



DMA Document Alternative Proposal SOM Approval Form

What: The DMA Document (MUS 763) is integral to the degree program. It reflects a candidate's ability to perform satisfactory graduate-level research and to report the results in scholarly prose in a thesis-length document.

While the creation of such a thesis-length research document is the expectation for DMA students, exceptions may be made in cases in some areas* in which a student proposes a creative alternative that still demonstrates their abilities to perform rigorous research and clearly communicate in scholarly prose. Please note that the document committee, the area, and the Graduate Studies Committee (GSC) must all approve such proposals. **Approval is not guaranteed at any of these levels.**

*The Voice Area does not allow any alternative project proposals.

Criteria: Alternative projects must still include a substantial written component. Projects that simply include more of the components of the degree (such as additional recitals, classes, or seminar-length papers) will be rejected.

Process: Students who seek to conduct an alternative research project must complete this form and obtain signatures from their committee members, their area coordinator on behalf of the specific area (conducting, strings, woodwinds, etc.), and the Director of Graduate Studies. The latter will present the student's proposal to the GSC and sign on their behalf if the proposal is approved. The GSC must approve by a majority vote that the project is equal in rigor to the work of a Document.

If the project is approved at all levels, the student must still submit and defend a full project proposal according to the guidelines in the Graduate Studies Handbook.

If the student cannot obtain all of the requisite signatures for their proposal, they will be expected to complete a Document to fulfill their MUS 763 requirement.

Timeline: **Parallel to typical document. Reference that timeline for full details (p. 3).**

- Three semesters out:
 - committee form
 - submit alternative proposal to advisor, area, and GSC
 - If alternative is approved, submit full project proposal
- Two semesters out:
 - full draft of written component
 - application for graduation
 - draft/version of other components
- Last semester:
 - defense draft of written component due in beginning of semester
 - other final components completed according to the project plan
 - defense by beginning of April
 - submission to Graduate School according to their deadline

**DMA Document Alternative Proposal
Approval Form**

Please Type. Handwritten forms will not be accepted.

Candidate Name	
Project Title	
Expected Semester of Completion	
Timeline Details	<p><i>Written component will parallel a typical document. Please include timeline details of the <u>other components</u> of your project, e.g. recording schedule.</i></p> <p><u>Three semesters out:</u></p> <p><u>Two semesters out:</u></p> <p><u>Last semester:</u></p>
Project Abstract	<p><i>*This is the information on which reviewers will base their decisions. Candidates should include enough detail and description to ensure a fair assessment of the project. Please attach an appropriate reference list.</i></p>

Signatures

Committee Members:		Date:
		Date:
		Date:
Area Coordinator		Date:
Director of Graduate Studies		Date:

DMA Document Deadlines

The Graduate Studies Handbook includes an ideal timeline for document work. The following are deadlines that students should meet through the last three semesters of document work to ensure full engagement of committee members and consistent progress toward graduation. These deadlines apply to the last three semesters of a student's program. Students should work closely with their advisors to meet these deadlines as concentrations may have specific guidelines for document work.

FOR STUDENTS PLANNING A SPRING GRADUATION

October (4 semesters out from graduation)

- Confirm primary document advisor and committee; complete the **Graduate School Committee Approval Form** with signatures

January-February (3 semesters out from graduation)

- Student develops/finishes developing the proposal

March (3 semesters out from graduation)

- **March 1 of penultimate year Document Proposal Deadline**
- Submit document proposal to GSC, including committee members' signatures

October (Semester before graduation)

- **October 10 Full Draft Deadline**
 - Committee chair receives a full draft at least by this date
 - Students must submit draft prior to the mid-October deadline for Graduation Applications to be approved.
- **Mid-October graduation Applications for Spring and Summer graduation due**

January (Semester of graduation)

- **January first week of classes Defense Draft Due to committee**

March (Semester of graduation)

- Schedule defense no later than 10 days before Graduate School deadline in mid-April

April (Semester of graduation)

- **Submit final version to Graduate School according to their deadline—mid-April**

FOR STUDENTS PLANNING A FALL GRADUATION

March (4 semesters out from graduation)

- Confirm primary document advisor and committee; complete the Graduate School committee approval form with signatures

August-September (3 semesters out from graduation)

- Student develops/finishes developing the proposal

October (3 semesters out from graduation)

- **October 10 of penultimate year Document Proposal Deadline**
- Submit document proposal to GSC, including identification of committee members and their signatures

March (Semester before graduation)

- **March 1 Full Draft Deadline**
 - Committee chair receives a full draft at least by this date
 - Students must submit draft prior to the mid-April deadline for Graduation Applications to be approved.

April (Semester before graduation)

- **Mid-April graduation application deadline for Fall graduation due**

August (Semester of graduation)

- **August first week of classes Defense Draft Due to committee**

October (Semester of graduation)

- Schedule defense no later than 10 days before Graduate School deadline in mid-November

November (Semester of graduation)

- **Submit final version to Graduate School according to their deadline—mid-November**