

DMA Student Responsibilities-Final Semester

Each candidate for a doctoral degree is responsible for performing the following tasks.

1. **Apply for Graduation (AFG)**
 - a. At the beginning of the semester in which you wish to defend your document or lecture-recital you must Apply for Graduation (AFG) through Enroll & Pay.
 - b. If you did this in an earlier semester, you must re-do it with correct, up-to-date information.
 - c. The annual deadlines are posted in the Graduate Calendar found under Student Resources and Forms:
<http://music.ku.edu/school/documents.shtml>
 - d. **ALL STUDENTS MUST BE ENROLLED** in at least one hour of credit during the semester they defend the document or lecture-recital. Typically, students enroll in Lecture-Recital (970) and DMA Document (999).
 - e. To graduate, you must have completed 60 graduate credit hours.
 - f. You cannot have any incompletes in courses required in your program. Be sure to check your ARTS form to see that grades in previous semesters have been turned in.

2. **Schedule your final document or lecture-recital defense**

Starting four weeks or more before the defense date you must do the following:

 - a. Four weeks or more before the defense date: Contact each person on your committee to schedule and confirm a time and date for your final defense.
 - b. Once you have done this, contact the Graduate Administrative Assistant in Student Services (450 Murphy) with the date, time, committee members (designating the chair of your committee), and document or lecture-recital title. The Administrative Assistant will prepare a Progress to Degree form, obtain a room for your use, and send confirmation to your committee and you with the room information.
 - c. Carefully check the Graduate Calendar deadlines for each step found under Student Resources and Forms:
<http://music.ku.edu/school/documents.shtml>
 - d. The Director of Graduate Studies in Music will do a final degree check to verify that all requirements have been completed. The Director needs the Progress to Degree form at least **two (2) weeks prior to the defense!**

3. **Document Defense**

On the day of your defense your committee chair will sign the approved Progress to Degree form and submit it for processing to the Graduate Administrative Assistant noting completion of the defense. You are responsible for verifying with your advisor that the examination results were submitted to the School of Music Student Services office (450

Murphy). Prepare at least three copies of the Title Page and ask committee members to sign each copy at the conclusion of your defense.

4. **Permission to copy DMA Document Form**

It is your responsibility to fill out the Permission to Copy DMA Document Form, posted under Student Resources and Forms:

<http://music.ku.edu/school/documents.shtml> . The form must accompany the document submitted to the School of Music Student Services office (450 Murphy).

5. **Formatting Instructions**

The link below provides instructions on how to format your document.

www.graduate.ku.edu/-downloads/04-d4_ETDDissGuidelines.pdf

Please be sure to use at least 24# (25% rag cotton) water marked paper for the final submission of your document.

6. **Depositing the document or lecture-recital.**

- a. Once your corrections (as required by your committee) have been completed and your document or lecture-recital is ready for the final printing, you will need to make copies necessary for final signatures on the Approval Page (three copies needed).
- b. *Please prepare the following:*
 - i. Two complete copies of your entire document or lecture-recital unbound for submission with title and acceptance pages and abstracts
 - ii. One extra abstract
 - iii. One extra title page
 - iv. One extra acceptance page
 - v. Permission to Copy DMA Document Form
 - vi. Check for fees (binding and/or copyright), made out to the University of Kansas
 - vii. Total number of extra title pages needed for your own personal binding (include yourself and any you wish to distribute to professors, advisors, relatives or other individuals).
- c. Layer your items in a paper box sturdy enough to keep the pages from curling (preferably the container from the print shop or a box made for holding bond or Xerox paper). Place in the order as noted above and bring them to the Graduate Administrative Assistant in Student Services (450 Murphy).