University of Kentucky
CHECKLIST FOR GRADUATE STUDENTS
DMA in PERFORMANCE - VOICE

FIRST NAME ___________________ LAST NAME ______________________
Last 4 digits of student ID #: ______________________________________
Entered: semester ________ year ________
Final transcripts received: _________________________________
GRE scores received: (must be received by the first semester of enrollment) ________________
Doctoral students must have all required credits at the 600 and 700 levels.

PROVISIONAL REQUIREMENTS

<table>
<thead>
<tr>
<th>History</th>
<th>Theory</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 400 (Music History Review) Completed: ___ semester _____ year _____ Grade_____</td>
<td></td>
</tr>
<tr>
<td>MUS 471 (Ear Training Review) Completed: ___ semester _____ year _____ Grade_____</td>
<td></td>
</tr>
<tr>
<td>MUS 578 (Theory Review) (3 cdt) Completed: ___ semester _____ year _____ Grade_____</td>
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<tr>
<td>(to be completed within the first year)</td>
<td></td>
</tr>
</tbody>
</table>

LANGUAGE REQUIREMENT: Method to satisfy requirement ______________________
Level of study: ________ 1 year of French, Sem #1 year ___ Grade____ Sem #2 year ___ Grade____
                   ________ 1 year of Italian, Sem #1 year ___ Grade____ Sem #2 year ___ Grade____
                   ________ 1 year of German, Sem #1 year ___ Grade____ Sem #2 year ___ Grade____
Reading for Knowledge Course: Language: ___________ Semester ______ Grade_____
*note: In addition to these Pre-requisites, one semester of a Reading for Knowledge course is required, this can also substitute for an entire year of a language requirement if passed)
The second semester of all languages must have a grade of B or above to be accepted.

PERFORMANCE (at least 12 credits)

<table>
<thead>
<tr>
<th>MUP Cdts:</th>
<th>Completed: semester _____ year ____</th>
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VOICE AREA REQUIREMENTS

| MUS 665 Physiology/Functioning of The Singing Voice |
| Completed: ___ semester _____ year _____ Grade_____ |
| MUS 667 Materials, Techniques & Lit Of Voice Teaching |
| Completed: ___ semester _____ year _____ Grade_____ |
| MUS 620 Advanced Vocal Repertory |
| Completed: ___ semester _____ year _____ Grade_____ |
MUS 780 Directed Research in Vocal Literature (6-15 credits)  
(Learning contract/proposal must be submitted and approved on file with the DGS one semester before you take this course)

Cdts: _______ Completed: ______ semester ______ year _______ Grade _______

MUSIC HISTORY/LITERATURE

Cdts: _________ Completed: ______ semester ______ year _______ Grade _______

HISTORY AND THEORY

MUS 618 Research Methods and Writing

Cdts: ___________ Completed: ___ semester ______ year _______ Grade _______

Music History/Literature (at least 6 credits) (musicology/ethnomusicology)(MUS 400 does not count)

Cdts: ___________ Completed: ___ semester ______ year _______ Grade _______

Music Theory (at least 6 credits; cannot include MUS 578)

Cdts: ___________ Completed: ___ semester ______ year _______ Grade _______

Required Additional Course: (3 credits)

Choose from History, Theory, Music Education or Literature (cannot be Vocal Lit.)

Cdts: ___________ Completed: ___ semester ______ year _______ Grade _______

Additional courses taken or required by advisory committee:

Cdts: ___________ Completed: ___ semester ______ year _______ Grade _______

DMA Dissertation residency: MUS 767 - 2 SEMESTERS REQUIRED

(One semester may be taken during your last semester of coursework, you must continue to register for MUS 767 until your document is approved and defended)

Semester 1 __________________________ Semester 2 __________________________

Additional semesters: __________________________

*(note – you must not receive two semesters of any courses with a grade of C or lower)

FULL FACULTY JURY- Required  Pass ___________ Date: ______________
**RECITALS**
These can be performed in any order, but the Lecture Recital is usually the last recital performed.
Each recital requires a Recital Audition Pre-Recital Hearing Form (2 weeks before the recital signed by the area) AND a Recital Approval Form (After the recital, signed by the committee)
(3 recitals including a Lecture Recital required if you write a long document (75 pgs.), No opera roles can be used)
(5 recitals including a Lecture Recital, and a Chamber Recital required if you write a short paper 25 pgs.), 1 Opera Role can be used
[http://finearts.uky.edu/music/dgs-forms-and-academic-checklists](http://finearts.uky.edu/music/dgs-forms-and-academic-checklists)

