

DMA Guidance Committee Guidelines

Updated 05-25-2022

Each DMA student is required to assemble a guidance committee. The role of the Guidance Committee is to:

- Determine specific coursework
- Approve proposals for lecture recital/document
- Serve as the defense committee for lecture recital/document

Your Academic Advisor and Guidance Committee work in tandem to help you determine your academic schedule.

How do I assemble a committee?

- 1.) Each committee is made of four individuals based on your degree.

DMA Performance | DMA Collaborative Piano

- 1.) Two faculty in the student's performance area (one of whom must serve as the chairperson)
- 2.) One in the area of musicology and one in the area of theory
- 3.) In instances where additional expertise would be beneficial it is recommended the the guidance committee include an additional faculty member from within or outside the College of Music

DMA Composition

- 1.) Two in the area of music composition (one of whom must serve as the chairperson)
- 2.) One in the area of musicology and one in the area of theory
- 3.) In instances where additional expertise would be beneficial it is recommended the the guidance committee include an additional faculty member from within or outside the College of Music

DMA Conducting

- 1.) Two in the student's conducting area
- 2.) One in the area of musicology and one in the area of theory
- 3.) In instances where additional expertise would be beneficial it is recommended that the guidance committee include an additional faculty member from within or outside the College of Music

PhD Music Education

- 1.) Three in the area of music education (one of whom will serve as chair and as the student's major)
- 2.) One from the student's cognate area
- 3.) In instances where additional expertise would be beneficial it is recommended the the guidance committee include an additional faculty member from within or outside the College of Music

- 2.) You must contact each individual faculty member to ask if they will serve on your committee.
 - a.) Prior to asking a theory professor, please speak with Theory Area Chair Michael Callahan.
 - b.) If you have not taken any musicology courses yet, please speak with Musicology Area Chair Kevin Bartig before asking a musicology professor.
- 3.) Once your faculty members have agreed to be on your committee, meet in person/zoom with each of them individually to discuss required coursework. Bring the advising work sheet you worked on with the Graduate Advisor. You can also find worksheet under Annual Review in GradPlan in the new student information system.
- 4.) After you have met with each of the four members of your committee, log into Grad Plan at <https://sis.msu.edu/>
 - a.) Enter the names of your committee members.
The system will send an email to the committee members for them to approve to be part of your committee. Once they all agree then:
 - b.) Enter the courses you have already taken.
 - c.) Enter the remaining courses you need to takeShould you need more detailed help in how to work Grad Plan, visit this link:
https://sis.msu.edu/_assets/documents/graduate/GR-GradPlanOverview-Student.pdf
- 5.) Once you have entered the coursework in Grad Plan, the faculty you've selected will receive an email asking for their approval.
- 6.) Courses listed in Grad Plan, once approved by the Associate Dean for Graduate Studies, are a contract between you and the University. When you are ready to graduate, the courses listed in Grad Plan will be compared to those you have taken. Any discrepancies could cause delays.

NOTE: *If you fail to complete these tasks you may have an administrative hold placed on your university account which may delay your ability to register for classes.*