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**** All information has been sent out via e-mail.**

Master's Students - Protocols for MM Orals - SS'26

Master's students in collaborative piano, conducting, performance, and piano pedagogy wishing to complete their oral final certifying examination this semester must do the following. (Master's students in composition, jazz studies, music education, music theory, and musicology do not adhere to these protocols. They should consult their major professor regarding the format and timing of the oral certifying examination, and use the form noted below.)

- Assemble their 3-person committee.
- Determine the assigned question or project from each faculty member.
- Schedule the date, time, and place of the exam
- **Submit the above information no later than 5 pm of the Friday of Week 7 (February 27, 2026)**

through the following [Google form](https://forms.gle/ufr1MozTsNXQem7VA) (or <https://forms.gle/ufr1MozTsNXQem7VA>) administered by the Graduate Office, which will be sent to all master's students from the Graduate Office of the College.

Students must then complete the exam by 5 pm Fri of Week 14 (April 17, 2026). To aid in scheduling, students and/or faculty members are allowed to attend via Zoom, although an in-person exam is preferred. A mix of in-person and virtual attendance is permitted.

Students [except those in Music Theory, who have their own form] are responsible for securing the signatures (wet or electronic) of each of the three committee members on the attached form.

1. Open the MM Oral Certification Examination Form. **[ATTACHED]**
2. Go to "File" and "Make a copy."
3. Rename your copied file adding your full given name (Last, First).
4. Double-click in each box to edit.
5. Complete the top portion, Committee Names on the left side and the recital information. **This is completed just prior to the Oral Exam date.**
6. Go to "Share" and add the E-mail address of each Committee member as editor for their signature immediately following the Exam.
7. **At the end of your exam** ask each Committee member to sign your form electronically.
8. Once you have confirmed that your committee members have signed the form, go to "Share" and add musgrad@msu.edu **as an editor**.

*** You may choose to print a paper copy, take it to your exam and have the committee members sign it. You then submit that to the Graduate Studies Office (116 Music) or musgrad@msu.edu. ***

It is the student's responsibility to complete the form as instructed above, to confirm their signatures, and to share it with musgrad@msu.edu. Without this form you cannot graduate.

**** Recital recordings and programs, Composition Scores, Theory Completion forms, and document/theses, as are required, must also be submitted. Please do this through FileDepot.**

Doctoral/PHD Students - Protocols for defenses SS'26

Protocol for DMA document and/or lecture recital(s) and PhD dissertation -- SPRING 2026

Doctoral students wishing to complete their degree in a given semester must adhere to the following:
(<https://music.msu.edu/wp-content/uploads/2025/10/25-26-Grad-Handbook.pdf> page 24)

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 (April 3, 2026). (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 24, 2026).**
(Choose the appropriate form from those attached.)
- 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 (April 24, 2026).
- 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 24, 2026).**
(Choose the appropriate form from those attached.)
- 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 (April 24, 2026).
- 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**. (Choose the form from those attached.)

**** 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.**

Sent via e-mail:

BLANK Dis-Doc Form = PhD Dissertations and Document Only
PhDs submit dissertation to Graduate School and College of Music
Doctoral Documents are submitted to the College of Music only

BLANK Lec-Rec-Doc Dfns = Document and Lecture-Recital
Doctoral Documents are submitted to the College of Music only
Recital AUDIO Recording and program submitted to the College of Music

BLANK 2 Lec-Rec Dfns Form = 2 Lecture-Recitals - 1 required for each recital
Recital AUDIO RecordingS and programS submitted to the College of Music

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

Graduation and attending the ceremony

The Advanced Degree Commencement is Friday, May 1, 2026.

Master's - 9am @ Breslin Center Doctoral 230pm @ Breslin Center

The ceremony lasts 2-3 hours. Attendees are expected to remain for the whole ceremony.

This is a university-wide ceremony for Master's and Doctoral students.

The College of Music ceremony is for Undergraduates ONLY.

Students must complete the graduation application to have the award(s) conferred. If you cannot apply, your 'expected' graduation term is probably set for later than Spring 2026. Please reach out to your advisor or **musgrad@msu.edu** and provide your PID #.

The deadline to apply to graduate SS'26 is Friday February 27, 2026. <https://commencement.msu.edu/graduate>

** To have your name listed in the commencement book you must apply by 2/27/26 and **not** have FERPA restrictions. Check to see if you have FERPA restrictions by selecting "My Profile" in student.msu.edu and clicking "FERPA Restrictions" in the left navigation, then "FERPA Activities View."

** *While you can apply to graduate through the end of the semester, MSU will NOT make any changes to the commencement book after 2/27/26.*

How to apply:

- Log in to student.msu.edu.
- Select "Academic Progress."
- Under "Graduation" in the left-hand navigation, click "Apply for Graduation."
- Review your [diploma name](#) and address to ensure they're correct by clicking "View Graduation Status" under the "Graduation" drop-down.

If you intend to participate in the May 1, 2026 commencement ceremony, visit the [commencement website](#) for more information.

