Music Performance & Conducting Timeline

1. Verify Committee has been approved by reviewing your Unofficial Transcript through Wolverine Access
   https://wolverineaccess.umich.edu/ 6 months prior to Pre-Defense

2. Register for the required Pre-defense meeting (Remote Option) with Rackham, at least 3 weeks before the defense. https://secure.rackham.umich.edu/OARD/predef/

3. Complete Pre-defense meeting with Rackham, in person or remotely (at least 10 working days prior to your Oral Defense)

4. Print Oral Report form from web after receiving email that it is ready to print, and take to Oral Defense

5. View Wolverine Access 3 days prior to the Oral defense to confirm that dissertation evaluations have been received from ALL committee members. Follow up with committee members as needed.

6. Oral Defense

7. Verify with Chair/Co-Chair that he/she has submitted the Certificate of Dissertation Committee Approval to Rackham online

8. Complete Pre-defense meeting with Rackham, in person or remotely (at least 10 working days prior to your Oral Defense)

9. Complete any changes/corrections/revisions to Abstract as required by Chair/Co-Chair

10. Apply for graduation for doctoral degree through Wolverine Access

11. Complete online submission of final Abstract (PDF) and (text). Note that revisions and re-submission may be required. Follow up with any additional outstanding requirements. All requirements must be submitted and approved by Rackham OARD no later than 5:00pm on the deadline day

12. Students are encouraged to submit the final digital copy of their abstract to ProQuest/UMI (http://www.etdadmin.com/cgi-bin/school?siteId=319). Abstracts submitted to ProQuest are listed with the Library of Congress collections and are published in Dissertation Abstracts International

13. Complete online submission of final Abstract (PDF) and (text). Note that revisions and re-submission may be required. Follow up with any additional outstanding requirements. All requirements must be submitted and approved by Rackham OARD no later than 5:00pm on the deadline day

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Doctoral degree Conferred

Note: Actual time to complete varies by discipline and departmental requirements.
DOCTORAL REQUIREMENTS FOR PERFORMANCE/CONDUCTING STUDENTS

Note that you must be registered in the term your defense

BEFORE THE ORAL DEFENSE:

1) View your committee on Wolverine Access to verify that it is correct. This can be found on your unofficial transcript or the "View My Committee Information" link under Student Business: Academic Records. If adjustments need to be made, have your program submit a revised dissertation committee form immediately. It is recommended that you complete this step at least 6 months prior to the defense.

2) At least 10 working days prior to the oral defense, register online for a pre-defense meeting at https://secure.rackham.umich.edu/OARD/predef/. Choose either the group pre-defense meeting (an in person meeting with other students and OARD staff) or the remote (e-mail) pre-defense meeting option. When registering, you will provide your name; program; U-M identification number; defense date, time, and location; and information about your committee members, including e-mail addresses.

3) Begin viewing your committee on Wolverine Access three days prior to your defense to confirm all members have submitted their evaluation. (All members must complete an evaluation before OARD can authorize the defense.) After confirming all evaluations have been received, your Oral Report form (that all members must sign at the defense) will be available to print through the online evaluation system. Be sure that a copy of that form is taken to the oral defense and signed by the committee members.

AFTER THE DEFENSE:

Be aware of the deadlines and allow enough time (three to five working days) for the required materials to be reviewed by Rackham OARD. The posted deadlines are firm, and all doctoral degree requirements must be completed and submitted to OARD by the Doctoral Degree Deadline or another term of registration may be required. Do not schedule a post-defense appointment online, as the e-mail submission(s) complete the post-defense requirement.

1. Before e-mailing OARD:
   • Apply for graduation via Wolverine Access Student Business
   • Complete the (optional) Rackham Doctoral Recipients exit survey

2. Send an e-mail to with the subject “DMA post-defense” and the following to oard.staff@umich.edu
   • PDF copies of each of your performance/recital programs
   • your name, program and student id number

3. An OARD staff member will e-mail you the link and instructions to submit the complete, final, correctly formatted, PDF copy of the abstract which will be the official copy of record.

4. After you submit the abstract online, An OARD staff member will perform a final format check of your abstract. If format revisions are required, you will need to make the corrections and re-upload the abstract.

5. Verify that your committee Chair has submitted the Final Oral Examination Report and the Certificate of Dissertation Committee Approval to Rackham OARD.

Students are encouraged to submit the final digital copy of their abstract also to ProQuest/UMI, which will be listed with the Library of Congress collections and are published in Dissertation Abstracts International.

You may participate in commencement on or after the conferral date when all requirements have been completed.
ABSTRACT

Summary of Dissertation Recitals
Three Programs of Violin Music

by

Student’s Name

Chair: Chair’s name

Text of abstract…

Margins are a minimum of one inch on each side.

Co-Chairs are listed as “Co-Chairs: John D. Brown and Ann A. Smith”

Do not use Professor or other title before the chair’s name.

Do not list program/department after the chair’s name.

Start two line spaces under the chair’s name. You may indent the paragraphs.

Should be double line spaced.

May be up to 350 words starting with the text.

Students are encouraged to submit the final digital copy of their abstract also to ProQuest/UMI (http://www.proquest.com/en-US/products/dissertations/submitted_authors.shtml), which will be listed with the Library of Congress collections and are published in Dissertation Abstracts International.
View Your Committee Information

Wolverine Access enables students to view committee and evaluations received information.

The View My Committee Information link is available to all students via Wolverine Access Student Business. Only doctoral students with an approved Committee tied to a Dissertation Milestone will be able to view committee information. A message will appear for students who do not meet the above required criteria.

Committee members with an End Date do not display on the View My Committee and Evaluations Received Information page.

View My Committee and Evaluations Received Information

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<th>Column</th>
<th>Description</th>
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<tr>
<td>Committee Approved Date</td>
<td>Displays the date the committee was approved.</td>
</tr>
<tr>
<td>Committee Member</td>
<td>Displays the committee members’ names in LastName, FirstName format.</td>
</tr>
<tr>
<td>Role</td>
<td>Displays the committee member’s role.</td>
</tr>
<tr>
<td>Start Date</td>
<td>Displays the committee member’s start date.</td>
</tr>
<tr>
<td>Evaluation Received Date</td>
<td>Displays the date the evaluation was received in Rackham.</td>
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View My Committee and Evaluations Received Information

Suzie Student

Academic Career: Rackham

Committee Approved Date: 10/31/2005

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First click on "Academic Records"

Then click "View My Committee Information"