

School of Music

GRADUATION CHECKLIST FOR GRADUATE STUDENTS

STUDENTS ARE RESPONSIBLE FOR KNOWING ABOUT AND COMPLETING ALL PROGRAM REQUIREMENTS BY PUBLISHED DEADLINES. DEADLINES ARE PUBLISHED BY THE GRADUATE SCHOOL AND SHOULD BE DOWNLOADED FROM THEIR WEBSITE FOR PERSONAL USE.

What

When

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| _____ Diagnostic Exams | Before Registration, first semester |
| _____ Review courses (if required) | In the first semester they are offered |

YOU MUST PASS REQUIRED REVIEW COURSES WITH A GRADE OF “A” OR “B” BEFORE TAKING FURTHER COURSES IN THAT AREA.

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| _____ Ask professors to serve on Master’s Committee. Committee must include one Music Education, Music Theory or Musicology faculty member. | Anytime after first semester |
| _____ Admission to Candidacy form
(submit completed form to Music Graduate Secretary ONE WEEK before Graduate School Deadline) | By Graduate School deadline the semester before graduation |
| _____ Submit Recommended Arrangements For Final Exam to Graduate Secretary
(A copy of the email from the Graduate School indicating Candidacy approval approval MUST be attached to this document.) | Two weeks before exams
Exams must be complete by November or April 15 |

CANDIDACY FORM MUST BE ACCEPTED IN THE GRADUATE SCHOOL BEFORE YOU SUBMIT THE FINAL ARRANGEMENTS FOR FINAL EXAM FORM. CONSULT THE GRADUATE SCHOOL CALENDAR FOR THE DATE BY WHICH EXAMS MUST BE COMPLETED.

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| _____ Submit Diploma application to Graduate School; pay Graduation fee | By Graduate School deadline |
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AGAIN, IT IS THE STUDENT’S RESPONSIBILITY TO KNOW AND FULFILL ALL REQUIREMENTS FOR DEGREE PROGRAMS AS LISTED IN THE SCHOOL OF MUSIC *GUIDE TO GRADUATE STUDY* AND THE UNIVERSITY OF TENNESSEE *GRADUATE CATALOG*.

Remember, consult the University Graduate School’s website for deadline dates and other important information:

<https://gradschool.utk.edu>