

EASTMAN SCHOOL OF MUSIC GRADUATE CALENDAR – 2023-24

DMA Written & Oral Comprehensive Exams:

- Sept. 6 (W) Seminar on preparation for the DMA exam, 6:00-7:30 p.m., Room OSL 101 (Matthew Ardizzone, Associate Dean of Graduate Studies).
- Sept. 25 (M) Lab time for DMA students taking the September comprehensive exam (1:00 p.m.)
Sept. 26/27 (T/W) DMA written comprehensive examination (including PhD students in Composition).
- Nov. 15 (W) Seminar on preparation for the DMA exam, 6:00-7:30 p.m., Room TBA (Matthew Ardizzone, Associate Dean of Graduate Studies).
- Dec. 13 (W) Last day for doctoral oral exams for students anticipating a December 2023 conferral.
- Feb. 1 (R) Last day for doctoral oral exams for students anticipating a March 2024 conferral.
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- Jan. 29 (M) Lab time for DMA students taking the January comprehensive exam (1:00 p.m.)
Jan.30/31 (T/W) DMA written comprehensive examination (including PhD students in Composition).
- May 3 (M) Last day for doctoral oral exams for students anticipating a May 2024 conferral.

Masters Thesis, Doctoral Research Project, & DMA Dissertation Deadlines:

December 2023 conferral

- Sept. 18 (M) Deadline for submission of **fair*** copies of dissertations to be distributed to reading committees and completion of the Degree Application Form:
<https://www.esm.rochester.edu/registrar/degree-application-form/>
- Nov. 29 (W) Deadline for submission of one **final*** pdf copy to your reading committee and the Graduate Office.
- Dec. 13 (W) Deadline for submission of sign-off form with committee approvals to the Graduate Office.

March 2024 conferral

- Oct. 23 (M) Deadline for submission of **fair*** copies of dissertations to be distributed to reading committees and completion of the Degree Application Form:
<https://www.esm.rochester.edu/registrar/degree-application-form/>
- Dec. 15 (F) Deadline for submission of one **final*** pdf copy of to your reading committee and the Graduate Office.
- Feb. 1 (R) Deadline for submission of sign-off form with committee approvals to the Graduate Office.

May 2024 conferral

- Feb. 5 (M) Deadline for submission of **fair*** copies of dissertations to be distributed to reading committees and completion of the Degree Application Form:
<https://www.esm.rochester.edu/registrar/degree-application-form/>
- April 19 (F) Deadline for submission of one **final*** pdf copy to your reading committee and the Graduate Office.
- May 3 (F) Deadline for submission of sign-off form with committee approvals to the Graduate Office.

PHD Dissertation Deadlines:

December 2023 conferral

- Aug. 4 (F) **Fair*** copy deadline – dissertations to be distributed to reading committees.
- Sept. 22 (F) Fair Copy Report from the student’s reading committee due to the ESM Graduate Studies Office.
- Oct. 6 (F) **Final*** copy deadline of dissertations to the ESM Graduate Studies Office (via email).
- Dec. 11 (M) **Permanent*** copy deadline (after final defense) to ProQuest (details received at defense), and 4:00 p.m. one unbound, paper copy to the Eastman Graduate Studies Office.

March 2024 conferral

- Sept. 1 (F) **Fair*** copy deadline – dissertations to be distributed to reading committees.
- Oct. 20 (F) Fair Copy Report from the student’s reading committee due to the ESM Graduate Studies Office.
- Nov. 3 (F) **Final*** copy deadline – dissertation submission to the ESM Graduate Studies Office (via email).
- Feb. 22 (R) **Permanent*** copy deadline (after final defense) to ProQuest – must register for spring semester, and one unbound paper copy to the Eastman Graduate Studies Office. If student defends in fall and submits to ProQuest by **Wed., Jan. 10** they do not need to register for spring semester.

