

DMA Timeline and Checklist

Modified for use by DAC Chairs

(based on three-year timeline)

Student Name: _____ ID: _____ Concentration: _____

First Year

note: Use a browser that supports fillable PDFs or Adobe Reader for all the following forms. Each form should be submitted to the Director of Graduate Studies or the Student Services Associate for keeping with student records and submission to the Graduate School.

- 1. Doctoral Advisory Committee (DAC).** The Doctoral Advisory Committee Appointment form (<https://grs.uncg.edu/wp-content/uploads/2016/08/RECOMMENDATION-FOR-DOCTORAL-ADVISORY-DISSERTATION-COMMITTEE-AND-PLAN-OF-STUDY.pdf>) should be submitted before the student has completed 18 credit hours of coursework. No dissertation recitals may occur until the DAC is approved. Once the DAC is in place, discussion should begin regarding the student's research interests. If at any point the members of the DAC need to change, the DAC Revision form (<http://grs.uncg.edu/forms/CommitteeRevision.pdf>) must be completed.
- 2. Plan of Study (POS).** The first draft of the Plan of Study form (<https://vpa.uncg.edu/current/advising/music>) should be submitted before the student has completed 18 credit hours of coursework. This should be completed at the same time as the DAC Appointment Form. Students requesting transfer credits must include these in their POS and submit an official transcript to The Graduate School. There is not an extra form for the approval of transfer credits for doctoral students.
- 3. Doctoral Continuation Jury.** The Doctoral Continuation Jury must occur by the end of the first year of study. The Doctoral Advisory Committee assesses the Continuation Jury via an evaluation form (<https://vpa.uncg.edu/files/resources/graduate/music/continuation-jury-evaluation.pdf>). The major professor will advise the student if there are area-level continuation exams that must be passed before scheduling the Doctoral Continuation Jury. Upon completion of the Doctoral Continuation Jury, additional juries may be required at the discretion of the DAC Chair and/or the Area Coordinator.
- 4. Research Competency.** A student whose transcript does not list a music bibliography course from a NASM-accredited institution with a grade of B (3.0) or higher must take MUE 601 or MUS 602 to fulfill this requirement.

First / Second Year

- 5. Deficiencies.** Music history and theory deficiencies (as determined by the respective diagnostic exams) must be removed no later than the **beginning of the second year** of course

work. Students who have not removed deficiencies by this point will be removed from the program.

- **6. Competencies.** Students should ensure they are satisfying the literature and pedagogy competencies in the requisite area of study and the research competency. The DAC is responsible for certifying competencies.
- **7. Dissertation Recitals.** The student must complete at least two dissertation recitals prior to the start of the third year of study. The DAC must evaluate each recital by completing the online rubric <https://vpa.uncg.edu/forms/evaluation-rubric> (select “**Doctor of Musical Arts: Performance, Degree Recitals**” from the drop down menu) and submitting the Recital Evaluation form (<https://vpa.uncg.edu/files/resources/graduate/music/dma-recital-evaluation.pdf>).

Second / Third Year

- **8. Cognate(s).** Students should ensure they are completing the required cognate or are pursuing a Post-Baccalaureate Certificate (PBC), Post-Master’s Certificate (PMC), or doctoral minor. The Doctoral Advisory Committee is responsible for certifying cognates. Any coursework transferred in to fulfill the cognate only must also comply with grade standards for the doctoral degree; no course for which the student received less than a B will be counted toward the cognate.
- **9. Language Requirements.** Students in Voice, Collaborative Piano, and Choral Conducting must satisfy the language requirements as outlined in the Graduate Bulletin and DMA Handbook. Instrumental Conductors are assessed in the Preliminary Exams.
- **10. Doctoral Preliminary Exams.** The Preliminary Exams comprise a written portion followed later by an oral portion. The examination is preliminary in that you must pass both the written and oral portions before being officially admitted to candidacy for the degree by the Graduate School. Preliminary Exams may not be taken until deficiencies are removed, any language requirements are fulfilled, and all required competencies are certified. All transfer credits and competencies will be examined as part of the preliminaries. The Written Preliminary Exam should be taken after roughly 2/3 of the course work has been completed and two dissertation recitals have been performed. To stay on track for graduation in three years, students should schedule the Preliminary Exams no later than the fifth semester. The oral examination should be scheduled within one month following the evaluation of the written examination. Students should submit the Doctoral Preliminary Exam Request (<https://vpa.uncg.edu/files/resources/graduate/music/prelim-request-doctoral.pdf>) to the Director of Graduate Studies the semester prior to, and no less than three months before, the requested dates of administration.
- **11. Approval of Written Preliminary Exam.** The Doctoral Advisory Committee chair formulates a balanced exam and submits it to the Student Services Associate, along with the Exam Pre-Administration Approval form (<https://vpa.uncg.edu/files/resources/graduate/music/prelim-comp-preapproval.pdf>).

