

**UNIVERSITY OF TENNESSEE
SCHOOL OF MUSIC
GRADUATION CHECKLIST FOR GRADUATE STUDENTS**

IMPORTANT: Students are responsible for knowing about and completing all program requirements by deadlines published by the Graduate School. Deadlines may be found on the graduate school website (<http://gradschool.utk.edu/default.shtml>).

Check when done	Task	When
	Diagnostic Exams	Before Registration, first semester
	Pass Review courses (if required) with grade of B or higher.	In the first semester they are offered. Other courses in that area cannot be taken until these tests are passed.
	Ask professors to serve on Master's Committee. Committee must include at least one Music Theory or Musicology faculty member.	Anytime after first semester.
	Submit completed <i>Admission to Candidacy</i> form to Graduate Secretary.	Due to School of Music graduate secretary one week before Graduate School Deadline. Graduate School deadline is the semester before graduation.
	Submit <i>Recommended Arrangements for Final Exam</i> form to Graduate Secretary. (A photocopy of the <i>Admission to Candidacy</i> form with the Graduate School's stamp of approval must be attached to this document.)	Two weeks before Oral exams. Candidacy form must be accepted in the Graduate School before you submit the final arrangements for Final Exam Form.
	Complete final exam.	See Graduate School calendar for deadline.
	Submit diploma application to Graduate School.	By Graduate School deadline.
	Pay graduation fee.	By Graduate School deadline.

NOTE: Please consult the University Graduate School's website for deadline dates and other important information: <http://gradstudies.utk.edu>