View Your Committee Information

Doctoral students with an approved Dissertation Committee will be able to view committee information on Wolverine Access. A message will appear for students who do not meet the above required criteria. Committee members with an End Date (no longer on the committee) do not appear on the View My Committee and Evaluations Received Information page.

Navigate to the Student Center in Wolverine Access

Click on other academic

Choose Committees to view Committee Information

Evaluations have been received by OARD for those members who have a date in the Evaluation Received Date Column
How to Apply for Graduation

Navigate to the **Student Center** in Wolverine Access

Click on **other academic...**

Choose **Apply for Graduation**

Click on the degree for which you are applying. For example:

Choose your **expected graduation term** from the drop down menu. Be sure to choose the **term** in which your degree will be **conferred** (which is not your final term of registration if you are a doctoral student finishing within the grace period).

Winter = April/May
Summer = August
Fall = December
POST-DEFENSE MEETING INSTRUCTIONS

Register for a post-defense review:
https://secure.rackham.umich.edu/OARD/postdef/

IMPORTANT: Since extensions to the deadline are not permitted, allow enough time (a few days is preferred) to complete additional format revisions that are usually required by Rackham. It may take several resubmissions before we are able to approve the final copy. Once we approve your dissertation you will not be permitted to make any changes. All revisions and requirements must be completed no later than 5:00pm EST on the deadline day. Missing this deadline may require another term of registration and tuition.

During the online submission, you will be prompted to copy and paste the text of your abstract. Special characters cannot be accommodated and a strict word limit of 550 is enforced. At the time of submission students are encouraged to also submit to ProQuest. Dissertation Embargo information is available on our website.

Before submitting your final dissertation

- Verify that your committee Chair has submitted the Final Oral Examination Report and the Certificate of Dissertation Committee Approval to Rackham OARD.
- Apply for graduation via Wolverine Access
- Complete the online Survey of Earned Doctorates
- Complete the Rackham Exit Survey

The Post-Defense Review

Submit a complete, final, correctly formatted PDF of the dissertation (to be the official copy on record in the University Deep Blue digital archive).

- Allow a minimum of 2 working days for us to review your dissertation.
- Log in using your uniqname and Kerberos password. · Read and agree to the terms of the Author's Deposit Agreement. · Cut and paste your abstract into the designated space (550 word limit, no special characters). · Select a category and topic from the drop-down menu that most closely classifies your dissertation. · Enter at least one (up to 6) keywords or phrases associated with your dissertation topic.
- During the submission process, you will have the opportunity to submit your dissertation to ProQuest. Although optional, it is recommended. You must opt out of submitting to ProQuest if you are requesting an embargo. The Embargo Request on the Rackham website.

OARD will perform a final format check. If format revisions are required you will need to make the corrections and re-submit the dissertation before 5pm EST on the deadline. Be mindful that more than 90% of submitted dissertations need format revisions and often need to be re-submitted more than once. The 5pm deadline for the final corrected submission (and re-submission) is firm and extensions are not permitted.

- No changes are permitted to your dissertation once it is submitted online and you have received final approval from Rackham OARD.

Your dissertation will not be available in Deep Blue until after your degree conferral date.
Music Performance or Conducting Timeline

1. Apply for graduation for doctoral degree through Wolverine Access and
   Register for the required Pre-defense review with Rackham, at least 3 weeks before the defense. https://secure.rackham.umich.edu/OARD/predef/

2. Distribute the dissertation and abstract to committee members at least 10 working days prior to the Oral Defense.

3. Verify Committee has been approved by reviewing your Unofficial Transcript through Wolverine Access https://wolverineaccess.umich.edu/ 6 months prior to Pre-Defense review

4. Complete any changes/corrections/ revisions to Dissertation as required by Chair/Co-Chair
   Complete online Survey of Earned Doctorates https://sed-ncses.org

5. Use the Doctoral Degree Worksheet in Wolverine Access Student Center to verify that the Committee Certificate has been completed
   Use the Doctoral Degree Worksheet in Wolverine Access Student Center to verify the Final Oral Exam Report has been returned to Rackham

   View Wolverine Access 3 days prior to the Oral defense to confirm that dissertation evaluations have been received from ALL committee members. Follow up with committee members as needed.

7. Print Oral Report form from web after receiving e-mail that it is ready to print, and take to Oral Defense to be signed

8. Degrees are conferred by the University of Michigan Board of Regents three times a year. You may participate in commencement on or after the conferral date when all requirements have been completed

9. Complete online submission of final dissertation (PDF) and abstract (text). Note that revisions and re-submission may be required. Follow up with any additional outstanding requirements. All requirements must be submitted and approved by Rackham OARD no later than 5:00pm on the deadline day.
   Students are encouraged to submit the dissertation to ProQuest/UMI at the time of the post-defense meeting, unless requesting an embargo on the dissertation.