- **12. Prepare for and take Written Preliminary Exam.** The Doctoral Advisory Committee is responsible for giving students guidance in their preparation for the Written Preliminary Exam. The level of guidance varies from committee to committee.
- **13. Evaluation of the Written Preliminary Exam.** Members of the Doctoral Advisory Committee must individually submit the blind Written Preliminary Exam Evaluation form (<https://vpa.uncg.edu/files/resources/graduate/music/doctoral-written-prelim-v2.pdf>). A unanimous Satisfactory rating the DAC enables the student to proceed with the scheduled Oral Preliminary Exam. If evaluated Unsatisfactory in one or more areas, the student must retake only the part(s) determined unsatisfactory by the DAC. If evaluated Unsatisfactory in its entirety, the student must retake the entire exam after at least one semester has elapsed. No more than one re-examination (whole or part) will be allowed. The DAC will then submit the blind Written Preliminary Re-Examination Evaluation form (<https://vpa.uncg.edu/files/resources/graduate/music/doctoral-written-prelim-reexamination.pdf>), determining whether the student may now proceed with the oral portion of the exam.
- **14. Prepare for and take Oral Preliminary Exam.** The oral examination should take place within one month following the written examination. It is expected that many of the questions posed during the oral will derive from the student's performance on the written examination. However, the **oral examination is not limited** to a repetition of the written questions. Questions on additional matters relevant to the area and cognate(s) will also be posed. The purpose of the orals is to provide an opportunity for students to give evidence of long, thoughtful, and critical consideration of questions related to the area and cognate(s).
- **15. Evaluation of the Oral Preliminary Exam.** As with the written preliminary exam, unanimous approval of the committee is required for passing the oral examination. The DAC Chair must submit the Oral Preliminary Exam Evaluation form (<https://vpa.uncg.edu/files/resources/graduate/music/oral-preliminary-evaluation.pdf>) and the Results of Doctoral Preliminary Examinations (<https://grs.uncg.edu/wp-content/uploads/2012/02/Results-of-Doctoral-Preliminary-Examinations.pdf>), and each member of the DAC must submit an online rubric <https://vpa.uncg.edu/forms/evaluation-rubric> (select: "Doctor of Musical Arts: Scholarship, Preliminary Exams" from the drop down menu) evaluating both written and oral components of the exam. Upon completing the examination, the student will be excused while the committee confers. The committee may decide to render individual decisions by open discussion or secret ballot. If there is division within the committee, it is appropriate to discuss evaluations to see if agreement is possible. The entire committee should be present when the student is informed of the decision. If re-examination is required, the student should be advised about deficiencies in knowledge and/or presentation. No more than one re-examination (whole or part) will be allowed.

Third Year

- **16. Dissertation Proposal.** The Dissertation Topic Approval Form (<https://grs.uncg.edu/wp-content/uploads/2017/07/DissertationTopic.pdf>) serves as the proposal cover page and approval page. The format for topic proposals may be found later in the DMA Handbook. Although the Oral Preliminary Exam is considered the finalization of the Preliminary Exam, students have

frequently developed the dissertation proposal prior to the Preliminary Exams are expected to discuss it at this time. If the student chooses to discuss the proposal during the Oral Preliminary Exam, the proposal should be circulated to the committee with enough advance notice for the committee to read and edit the proposal *before* the Oral Preliminary Exam. If this does not occur, then the formal proposal should be circulated to the Doctoral Advisory Committee for approval as soon as possible after the conclusion of the Preliminary Exams. The approved proposal is turned in to the Student Services Associate, who will then file the cover page with The Graduate School.

