



## School of Music Graduate Programs

### GRADUATION CHECKLIST RECITAL / RECITAL ABSTRACT

- Choose 3 committee members
- Confirm committee members' availability
- Schedule recital with Administrative Assistant - when announced
- Submit signed Recital Form confirming committee member's availability for recital date
- Obtain program permission from chair/committee
- Pre-recital hearing, if required by committee
- Submit first and subsequent drafts of Recital Abstract to committee chair [expect 3 weeks for revisions of each draft]
- Schedule Preview meeting with Graduate College
- Register for Comprehensive Exams [online]
- Submit draft(s) of Recital Abstract to committee with *Recital Abstract Approval Form* chair [expect 3 weeks for revisions of each draft]
- Obtain approval of Recital Program for audience from applied instructor
- Submit Recital Abstract & signed *Recital Abstract Approval Form* to Graduate College (3 copies on acid-free paper)
- Submit formatted Recital Program to Graduate College (3 copies on acid-free paper)
- Submit completed forms from Preview Meeting & fees to Graduate College
- Submit *Recital Abstract Approval Form* to School of Music (1 copy)
- Bring 2 CDR (data or music) to recital
- Submit signed *Recital Performance Approval Form* to Graduate College (3 copies)
- Submit sound recordings of recital to Graduate College (2 copies)
- Submit signed *Recital Performance Approval Form* to School of Music (1 copy)
- Submit Graduation Application by posted deadline [MyUniverse]
- Schedule Oral Comprehensive Exams with committee, if applicable
- Sit Comprehensive Exams

### THESIS

- Choose 3 committee members
- Confirm committee members' availability
- Submit Thesis Proposal to committee [expect 3 weeks for revisions of each draft]
- Defend Thesis Proposal, if required by committee
- Submit signed *Thesis Proposal Approval Form* to School of Music (1 copy)
- Complete protecting human participants training, if required, as listed under "Mandatory Investigator Education". More information is located on the Graduate College web site at: <http://fp.uni.edu/osp/grants/investigatorinformation.htm#9>
- Submit *Human Participants Review Application* to Graduate College, if required
- Submit first and subsequent draft of Thesis to committee chair [expect 3 weeks for revisions of each draft]
- Schedule Preview meeting with Graduate College
- Register for Comprehensive Exams [online]
- Submit final draft of Thesis to committee with *Thesis Approval Form* [expect 3 weeks for revisions of each draft]
- Defend Thesis, if required by committee
- Submit Thesis & signed *Thesis Approval Form* to Graduate College (3 copies on acid-free paper)
- Submit completed forms from Preview Meeting & fees to Graduate College
- Submit *Thesis Approval Form* to School of Music (1 copy)
- Submit Graduation Application by posted deadline [MyUniverse]
- Sit Comprehensive Exams

Recital Abstracts and Theses must conform to UNI *Thesis and Dissertation Manual* found at <http://www.grad.uni.edu/thesis>

Due dates can be found at <http://www.grad.uni.edu/>

*Human Participants Review Application* can be found at <http://www.grad.uni.edu/research/protocol.aspx>

Templates of forms can be found at <http://www.uni.edu/music/graduate/forms.htm>

### RESEARCH PAPER

- Choose 3 committee members
- Confirm committee members' availability
- Submit Research Paper Proposal to committee chair [expect 3 weeks for revisions of each draft]
- Complete protecting human participants training, if required, as listed under "Mandatory Investigator Education". More information is located on the Graduate College web site at: <http://fp.uni.edu/osp/grants/investigatorinformation.htm#9>
- Submit *Human Participants Review Application* to Graduate College, if required
- Submit first and subsequent drafts of Research Paper to committee chair [expect 3 weeks for revisions of each draft]
- Register for Comprehensive Exams [online]
- Submit draft(s) to committee with *Research Paper Approval Form* (2 copies)
- Submit Research Papers & signed *Research Paper Approval Form* to School of Music (1 copy)
- Submit electronic copy of Research Paper to School of Music (optional)
- Submit Graduation Application by posted deadline [MyUniverse]
- Schedule Oral Comprehensive Exams with committee, if applicable
- Sit Comprehensive Exams

### CONDUCTING DOCUMENT [In addition to RECITAL checklist]

- Choose 3 committee members [same as recital committee members]
- Confirm committee members' availability
- Discuss content of Conducting Document with chair and committee members
- Submit first draft of Conducting Document to committee [expect 3 weeks for revisions of each draft]
- Register for Comprehensive Exams [online]
- Submit draft(s) to committee with *Conducting Document Approval Form* (2 copies) [expect 3 weeks for revisions of each draft]
- Submit Conducting Document & signed *Conducting Document Approval Form* to School of Music (1 copy)
- Submit electronic copy of Conducting Document to School of Music (optional)
- Submit Graduation Application by posted deadline [MyUniverse]
- Sit Comprehensive Exams

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