GRADUATE CALENDAR - 2015 SUMMER SESSION

May 1 (F)  Deadline for requests for doctoral comprehensive examination 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 the foreign language exams for Musicology students should be made to the Musicology Dept., Room A407; all other requests should be made to the Graduate Office, Room 103.

May 4 (M)  Deadline for submission to the ESM Graduate Office of the report from each member of the student’s reading committee, confirming that they have read the fair copy of the dissertation and sent their recommendations for revisions to the student and his/her advisor. The student then has two more weeks to incorporate revisions in a final copy (see May 18); this procedure is for PHD candidates anticipating an October 2015 degree-conferral.

May 18 (M)  Deadline for filing (via email) one final copy of PhD dissertations by candidates intending to take final oral examination during the Summer Session, anticipating an October 2015 degree-conferral. Please contact Deanna Phillips at dphillips@esm.rochester.edu for the new procedures. See ADDITIONAL INFORMATION section on reverse side for definition of “final” copy.

May 18 (M)  Deadline for submission of fair copies of DMA dissertations to be distributed to reading committees for candidates anticipating an October 2015 degree-conferral. See ADDITIONAL INFORMATION section on reverse side for definition of “fair” copy.

June 2 (T)  DMA written comprehensive examination (including PhD students in Composition). See REGISTRATION INFORMATION on reverse side. (see May 1 sign-up deadline above)

June 3 (W)  DMA written comprehensive examination (including PhD students in Composition). See REGISTRATION INFORMATION on reverse side. (see May 1 sign-up deadline above)

June 26 (F)  Foreign Language examinations (for MA and PhD candidates). (see May 1 sign-up deadline above)

June 29 (M)  Summer Session classes begin.

August 7 (F)  Deadline for submission to the ESM Graduate Office of final copies of DMA dissertations, one (corrected and unbound) paper copy and one complete copy in digital/electronic format along with a completed UR Research Authorization Form for candidates anticipating an October 2015 degree-conferral. See ADDITIONAL INFORMATION section on reverse side for definition of “final” copies.

August 7 (F)  Deadline for submission of fair copies of PhD dissertations to be distributed to reading committee for students anticipating a March 2016 degree-conferral. See ADDITIONAL INFORMATION section on reverse side for definition of “fair” copy.

August 7 (F)  Summer Session classes end.

August 7 (F)  Last day for final oral examination for PhD students anticipating an October 2015 degree-conferral

August 28 (F)  Deadline for submission of permanent copies of PhD dissertations (after final defense) – one pdf copy of the final revised/corrected dissertation submitted to ProQuest (details received at defense), and one revised/corrected, unbound, paper copy of the dissertation submitted to the Eastman Graduate Studies Office, for candidates anticipating an October 2015 degree-conferral. See ADDITIONAL INFORMATION section on reverse side for definition of “permanent” copies. Students should also submit their abstract to RILM (please see http://www.esm.rochester.edu/grad/files/RILM-INSTRUCTIONS.pdf).

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 student’s program 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 2015-2016 Graduate Calendar for agenda deadlines and committee meeting dates. Program of study guidelines are available through the Graduate Office web site: [www.esm.rochester.edu/grad](http://www.esm.rochester.edu/grad)

**Doctoral Qualifying/Comprehensive 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 program 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 qualifying/comprehensive exams during the summer will need to register for it by 1 June through the Registrar’s Office (585/274-1220) in addition to notifying Deanna Phillips in the Graduate Office, Room 103 (phone: 585/274-1560, email: dphillips@esm.rochester.edu) no later than Friday, 1 May 2015. Only those students who sign up with Deanna Phillips by 1 May 2015 will be allowed to take the summer doctoral qualifying/comprehensive exam.** The course number for this special registration is ESM 950: Doctoral Comprehensive Examinations Taken during Summer Session, and will result in a charge of $625. Any student who registers for the comprehensive exams or any course during the Summer Session after 1 June will incur a $50 late fee. In addition, any student who cancels his or her registrations 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. Please refer to the 2015-2016 Graduate Calendar for agenda deadlines and meeting dates for the GRC and the GPC. Examples of the cover sheet are available through the Graduate Office web site: [www.esm.rochester.edu/grad](http://www.esm.rochester.edu/grad)

**Summer Advising for MA Students in Music Education:**
Students requiring program advisement for Summer Session should be in touch with the summer 2015 advisor, Professor Ann Marie Stanley ([amstanley@esm.rochester.edu](mailto:amstanley@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.

PhD students filing one final copy of their dissertation by the 18 May deadline, anticipating a PhD dissertation defense by 7 August, should make contact with Deanna Phillips in the Graduate Office, Room 103, **at least one month** prior to the 20 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 receipt of the student’s final copy (see May 18).**

**Lecture Recital/Independent Study:**
Lecture Recital information sheets and Independent Study Course Proposal forms are available through the Graduate Office web site: [www.esm.rochester.edu/grad](http://www.esm.rochester.edu/grad)

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: dphillips@esm.rochester.edu) or through the Graduate Office web site: [www.esm.rochester.edu/grad](http://www.esm.rochester.edu/grad)