Music Performance or Conducting Timeline

1. 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/

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

3. Complete any changes/corrections to dissertation as required by Chair/Co-Chair

4. 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.

5. Use the Doctoral Degree Worksheet in Wolverine Access Student Center to verify the Final Oral Exam Report has been returned to Rackham

6. Use the Doctoral Degree Worksheet in Wolverine Access to verify that the Committee Certificate has been completed

7. Distribute the Dissertation to committee members at least 10 working days prior to the Oral Defense

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

9. Print Oral Report form from web after receiving e-mail that it is ready to print, and take to Oral Defense

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

11. Use the Doctoral Degree Worksheet in Wolverine Access

12. Complete online submission of final Dissertation. 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.

13. Complete any changes/corrections or revisions to Dissertation as required by Chair/Co-Chair

14. Apply for graduation for doctoral degree through Wolverine Access

Doctoral degree Conferred

Arrange for Post-defense meeting with Rackham OARD in person or remotely (http://www.rackham.umich.edu/current-students/dissertation/defense) referencing doctoral deadlines at https://www.rackham.umich.edu/current-students/policies/doctoral/phd-students/doctoral-degree-deadlines

Doctoral degree completed

Degrees are conferred by the University of Michigan board of Regents three times a year. You may participate in commencement on or after the conferral date when all requirements have been completed.

Commencement information is available at http://www.commencement.umich.edu

3.17 

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 of your oral defense

BEFORE THE ORAL DEFENSE:

1. 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 the REMOTE option. When registering, you will provide your name; program; U-M identification number; defense date, time, and location; and your committee members’ e-mail.

2. 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 Final Oral Exam 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:

Since extensions to the deadline are not permitted, allow enough time (a few days is preferred) to complete additional dissertation format revisions that may be required by Rackham. It may take several resubmissions before we are able to approve the final dissertation. All revisions and requirements must be completed and approved no later than 5:00pm EST on the deadline day. Missing this deadline may require another term of registration and tuition.

1. Apply for graduation via Wolverine Access Student Business

2. Complete the (optional) Rackham Doctoral Recipients exit survey

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

4. Send an e-mail with the subject “DMA post-defense remote option” to oard.staff@umich.edu with your name, program and student ID number. Do not schedule a post-defense appointment online.

5. An OARD staff member will e-mail you the link and instructions to upload a correctly formatted, digital copy of the dissertation which will be the official copy of record. You will need to copy and paste the text of your abstract (during the online submission [note that special characters cannot be accommodated and the word limit is 550]). If format revisions are required, you will need to make the corrections and re-upload the dissertation.

You may participate in commencement on or after the conferral date when all requirements have been completed.
View Your Committee Information

Doctoral students with an approved Dissertation Committee will be able to view committee information on Wolverine Access. A message will appear for students who do not meet the above required criteria. Committee members with an End Date (no longer on the committee) do not appear on the View My Committee and Evaluations Received Information page.

Navigate to the Student Center in Wolverine Access

Click on other academic

Choose Committees to view Committee Information

Evaluations have been received by OARD for those members who have a date in the Evaluation Received Date Column.

<table>
<thead>
<tr>
<th>Committee Member</th>
<th>Role</th>
<th>Start Date</th>
<th>Evaluation Received Date</th>
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<tr>
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<td>Co-Chair</td>
<td>10/20/2005</td>
<td>10/31/2005</td>
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<td>Stallings Otto Z</td>
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<td>Neal, David Lee</td>
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<td>Member</td>
<td>10/20/2005</td>
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How to Apply for Graduation

Navigate to the Student Center in Wolverine Access
Click on other academic...
Choose Apply for Graduation

Click on the degree for which you are applying. For example:

Choose your expected graduation term from the drop down menu. Be sure to choose the term in which your degree will be conferred (which is not your final term of registration if you are a doctoral student finishing within the grace period).

Winter = April/May
Summer = August
Fall = December
Music Performance or Conducting Dissertation Example Title

by

Jane R. Doe

A dissertation submitted in partial fulfillment of the requirements for the degree of Doctor of Musical Arts (Music: Performance) OR (Music: Conducting) in the University of Michigan 2017

Doctoral Committee:

Professor John D. Brown, Co-Chair
Emeritus Professor Ann A. Smith, Co-Chair
Dr. Alicia Gonzalez, Mellon Foundation
Assistant Professor Charles Z. Jones
Professor Kathleen X. Lee, Yale University
Associate Professor Horace H. Rackham

Committee is listed with the chair or co-chairs first. The rest of the members should follow in alpha order by last name.

Committee name listing is single line spaced.

Title (Professor, etc.) is before the name and does not include department.

If a member is deceased “(Deceased)” is added at the end of the line after their name, i.e., Professor John Smith (Deceased).

For academic members from outside U-M, a comma and the full name of the academic institution name follows the member’s name, i.e., Assistant Professor Jane Smith, University of Chicago.

For members of the private sector, a comma and the full company/organization name follows the member’s name, i.e., Michael Smith, Ford Motor Company.
DEDICATION

A Dedication is optional.
ACKNOWLEDGEMENTS

An Acknowledgements section is optional.
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ABSTRACT

An Abstract with a maximum of 550 words is required.
Figure 1.1 Image of piano (https://californiakeyboards.com/music-instruments/pianos/)
RECITAL 2 PROGRAM
RECITAL 2 PROGRAM NOTES
Figure 3.1 Image of violin (https://www.amromusic.com/renting-a-violin)