

Protocol for DMA document and/or lecture recital(s) and PhD dissertation Spring 2024

Doctoral students wishing to complete their degree in a given semester must adhere to the following:

For a document-lecture recital/dissertation/composition:

- The proposal must be approved by each committee member and submitted to the Graduate Office no less than 3 months prior to the defense. ([Proposal Acceptance Form](#).)
- The document/dissertation must be submitted to the committee no less than 3 weeks (21 days) prior to the defense.
- The completed document/dissertation must be submitted no later than 5 p.m. Thursday of Week 12 (MARCH 29, 2024). (Regardless of the submission date, the committee must receive the document/dissertation 3 weeks prior to the defense.)
- The defense cannot occur after 5 p.m. Friday of Week 15 (APRIL 19, 2024). ([Dissertation/Document](#) [Document/ Lecture-Recital](#))
(*These dates include Spring Break.*)
- The public performance of a lecture recital may occur after the above date, but no later than 5 pm on Friday two weeks after the last day of classes (**MAY 3, 2024**).
- The final document/dissertation may be submitted to the committee only when the major professor has reviewed it and deemed it acceptable for the defense.
- The defense may only be scheduled once the document/dissertation has been submitted to the committee.
- No revisions may be made to the document/dissertation by the student or by the committee members once the document has been submitted prior to the defense. Any revisions should be discussed at and implemented following the defense. This will allow time for the student to make revisions and still complete the degree requirement in time to graduate that semester.
- To aid in scheduling, students and/or faculty members will be allowed to attend via Zoom, although an in-person exam is preferred. A mix of in-person and virtual attendance is permitted.

For each lecture recital of the two-lecture recital option:

- Each proposal must be approved by each committee member and submitted to the Graduate Office no less than 1 month prior to its defense. ([Proposal Acceptance Form](#).)
- A defense cannot be scheduled until the proposal is approved.
- A defense cannot occur after 5 p.m. Friday of Week 15 (APRIL 19, 2024). ([Click here for Defense Form](#).)
- The public performance of a lecture recital may occur after the above date, but no later than 5 pm on Friday two weeks after the last day of classes (**MAY 3, 2024**).

- To aid in scheduling, students and/or faculty members will be allowed to attend via Zoom, although an in-person exam is preferred. A mix of in-person and virtual attendance is permitted.

Students are responsible for securing the signatures of all committee members on the [Proposal Acceptance Form](#) and choose the correct **Defense**

Form. ([Dissertation/Document](#) [Document/ Lecture-Recital](#) [2 Lecture-Recitals](#))

*** Print a paper copy, complete the top half and list the professors' names, take it to your exam and have the committee members sign it. Submit that to the College of Music Graduate Studies Office (116 Music) or via e-mail to musgrad@msu.edu.*

**** ** Without the Defense form(s) you cannot graduate.**