



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



2019–2020



Timeline and Reminders for PhD Degree Students

- This is a timeline at-a-glance for PhD 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 3 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, 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 Chair.
- 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.
- 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.
 - Use the online request form at the Graduate School website to file required committee appointment form (“Doctoral Advisory Committee Request”).
 - The committee must meet 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 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, 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 (n.b. musicology/ethnomusicology advise taking the common exams in the *third semester* of study).
- Complete all "incomplete" grades within one year. After one year all incomplete grades automatically convert to an "E" grade.

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/or theory exam as required by your division, (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.

**PhD Degree Track Requirements:
Lecture, Dissertation, Final Examination**

A. Lecture

- Complete lecture requirement as required by your division.

B. Dissertation

Pre-proposal approval

- Work with the Chair to develop the PhD dissertation 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 (strongly advise a weekly meeting) to develop and produce drafts of the dissertation *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 dissertation has been completed and approved by the Chair, submit the initial complete draft of the dissertation 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):

- To determine the last date candidates can sit for a final examination, check the Undergraduate and Graduate Calendar at the UK University Registrar webpage.
- 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 PhD dissertation 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 Advisory Committee must sign the PhD dissertation 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 PhD dissertation 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 PhD dissertation 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>.