



**School of Music
Timeline and Reminders for
DMA Degree Students**



2019–2020



Timeline and Reminders for DMA Degree Students

- This is a timeline at-a-glance for DMA degree students. Because financial assistance (TA/GA/RA) is limited to **3 years**, it is important to be aware of and follow procedures in order to complete requirements in a timely manner. Use the appropriate form for each procedure.
- At least 2 academic courses per semester are required to complete the degree requirements in three years. Some programs require more.
- Submit a record of all Doctoral Advisory Committee meetings to the School of Music Director of Graduate Studies (DGS) office.
- **Please note: Doctoral students are responsible for meeting all deadlines. Neither your Chair, your major professor, nor your committee members are responsible. Use the UK Graduate School Bulletin, the School of Music Graduate Handbook, and personnel in the School of Music Graduate Office as resources to keep informed and on schedule:**
<http://www.gradschool.uky.edu/CurrentStudents/current.html>).

Before the first semester

- Complete admissions procedures (i.e., submit final transcripts, GRE; refer to graduate school website for specific deadlines).
- If you will be working as a TA:
 - Consult with with the CFA Human Resource Manager (FA 305) to fill out all necessary paperwork to be added to payroll (e.g., ukjobs application, background check, I9, K-Form, W4, Direct Deposit) and to get web access for the courses you will be teaching.
 - Attend required University TA Orientation and complete online modules as scheduled before classes begin.
 - Refer to the following Graduate School webpage for information on student funding: <http://www.research.uky.edu/gs/StudentFunding/funding.html> (see especially the “Funded Graduate Student Survival Guide”).
- New students meet with DGS for advising conference. After this initial meeting, students will meet with the major professor.
- Study the Graduate School Bulletin and the School of Music Graduate Handbook for academic rules.

The First Year

Beginning

- Registration & Drop/Add for classes completed by **Day 5** of the semester.
- Attend School of Music Graduate Orientation with DGS.
- Fulfill any required provisional coursework.
 - Review classes are generally offered *only during the fall semester*. These classes do not count toward your degree.
- To follow 3-year plan, enroll in at least 6 academic hours per semester.
- Optional: select minor field of study.
- Check academic schedule for current and future semester deadlines (as made available):
(<http://www.uky.edu/registrar/content/academic-calendar>).

Mid-semester

- Hold mid-semester advising conference with Chair/major professor.
- Enroll for next term during advance registration period.
- Make plan to complete foreign language requirement, if required by program

End of first semester

- Record your graduate work using the checklist for your degree program.
- Maintain a GPA of 3.0 to avoid academic probation. One C will result in a letter of warning from the DGS. Two grades of C or below will result in dismissal from the doctoral program.

End of first year

- Continue to fulfill any remaining language requirements.
- Assemble a Doctoral Advisory Committee and hold the initial meeting.
 - At this point, select a committee Chair (usually the major professor). If the major professor is not a full member of the graduate faculty, another Chair must be selected and the major professor will serve as Co-Chair.
 - Use the online request form at the Graduate School website to file required committee appointment form (“Doctoral Advisory Committee Request”).
 - The committee must meet before the first recital and at least *one year prior* to the oral exam (see the “official” qualifying exam below), and should provide guidance regarding remaining coursework. See the School of Music Graduate Handbook for required types and numbers of various faculty for your degree program.
 - The Chair or major professor submits minutes of the initial Doctoral Advisory Committee meeting to the full committee and the School of Music DGS Office.

The Second Year

- Check academic schedule for deadlines.
- Drop/add for classes completed by **Day 5** into the semester.
- Complete any remaining language requirements.
- Complete mid-semester advising conference with Chair or major professor, and enroll for next term during advanced registration period.
- Take the music history and music theory common exams (as required by your program), preferably by the beginning of the third year.
- Complete all "incomplete" grades within one year. After one year all incomplete grades automatically convert to an "E" grade.

Special considerations for the DMA in conducting or performance

- Performance majors must pass a full-faculty jury by no later than the *end of the semester preceding* their first doctoral recital.
- DMA students must give at least 1 recital before the qualifying exams are taken.

Qualifying Exams (end of second year or beginning of third year)

- Meet with the DGS for a Degree Review.
- All language requirements completed.
- All incomplete grades removed.
- Once coursework is completed (or substantially completed) take qualifying exams in order given: (1) music history and theory common exams, (2) special area written exam, (3) oral exam (the "official" qualifying exam).
 - **In the event the student fails, only one retake of each exam is permitted.**
- Submit form to schedule qualifying exams to the Graduate School *at least 3 weeks prior* to date of oral portion of qualifying exam (defense). N.B. your Chair must have in possession the card required for oral portion: no card = no exam. You will receive a confirmation email when the exam request is approved. If you have not received confirmation within one week prior to the exam, contact the office of the DGS.