- **17. Third Dissertation Recital.** Usually given during the third year. Complete the online rubric <https://vpa.uncg.edu/forms/evaluation-rubric> (select “**Doctor of Musical Arts: Performance, Degree Recitals**” from the drop down menu) and submit the Recital Evaluation form (<https://vpa.uncg.edu/files/resources/graduate/music/dma-recital-evaluation.pdf>).
- **18. Application for Graduation.** At the beginning of the semester in which the student plans to graduate, the student should visit the Graduate School website to view all pertinent information regarding graduation (<http://grs.uncg.edu/current/graduation-application/>) including the required exit survey and “Application for Graduation.”
- **19. File Final Plan of Study.** Be sure the final POS exactly matches the students transcript. They can view their transcript in UNCGenie. Any changes to the original POS must be accompanied by a Doctoral Plan of Study Revision form (<https://grs.uncg.edu/wp-content/uploads/2016/08/Doctoral-Plan-Study-of-Revision-revised-8.8.16.pdf>).
- **20. Application for Admission to Candidacy.** The student may submit the Application for Admission to Candidacy form (<https://grs.uncg.edu/wp-content/uploads/2016/08/Application-for-Admission-to-Candidacy-Doctoral-Candidates-Only.pdf>) once the following have been successfully completed: all major and cognate (minor) required courses, passed Written and Oral Preliminary Exams, any language or competency requirements, and a dissertation topic approval form and proposal that has been approved by the DAC. *Candidacy is often granted after the final defense of the dissertation, depending on required course work.*
- **21. Dissertation Document.** It is recommended that students submit a complete draft of the dissertation document to the DAC chair no later than the end of the first week of classes in the semester they plan on graduating, in order to provide adequate time for committee input and revisions. Students should expect multiple revisions before the document is sent out for Doctoral Advisory Committee review. The Defense Draft must be sent to the rest of the DAC *no fewer than three weeks prior to the scheduled defense*. Students who fail to meet either of these deadlines should not be allowed to defend the doctoral document in that semester. For guidance on document formatting, please consult the Guide for the Preparation of Theses and Dissertations (https://grs.uncg.edu/wp-content/uploads/2012/02/Guide_Thesis-Dissertation.pdf).
- **22. Schedule the Final Oral Exam.** Upon submission of the completed first draft and in consultation with the DAC, the student will schedule the final oral exam (dissertation defense). AT LEAST TWO WEEKS PRIOR to the final oral exam date, they MUST submit the Final Oral Examination Schedule Form (<https://grs.uncg.edu/wp-content/uploads/2016/08/Final-Oral-Examination-Schedule.pdf>) with Dissertation Abstract to the Graduate School. Remember the

Dissertation Abstract for DMA students should include their three degree recitals, as they are considered part of the dissertation project. Please check the Graduate School Calendar for the FINAL day for Final Oral Exam completion.

- 23. Final Oral Exam.** The doctoral candidate who has successfully completed all other requirements for the degree must defend the dissertation orally. The student may choose from three defense options, selecting the one that best suits their research: (1) lecture recital, (2) lecture, or (3) traditional defense. At least two weeks prior, the Graduate School will publish the dissertation title and date, time, and location of the final oral exam. The exam is open to the public. On the day of the exam, the student must fill out and submit the Results of the Oral Examination in Defense of Thesis/Dissertation Form (<https://grs.uncg.edu/forms/oralexam.pdf>) to his or her committee chair, who will sign it and submit it to the Student Services Associate following the exam. The committee must also complete the online rubric <https://vpa.uncg.edu/forms/evaluation-rubric> (select “**Doctor of Musical Arts: Scholarship, Final Oral Exam**” from the drop down menu).

- 24. File one *signed* approval copy of dissertation.**** The process for submitting the approval copy of the dissertation to the Graduate School has two components: submitting the signed approval and title pages, and electronically submitting the document.

- 25. File FINAL copy of dissertation with the Graduate School.**** After completing the formatting revisions requested by the Graduate School, submit the FINAL electronic copy of the dissertation.

****Please see the Dissertation Guide for specific instructions. Your students will need to be very diligent, as deadlines pertaining to the dissertation document change each semester and there are no exceptions to these dates permitted, regardless of circumstance. You may access these deadlines and others by viewing the Academic Calendar (<https://grs.uncg.edu/calendar/>) on the Graduate School or Registrar’s websites.**

Students are Responsible for Meeting All Deadlines!