to the Graduate Studies Office, Room 103, no later than the final copy deadline noted each semester (fall deadline = October 24, spring deadline = February 24).** The final oral examination, scheduled by the Graduate Studies Office, cannot take place until 15 working days (excluding holidays) after the final copy has been received.

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.

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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 on the Graduate Studies Web Site: www.esm.rochester.edu/grad and outside the Graduate Studies Office, Room 103.
6. **Lecture Recital/Independent Study** – Lecture Recital information sheets and Independent Study Proposal forms are available through the Graduate Studies Web Site: www.esm.rochester.edu/grad and outside the Graduate Office, Room 103.
7. **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/registrar
8. 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 Graduate Studies Web Site: www.esm.rochester.edu/grad

Telephone: 585/274-1560; email John Hain, Director of Graduate Advising and Services at jhain@esm.rochester.edu or Cindy McCamman, Graduate Administrator at cmccamman@esm.rochester.edu.