

EASTMAN SCHOOL OF MUSIC
GRADUATE CALENDAR - 2024 SUMMER SESSION

June 24-August 2, 2024

DMA Written & Oral Comprehensive Exam:

May 3 (F)	Registration deadline for the June 4 & 5 DMA written exam
June 3 (M)	Lab time for DMA students taking the June comprehensive exam (1:00 p.m.)
June 4 & 5 (T/W)	DMA written comprehensive examination (including PhD students in Composition)
August 2 (F)	Last day for oral examination for the August 2023 conferral

MA Thesis, Doctoral Research Paper & DMA Dissertation Deadlines:

May 6 (M)	Fair* copy deadline – dissertations to be distributed to reading committees.
August 2 (F)	Final* copy deadline – submission of one (corrected and unbound) paper copy and one complete copy in digital/electronic format along with a completed UR Research Authorization Form.

PhD Dissertation Deadlines:

August 2024 conferral:

March 11 (M)	Fair* copy deadline – dissertations to be distributed to reading committees.
April 22 (M)	Fair copy report from the student’s reading committee due to the ESM Graduate Studies Office.
May 6 (M)	Final* copy deadline of dissertations to the ESM Graduate Studies Office (via email).
August 2 (F)	Last day for final oral examination.
August 23 (F) <u>4:00 P.M.</u>	Permanent* copy deadline (after final defense) to ProQuest (details received at defense), and one unbound, paper copy to the ESM Graduate Studies Office

October 2024 conferral:

May 6 (M)	Fair* copy deadline – dissertations to be distributed to reading committees.
June 17 (M)	Fair copy report from the student’s reading committee due to the ESM Graduate Studies Office.
July 1 (M)	Final* copy deadline of dissertations to the ESM Graduate Studies Office (via email).
Aug. 28 (W)	If submitting permanent copy after this date (and by Sept. 26) you must register for fall semester
Sept. 13 (F)	Last day for final oral examination.
Sept. 26 (R) <u>4:00 P.M.</u>	Permanent* copy deadline (after final defense) to ProQuest (details received at defense), and one unbound, paper copy to the ESM Graduate Studies Office.

December or March conferral:

TBA	Deadlines for submission of fair* copies to be distributed to reading committee for students anticipating a December 2024 or March 2025 degree-conferral - please see the 2024-2025 Fall/Spring calendar for further details.
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*please see reverse side for definitions of “fair”, “final”, and “permanent” copies

ADDITIONAL INFORMATION

PhD and DMA Academic Plans:

PhD and DMA students please note that a complete academic plan, prepared in consultation with and recommended by the student's program advisor, must be approved by the appropriate graduate committee by the fourth 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 academic plans. Please refer to the 2024-2025 Graduate Calendar for agenda deadlines and committee meeting dates. Academic plan guidelines are available through the Graduate Office web site:

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 take 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 3 May 2024. The course number for this special registration is ESM 950: Doctoral Comprehensive Examinations Taken during Summer Session, and will result in a charge of \$800.**

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 2024-2025 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

Summer Advising for MA Students in Music Education:

Students requiring program advisement for Summer Session should be in touch with the summer 2024 advisor, Professor Alden Snell (asnell@esm.rochester.edu). 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 unit 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 6 May deadline, anticipating a PhD dissertation defense during 2024 summer session, 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. *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.*

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) and in the bins outside of the Graduate Office.

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