<table>
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<tr>
<th>Recital 1</th>
<th>RECITAL AUDITION FOR PRE-RECITAL HEARING: Pass________ Date: ________________________ (at least two weeks prior to the recital) Brief description: ___________________________________________________________ Date: ___________ Committee Approved: ________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recital 2</td>
<td>RECITAL AUDITION FOR PRE-RECITAL HEARING: Pass________ Date: ________________________ (at least two weeks prior to the recital) Brief description: ___________________________________________________________ Date: ___________ Committee Approved: ________________________________</td>
</tr>
<tr>
<td>Recital 3</td>
<td>RECITAL AUDITION FOR PRE-RECITAL HEARING: Pass________ Date: ________________________ (at least two weeks prior to the recital) Brief description: ___________________________________________________________ Date: ___________ Committee Approved: ________________________________</td>
</tr>
<tr>
<td>Chamber Recital 4</td>
<td>RECITAL AUDITION FOR PRE-RECITAL HEARING: Pass________ Date: ________________________ (at least two weeks prior to the recital) Brief Description: ___________________________________________________________ Date: ___________ Committee Approved: ________________________________</td>
</tr>
<tr>
<td>Lecture Recital 3 or 5</td>
<td>Brief description: ___________________________________________________________________ Date: ___________ Committee Approved: ________________________________</td>
</tr>
</tbody>
</table>

**DOCTORAL ADVISORY COMMITTEE** – Doctoral students should form an Advisory Committee before 18 credit credits of graduate work have been accumulated and at least one year prior to the Qualifying Exam.
(You must have any transfer credits applied to your course work before the committee is formed)

1. **CHAIR:** __________________________ Area: __________________________________________
2. **Performance:** _________________________________________________________________
3. **Music History/Theory/Musicology:** ____________________________________________ Area: __________________
4. **Outside:** __________________________ Area: _____________________________________
   **Other:** __________________________ Area: _______________________________________
   Date formed: ______________ Date of first meeting: _______________________________
Official Transcripts supplied and approved at first Meeting:____________________________________

QUALIFYING EXAMS –

Common Exams: Theory  Date:_____  Passed _______  Failed ___________
                      History  Date:_____  Passed _______  Failed ___________
                      Retake: Date:_____  Passed _______  Failed ___________

Area Written Exam:  Date:_____  Passed _______  Failed ___________
Oral Exam:          Date:_____  Passed _______  Failed ___________

(Area Written exams will be given at least 2 weeks before the Oral Exam with the committee)

Dissertation/Document Approval Form:

Topic:_________________________________________________________________________

Approval of Topic- Date: __________________________________________________________
Copy of form submitted to DGS – Date:_____________________________________________

You must write your dissertation/document following the Graduate School Guidelines for Thesis and Dissertation. The final draft must be submitted to all the committee members at least two weeks before the final exam, the earlier the better. Some committees require one month readying time.

DATE OF GRADUATION: _________________________________________________________________

Within 30 days of the start of the semester (or 15 days of the start of the summer session) you expect to graduate, notify Graduate School of intended degree completion by submitting the “Application for Doctoral Degree” form. You may file this application earlier. This form is available on the Graduate School website. These forms need to be filled and signed by you, then pre-approved and signed by the DGS.

Intent to Schedule Final Doctoral Exam- Date: ____________________________________________

Submit “Notification of Intent to Schedule a Final Doctoral Exam” form to initiate the doctoral final exam process, at least eight (8) weeks before the exam is to be scheduled. The Graduate School will appoint an outside examiner. In addition, these conditions must be met:

* All “incomplete” grades removed
* All library or other fines or dues paid
* A GPA of 3.0 or higher
* All program requirements completed and recorded
* Student is currently enrolled for dissertation residence

Final Doctoral Degree Examination –   Filed with Graduate School:_____________________
                           Filed with SOM DGS: _______________________
                           Date: (same as below) _______________________

Schedule the Final Exam, filing the “Final doctoral Degree Examination” Form, pre- approved by the DGS, to be received at the Graduate School at least two weeks prior to sitting for the Exam. This means that it should arrive at the DGS office three weeks prior to the exam. The final examination must be scheduled for not later than eight days before the last day of classes of the semester if you wish to graduate the same semester. You must check with all committee members and the outside reader early to make sure that you find a time when all members can meet. The request to schedule must be
accompanied by the Dissertation Approval Sheet signed by the majority of the advisory committee including the chair, and the DGS.

Final Exam/Defense – Date: ______________________ Pass ______________________ Fail ______________________
(This must happen no later than 8 days before the last day of the semester)
The Doctoral Final Exam will be an oral exam. It will take about two credits or more. It is an open exam where a public audience is allowed to observe. Questions will be asked on your dissertation and you have a chance to defend the content and the theories behind it. The exam can be cancelled prior to its official start. Once started, it must be carried to the end. All voting members must be present and remain until the end. The results will be based on majority vote and will be either “pass” or “fail”; even vote is a “fail”. If re-examination is considered, the committee must clearly describe the conditions to be met. A third exam is not allowed.

FELLOWSHIPS, AWARDS, and TEACHING ASSISTANTSHIPS
Dates: __________ Award: __________________________________________________________
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Dates: __________ Award: __________________________________________________________

http://finearts.uky.edu/sites/default/files/pictures/linked_files/GRADUATE%20HANDBOOK.pdf

http://www.research.uky.edu/gs/CurrentStudents/doctoral_forms.html

http://www.uky.edu/registrar/category/tabtype/academic-calendar

Notes:

Clc 1-5-16