Post-Qualifying Residency

- Register for a minimum of 2 consecutive semesters of post-qualifying residency credit (MUS 767, 2 credits); this *must* include every fall and spring semester after passing the qualifying exams until degree completion, but *may* begin the semester of passing the exams.

**DMA Degree Track Requirements:
Recitals, Composition or Monograph Project, Final Examination**

A. Recitals

- Recital repertoire must be approved by the Doctoral Advisory Committee.
- At least **3 weeks prior** to each recital, the recital must be approved by a hearing committee of three applied faculty members. The hearing committee will be put together by the major professor.
- Have topic of the lecture demonstration (composition and conducting majors) or lecture recital (performance majors) approved by the Doctoral Advisory Committee.
- For each recital, submit to the DGS office the following **within 2 weeks**: (1) pre-recital hearing form signed by three applied faculty members, (2) a recital program, and (3) recital approval signed by majority of Doctoral Advisory Committee.

B. Composition or Monograph Project

- ***Composition majors***: Composition majors must arrange for a public performance of the composition project and submit a concert program to the DGS office. The DMA project in composition will include the score (part 1) and an analytical discussion of the work (part 2).
- ***Conducting and performance majors***: The DMA project for conducting and performance majors includes the monograph (part 1) and program notes on recital repertoire (part 2).

Pre-proposal approval

- Work with Chair or major professor to develop the DMA project proposal. Once the proposal has been satisfactorily completed and the Chair has approved it, submit to Doctoral Advisory Committee for review. Allow the Committee **2 weeks** to read before requesting approval signatures.
- Once approved, submit the approval form and a copy of the proposal to the DGS office. Both must be on file **the semester prior to the semester during which the student intends to schedule the Final Examination (defense)**.

Post-proposal approval

Stage 1 (writing):

- Work closely with the Chair and/or major professor (strongly advise a weekly meeting) to develop and produce drafts of the monograph *prior to* its initial distribution to the Doctoral Advisory Committee.

Stage 2 (initial complete draft):

- Meet with the DGS for a Degree Review.
- At least 12 weeks before the Final Examination (defense).** Once the monograph has been completed and approved by the Chair or major professor, submit the initial complete draft of the project (parts 1 and 2) to Doctoral Advisory Committee members. Allow the Committee **4 weeks to read** and submit recommendations.
- All recommendations for edits and revisions must then be incorporated to create the defense-ready draft.
 - *N.B. Do not schedule the Final Examination or ask for approval signatures until you have incorporated all recommendations for edits and corrections from your Committee—this revised version of the document is the one your Doctoral Advisory Committee will vote to approve.*

Stage 3 (defense-ready document):

- At least 8 weeks before the Final Examination (defense)** file NOTIF (notification of intent to schedule a final examination) with the Graduate School. After this filing, the Graduate School will appoint an outside examiner. *At the same time that the NOTIF is filed, a copy of the initial complete draft must be submitted to the DGS.*
- 7 weeks before defense:** Distribute revised defense-ready copy of DMA project (parts 1 and 2) to the Committee (one per committee member) and outside examiner. Allow the Committee **4 weeks to read prior to signing the Approval Form.**
- At least 3 weeks prior to the defense,** the majority of the Doctoral Advisory Committee must sign the DMA project approval form, which is submitted to the office of the DGS at this time. After the approval form has been signed, the student must establish a date for the defense (2 hours) acceptable to all committee members including the outside examiner and file a formal request with the Graduate School to schedule the defense (Final Doctoral Degree Examination). To determine the last date candidates can sit for a final examination, check the “Undergraduate and Graduate Calendar” at the UK University Registrar webpage. Students should work to schedule their final exam *prior to* the last possible allowable date.
- At least 2 weeks prior to the defense,** Deliver one copy of complete, approved DMA project to the outside examiner appointed by the Graduate School. (N.B. The “outside examiner” is not the same as the “outside member” of your Doctoral Advisory Committee.)

C. Final Examination

- Pass final examination (defense). Card required: no card = no exam.
- Submit DMA project electronically to the Graduate School within 60 days of defense. Instructions are available at:
http://www.research.uky.edu/gs/CurrentStudents/theses_prep.html

Congratulations!

Students who wish to participate in commencement may order UK regalia (cap, hood, and gown) at the following webpage: <https://www.uky.edu/Commencement/caps.html>. See the University of Kentucky commencement webpage for information regarding eligibility and registration, ceremony specifics, academic apparel, accessibility, family/travel, and photographs: <http://www.uky.edu/Commencement/questions.html>.