PHD Dissertation Deadlines:

May 2024 conferral

- Dec. 1 (R) **PhD Theory students only: fair*** copy deadline of Music Theory PhD dissertations to be distributed to reading committees.
- Dec. 8 (F) **Fair*** copy deadline – dissertations to be distributed to reading committees.
- Jan. 26 (F) Fair Copy Report from the student’s reading committee due to the ESM Graduate Studies Office.
- Feb. 9 (F) **Final*** copy deadline – dissertation submission to the ESM Graduate Studies Office (via email).
- April 26 (F) **Permanent*** copy deadline (after final defense) to ProQuest, and one unbound, 4:00 p.m. paper copy to the Eastman Graduate Studies Office.

August/October 2024 conferral – see ESM Summer 2024 calendar

PHD Dissertation - Additional Information

Students should also submit their abstract to RILM, please see:

<http://www.esm.rochester.edu/grad/files/RILM-INSTRUCTIONS.pdf>.

“**Fair**” copies of dissertations are in final-draft form, i.e., typed and easily readable by the reading committee.

“**Final**”/**Registered** 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 should make contact with Deanna Phillips in the Graduate Office, Room 103, **at least one month prior**, to obtain information concerning submission of the final dissertation copy.

Graduate Research and Graduate Professional Committee Meetings and Agenda Item Deadlines:

Fall 2023:

- Sept. 12 (T) Meeting of Graduate Research Committee (3:30-4:30 p.m.)
- Sept. 13 (W) Meeting of Graduate Professional Committee (3:30-4:30 p.m.)
- Sept. 15 (F) Deadline for students and faculty to submit agenda items for the October meetings
- Oct. 3 (T) Meeting of Graduate Research Committee (3:30-5:00 p.m.)
- Oct. 4 (W) Meeting of Graduate Professional Committee (3:30-5:00 p.m.)
- Nov. 17 (F) Deadline for students and faculty to submit agenda items for the December meetings
- Dec. 5 (T) Meeting of Graduate Research Committee (3:30-5:00 p.m.)
- Dec. 6 (W) Meeting of Graduate Professional Committee (3:30-5:00 p.m.)

Spring 2024:

- Jan. 26 (F) Deadline for students and faculty to submit agenda items for the February meetings
- Feb. 13 (T) Meeting of Graduate Research Committee (3:30-5:00 p.m.)
- Feb. 14 (W) Meeting of Graduate Professional Committee (3:30-5:00 p.m.)
- March 29 (F) Deadline for students and faculty to submit agenda items for the April/May meetings
- April 30 (T) Meeting of Graduate Research Committee (3:30-5:00 p.m.)
- May 1 (W) Meeting of the Graduate Professional Committee (3:30-5:00 p.m.)

ADDITIONAL INFORMATION

1. Scheduling of all degree-mandated recitals (MM and DMA) and lecture recitals (DMA) must consider the availability of the faculty members who will evaluate the performance (for additional information, see Student Recital Handbook, available from the Concert Office). **Lecture-Recital** information sheets and **MM/PRL Degree Requirements** information sheets are available on the Graduate Studies web site (www.esm.rochester.edu/grad).
2. **Foreign Language Requirements** - The policies concerning foreign-language requirements for Graduate students, as stated in the Academic Policy Handbook, are strictly enforced. Students are expected to inform themselves of these policies and to take the initiative in meeting the School's standards in this area.
3. The **Academic Plan** 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). Templates for Academic Plans are found on the Graduate Studies web site (www.esm.rochester.edu/grad).

Timetable for the Academic Plan: Academic Plans 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 Academic Plan 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 jury) have been met.

Timetable for the dissertation proposal: A dissertation proposal may not be officially presented to the candidate's department (for PhD 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 chair 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 above. The final dissertation must be submitted to the Graduate Studies Office, Room 103, no later than the final copy deadline noted each semester. The final oral examination, scheduled by the ESM Graduate Studies Office, cannot take place until 20 working days (excluding holidays) after the final copy has been received.

4. **DMA Dissertation 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. The Doctoral Research Project proposal should be submitted along with the student's proposed Academic Plan. Examples of the cover sheet are available on the Graduate Studies web site (www.esm.rochester.edu/grad). See the Academic Policy Handbook for complete information.
5. **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.
6. **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, 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).
7. 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).