Registration deadline is **Friday, April 17, 2026 at 12 p.m. EST.**

- *After the ceremony participation has closed, **students are still welcome to participate in their ceremony!** Students will simply need to fill out a blank name card upon their arrival on the day of their ceremony.*

Arrange for your cap and gown with the MSU Official Graduation Store, the [Spartan Spirit Shop](#). Academic regalia can be purchased online or in-person at their MSU Union location. Questions about academic apparel can be emailed to spirit@msu.edu or by calling 517-355-5116.

Additional information is on Registrar's Office website.

Recitals and FileDepot

All of you have required recitals, lecture-recitals and/or mock-auditions, as part of your degree requirements. ALL of these require AUDIO recordings and programs. Recordings are submitted to the Graduate Studies Office, using FileDepot. (details below)

** If you did a recital previously and have not yet submitted your recording, please do that soon. Especially, if you plan to graduate SS'26. **

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### RECITALS:

\*\*\* ALL \*\*\* required graduate recitals and lecture-recitals MUST be recorded. An **AUDIO** recording and a program must be submitted to the Graduate Office. \*\*\* (Video recordings are too large for our storage drive and they cause the system to lock up when downloading.)

\*\* Recital Scheduling is done online, with questions directed to the Main Office - 102 Music Bldg.

### PROGRAMS:

\*\*\* ALL \*\*\* required graduate recitals and lecture-recitals MUST have a printed program.

If the Main Office prints them for you, they will provide us with a copy, attached to your Pre-Recital Hearing form.

If you do it yourself or have it done, YOU must ensure that a copy gets to us.

<https://music.msu.edu/resource/student-recital-programs/>

### RECORDINGS:

Students now record their own recitals. Students upload their recitals (**AUDIO** Recordings as mp3, mp4s, etc) into FileDepot and then the Grad Office downloads straight to the server.

\*\* We request AUDIO copies as Video/DVD causes the system to freeze while downloading.

<https://music.msu.edu/resource/audio-and-video-services/>

<https://filedepot.msu.edu/>

- File sizes **up to 2 GB** are allowable and are automatically deleted from FileDepot 14 days after you upload them.
- **Always keep a copy of each recital in your personal records until after you graduate.**
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Login.

Click on 'Drop Off'. **Add Recipient:** Graduate Studies [musgrad@msu.edu](mailto:musgrad@msu.edu)

**IMPORTANT: Please include your NAME, PID#, DEGREE/LEVEL and Recital Information.**

- For Recital Information, include which one it is (solo or chamber), the 1st composer, and date performed. Especially when you send multiples, it's hard to know what is what when there is no descriptive info with them.

'Choose File' from your database. Should be MP3, MP4 or another **AUDIO** version of the file.

Enter a short, understandable description. Each item can be each composer from your recital or you can just download everything in one file.

Click 'Drop off Files'.

- You will get a notice about leaving this site, and changes may not be saved. Click on 'Leave'.
- You will get a quick note about 'uploading' and then come to a 'Drop Off Summary' page.

Logout. You will be redirected to the [main menu](#).

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[musgrad@msu.edu](mailto:musgrad@msu.edu) will receive a notice where I click on the files and download them, for our database.

If there's a problem I will notify you of what that problem is. Otherwise, I will send you a 'Thank you'.

**Dissertation Completion Award - Spring 2026 Applications - Due March 9, 2026**

Application packages are **due any time between now and 5:00 pm March 9, 2026.**

*Students should not wait until the due date to request your letters of recommendation.*

All materials should come to the Graduate Studies Office ([musgrad@msu.edu](mailto:musgrad@msu.edu)) as **one** pdf.

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**Dissertation Completion Award** (for Doctoral students in the **FINAL** stages of their work.)

**Award: up to \$10,000 stipend!**

**Awardees:**

- must be a doctoral student in the **FINAL** stages of writing a dissertation, document, composition, or final lecture recital
- must register for at least one credit during the semester in which they accept the award
- must demonstrate in the application materials their ability to complete the degree within one (1) calendar year of the application date
- *Current or past University Fellowship (UEF or UDF) awardees and students with full-time teaching positions are not eligible.*

- **For Summer 2026 or Fall 2026 only**

- *If you are graduating Spring 2026 - you are not eligible*

- Application packages are **due any time between now and 5:00 pm March 9, 2026.**

**All materials should come to the Graduate Studies Office as one pdf. You can apply again if you have not been awarded one.** *(Please note that this will affect any student loans you have - please speak with Financial Aid and how it would affect you if you are awarded this.)*

- **You do not need to get your major professor's signature, as long as they provide a Letter of Recommendation.**

- **Application form and directions, were attached to the e-mails.**

**Faculty,**

**You may send your letter of recommendation to the student for their pdf OR send it directly**

**to [musgrad@msu.edu](mailto:musgrad@msu.edu) electronically. These, too, need to be submitted anytime between now and 5:00 pm March 9, 2026.**