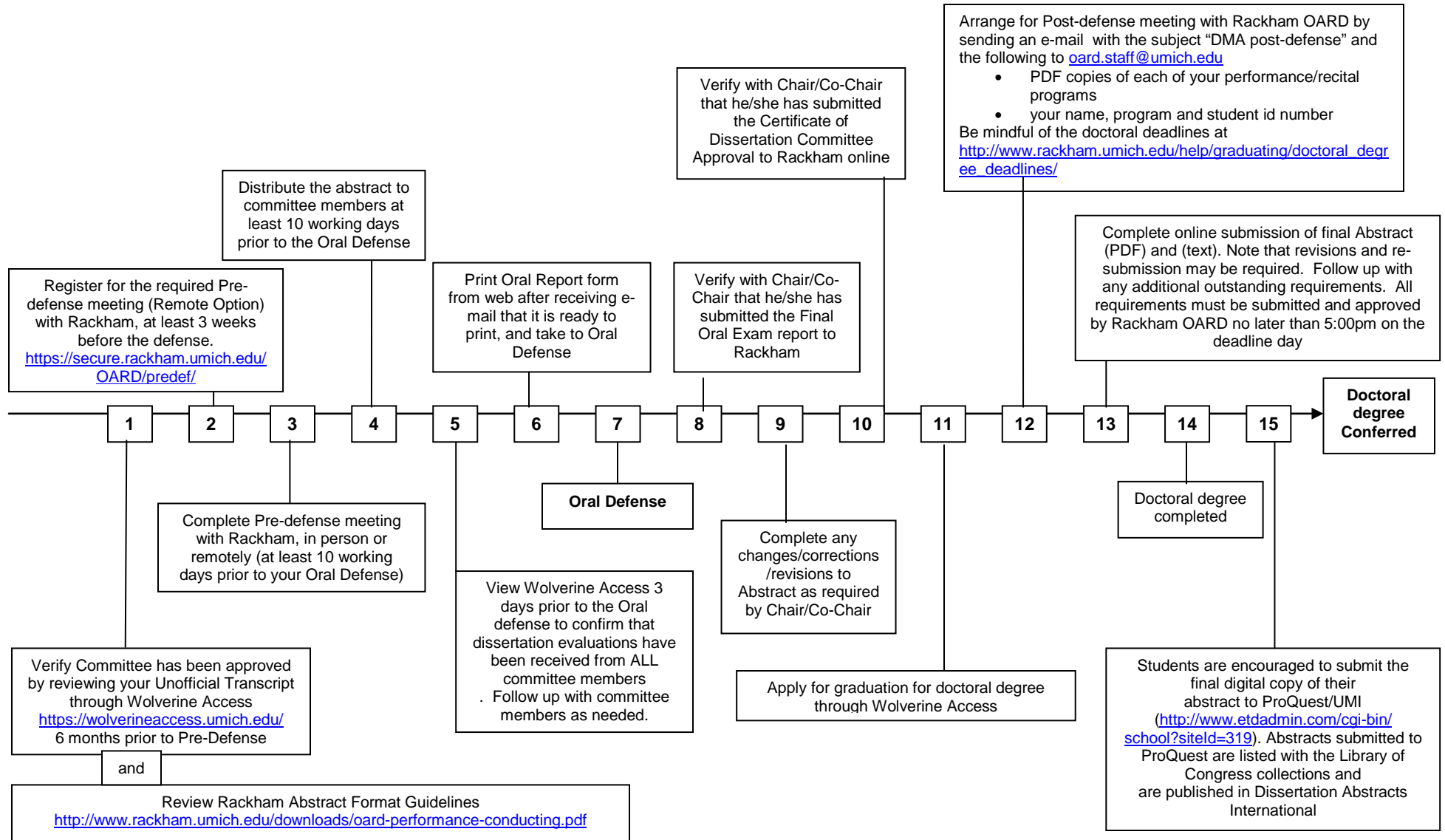


Music Performance & Conducting Timeline



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) (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.



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E-mail: oard.questions@umich.edu • www.rackham.umich.edu

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

Committee Approved Date	Displays the date the committee was approved.
Committee Member	Displays the committee members' names in LastName, FirstName format.
Role	Displays the committee member's role.
Start Date	Displays the committee member's start date.
Evaluation Received Date	Displays the date the evaluation was received in Rackham.

View My Committee and Evaluations Received Information

Suzie Student

Academic Career: Rackham

Committee Approved Date: 10/31/2005

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Committee Member	Role	Start Date	Evaluation Received Date
Seidler, Ingo	Co-Chair	10/20/2005	10/31/2005
Sellinger, Otto Z	Co-Chair	10/20/2005	
Neal, David Lee	Cognate	10/20/2005	
Kennedy, Timothy	Mmbr Dcsd	10/31/2005	
Easthope, Joseph J	Member	10/20/2005	11/01/2005
Kaufman, Laura I	Member	10/21/2005	
Mallen, Evan Sheppard	Member	10/20/2005	

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Questions? Please email
Academic Records and Dissertations
Horace H. Rackham School of Graduate Studies
OARD.questions@umich.edu

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