10. Complete your online Survey of Earned Doctorates https://sed-ncses.org


12. Register for Post-Defense review with Rackham

13. Doctoral degree Confirmed

Note: Actual time to complete varies by discipline and departmental requirements.
Music Performance or Conducting Dissertation Example Title

by

Jane R. Doe

A dissertation submitted in partial fulfillment of the requirements for the degree of Doctor of Musical Arts (Music: Performance) in the University of Michigan 2017

Doctoral Committee:

Professor John D. Brown, Co-Chair
Emeritus Professor Ann A. Smith, Co-Chair
Dr. Alicia Gonzalez, Mellon Foundation
Assistant Professor Charles Z. Jones
Professor Kathleen X. Lee, Yale University
Associate Professor Horace H. Rackham

Students full name as it appears on Wolverine Access although using a middle initial instead of middle name is acceptable.

Lines broken up exactly as follows and single line spaced.

Use year of degree conferral not year that dissertation was finished.

Title should be in Title Case, not all CAPS.

Top margin is 2 ½ inches.

No mention of “Program in” or “Department of” before program name. Must have parentheses.

Committee is listed with the chair or co-chairs first. The rest of the members should follow in alpha order by last name.

Committee name listing is single line spaced.

Title (Professor, etc.) is before the name and does not include department.

If a member is deceased “(Deceased)” is added at the end of the line after their name, i.e., Professor John Smith (Deceased).

For academic members from outside U-M, a comma and the full name of the academic institution name follows the member’s name, i.e., Assistant Professor Jane Smith, University of Chicago.

For members of the private sector, a comma and the full company/organization name follows the member’s name, i.e. Michael Smith, Ford Motor Company.
DEDICATION

A Dedication is optional.
ACKNOWLEDGEMENTS

An Acknowledgements section is optional.
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ABSTRACT

An Abstract with a maximum of 550 words is required.
RE CITAL 1 PROGRAM
Figure 1.1 Image of piano (https://californiakeyboards.com/music-instruments/pianos/)
RECITAL 2 PROGRAM
RECITAL 2 PROGRAM NOTES
RECITAL 3 PROGRAM
Figure 3.1 Image of violin (https://www.amromusic.com/renting-a-violin)
Doctoral Degree Deadlines

All requirements must be complete, final and approved by Rackham, no later than **5:00 pm Eastern Time** on the deadline day. **Extensions are not permitted.**

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<th>Doctoral Defense Term (expected term of final enrollment)</th>
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| Spring/Summer 2019                                       | Thursday, August 1, 2019                                                           | August 20, 2019      | • December 2019 Winter Commencement  
  • May 2020 Rackham Graduate Exercises  
  • May 2020 Spring Commencement (does not include hooding) | December 2019 Winter Commencement                                                |
| Spring/Summer 2019 (Grace Period)                        | Monday, September 23, 2019                                                          | December 15, 2019    | • December 2019 Winter Commencement  
  • May 2020 Rackham Graduate Exercises  
  • May 2020 Spring Commencement (does not include hooding) | December 2019 Winter Commencement                                                |
| Fall 2019                                                | Friday, November 15, 2019                                                          | December 15, 2019    | • December 2019 Winter Commencement  
  • May 2020 Rackham Graduate Exercises  
  • May 2020 Spring Commencement (does not include hooding) | December 2019 Winter Commencement                                                |
| Fall 2019 (Grace Period)                                 | Tuesday, January 28, 2020                                                          | May 1, 2020          | • May 2020 Rackham Graduate Exercises  
  • May 2020 Spring Commencement (does not include hooding) | May 2020 Rackham Graduate Exercises                                            |
<table>
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</thead>
</table>
| Winter 2020                                              | Friday. April 3, 2020                                                              | May 1, 2020           | • May 2020 Rackham Graduate Exercises  
• May 2020 Spring Commencement (does not include hooding) | May 2020 Rackham Graduate Exercises                                               |
| Winter 2020 (Grace Period)                               | Tuesday, May 26, 2020                                                              | August 21, 2020       | • December 2020 Winter Commencement  
• May 2021 Rackham Graduate Exercises  
• May 2021 Spring Commencement (does not include hooding) | December 2020 Winter Commencement                                                |
| Spring/Summer 2020                                       | July 31, 2020                                                                     | August 21, 2020       | • December 2020 Winter Commencement  
• May 2021 Rackham Graduate Exercises  
• May 2021 Spring Commencement (does not include hooding) | December 2020 Winter Commencement                                                |
| Spring/Summer 2020 (Grace Period)                        | Monday, September 21, 2020                                                        | December 20, 2020     | • December 2020 Winter Commencement  
• May 2021 Rackham Graduate Exercises  
• May 2021 Spring Commencement (does not include hooding) | December 2020 Winter Commencement                                                |

Important notes:

1. A doctoral student must be enrolled for eight hours of candidacy during the full term in which s/he defends. It is expected that the defense will occur prior to the last day of classes for the intended final term of enrollment.

2. Degrees are conferred by the University of Michigan board of Regents three times a year. You may participate in commencement on or after the conferral date when all requirements have been completed.

3. **This is a firm deadline and extensions will not be considered.** The majority of students require a minimum of two weeks to make revisions and complete all requirements. Additional term(s) of registration, along with additional tuition will be necessary if requirements are not met by the grace period deadline dates.