

UNLV

Department of Music Graduate Student Checklist

First Semester and First Year

- _____ Placement Exams - Week before classes begin
Ear Training, Music Theory, Music History
- _____ Attend Department of Music Orientation
- _____ Attend Graduate College Orientation
- _____ Meet with advisor
- _____ Complete remedial coursework
- _____ Register for MUS 690 Bibliography (if required by your degree plan)
- _____ DMA students perform a *Qualifying Hearing* or jury in the first semester
- _____ Complete and submit the *Appointment of Advisory Committee* form Form #14
- _____ Complete and submit Proposed Degree Plan Part I and Part II MM - #28
Part II available from the Graduate Coordinator DMA - #30
Part I and Part II must be complete before signing otherwise it will not be accepted by the Graduate College Part 2
- _____ Satisfy Graduate College residency requirement DMA only

Second Year

- _____ Successfully pass Written Comprehensive Exams (MM) with orals (if required by degree plan) as appropriate Form #58
- _____ Submit *Culminating Experience Results*
- _____ Complete Foreign Language proficiency (exam or coursework) DMA only
Graduate Coordinator has internal form
- _____ Submit *Change of Proposed Degree Program* or *Change of Advisory Committee*, if appropriate Form #32
Form #15
- _____ Complete Recital (MM), First and Second Graded Recitals (DMA)
- _____ Masters students completing a thesis: submit Form #34
Prospectus Approval Form with Abstract
- _____ Download and complete *Thesis/Dissertation Committee Approval Page* MM
<http://graduatecollege.unlv.edu/current/thesis/>
<http://graduatecollege.unlv.edu/current/thesis/approval.html>
4 committee members (MM – 3 departmental, 1 Graduate College Rep)

- _____ Defend the *Thesis* and and collect committee signatures. Form #37
 Submit one copy to the Graduate College of the final approved and properly formatted document on 20 lb. watermark bond paper in a manila envelope.
 The following must be submitted together with the document:
- a. *Thesis/Dissertation Submittal Form*
 - b. *Thesis/Dissertation Committee Approval page*
 - c. *Oral Defense Results*

Signatures must be in blue or black ink

- _____ Apply for Graduation (MM) On MyUNLV

Third Year (DMA)

- _____ Written Qualifying Exams (DMA) with oral defense, as appropriate. Form #36

- _____ Complete remaining coursework

- _____ Submit *Advancement to Doctoral Candidacy* Form #35

- _____ Submit *Prospectus for Lecture-Recital and Document* to the Advisory Committee and Graduate College Form #34

- _____ Download and complete *Music Doctoral Document Approval Page* DMA
 5 committee members (DMA – 4 departmental, 1 Graduate College Representative)
<http://graduatecollege.unlv.edu/current/thesis/approval.html>

Form #37

- _____ Defend the Lecture-Recital Document and collect committee signatures.
Thesis/Dissertation Committee Approval Page
 Submit one copy to the Graduate College of the final approved and properly formatted document on 20 lb. watermark bond paper in a manila envelope.
 The following must be submitted together with the document:
- a. *Thesis/Dissertation Submittal Form*
 - b. *Music Doctoral Document Approval page*
 - c. *Oral Defense Results*

- _____ Apply for Graduation On MyUNLV

More information can be found on: <http://graduatecollege.unlv.edu/current/>