

## **DMA GRADUATE COMMITTEE INTERVIEW**

### **Dossier Guidelines**

Before the completion of 16 units beyond the master's degree, and before permission to present a second doctoral recital is requested, DMA students must submit a detailed dossier according to the guidelines detailed below. This dossier will be reviewed at the Graduate Committee Interview (GCI), at which the Graduate Advisory Committee will determine the student's continuation in the DMA program and consider for approval his/her guidance committee members and proposed fields of concentration.

***The GCI dossier must include all of the following components IN THE ORDER LISTED.***

1. **Appointment of DMA Guidance Committee:** This form must be submitted as the cover page for the GCI dossier. The proposed Chair of the Guidance Committee (a full-time member of the faculty from the department of the student's major program), as well as the faculty member who will serve as a major field advisor (usually the student's major teacher if that person is not the Chair of the Guidance Committee), must sign this form *after* the academic field form and both elective field forms (described below) have been completed and signed by the respective faculty advisors.
2. **Curriculum Vitae (CV):** Students should carefully prepare this portion of the GCI dossier as if it were for an academic job application. The CV should include the following, as applicable:
  - Education History
  - Professional Employment History (emphasizing music-related work experience)
  - Compositions
  - Conference Presentations
  - Publications
  - Recordings
  - Significant Performances
3. **Academic Field Form:** After applying and being approved for an academic field, the student must finalize a proposed academic field curriculum with the one who will serve as his/her faculty advisor for the academic field. Additional instructions are included on the academic field form.
4. **Elective Field Form (first of two):** The student must finalize a proposed curriculum for each of two elective fields by working with the one who will serve as his/her faculty advisor for each respective field. Additional instructions are included on the elective field form.
5. **Second Elective Field Form (second of two):** Same as for the first elective field. A separate elective field form must be completed for each of the two proposed elective fields.
6. **Proposed DMA Completion Timeline:** In consultation with his/her proposed faculty advisors, the student must create a proposed completion timeline, indicating the specific requirements that have been and will be fulfilled each semester through graduation. More detailed instructions are included on the DMA Completion Timeline template provided by Thornton Student Affairs.

The complete GCI dossier, including all components listed above in the order listed above, must be submitted to the Thornton doctoral advisor by 5:00 p.m. on October 15 for fall interviews or March 1 for spring interviews. The specific date and time of the student's GCI will be scheduled once a preliminary review of his/her GCI dossier has been completed.