School of Music
Timeline and Reminders for Master’s Degree Students

2016–2017
Timeline and Reminders for Master’s Degree Students

- This is a timeline at-a-glance for master’s degree students. Because financial assistance (TA/GA/RA) is limited to 2 years, it is important to be aware of and follow procedures in order to complete requirements in a timely manner. Use the appropriate form for each procedure.

- At least 2 academic courses per semester are required to complete the degree requirements in three years. Some programs require more.

- Please note: Graduate students are responsible for meeting all deadlines. Neither your Chair, your major professor, nor your committee members are responsible. Use the UK Graduate School Bulletin, the School of Music Graduate Handbook, and personnel in the School of Music Graduate Office as resources to keep informed and on schedule: http://www.gradschool.uky.edu/CurrentStudents/current.html.

Before the first semester

☐ Complete admissions procedures (i.e., submit final transcripts, GRE; refer to graduate school website for specific deadlines).

☐ If you will be working as a TA:
  - Consult with Chris Fensin, HR Coordinator (FA 305) to fill out all necessary paperwork to be added to payroll (e.g., ukjobs application, background check, I9, K-Form, W4, Direct Deposit).
  - Once you have completed all paperwork, see Debra Garrett, Assistant Director of Student Affairs (FA 204) to get web access for the courses you will be teaching.
  - Attend required University TA Orientation and complete online modules as scheduled before classes begin.
  - Refer to the following Graduate School webpage for information on student funding: http://www.research.uky.edu/gs/StudentFunding/funding.html (see especially the “Funded Graduate Student Survival Guide”).

☐ New students meet with DGS for advising conference. After this initial meeting, students will meet with program advisor.

☐ Study the Graduate School Bulletin and the School of Music Graduate Handbook for academic rules.

The First Year

Beginning
Registration & Drop/Add for classes completed by Day 5 of the semester.

Attend School of Music Graduate Orientation with DGS.

Transfer a maximum of 9 credits with grade of B or higher earned as post-baccalaureate or from other institutions.

Fulfill any required provisional coursework.

- Review classes are generally offered only during the fall semester (with the exception of MUS 578, these classes do not count toward your degree).

To follow 2-year plan, enroll in at least 6 academic hours per semester (academic degrees will require more).

Optional: select minor field of study.

Check academic schedule for current and future semester deadlines (as made available): (http://www.uky.edu/registrar/content/academic-calendar).

**Mid-semester**

- Hold mid-semester advising conference with program advisor.
- Enroll for next term during advance registration period.
- Make plan to complete foreign language requirement, if required by program.

**End of first semester**

- Record your graduate work using the checklist for your degree program.
- Maintain a GPA of 3.0 to avoid academic probation. One C will result in a letter of warning from the DGS. Two grades of C or below will result in dismissal from the master’s program.

**End of first year**

- Continue to fulfill any remaining language requirements.

### The Following Semesters

- Check academic schedule for deadlines.
- Drop/add for classes completed by day 5 into the semester.
- Master's students must take 50% of course work at the 600 level or above.
- Complete any remaining language requirements.
- Complete mid-semester advising conference with advisor, and enroll for next term during advanced registration period.
- Complete all "incomplete" grades within one year. After one year all incomplete grades automatically convert to an "E" grade.
- If M.M. Performance: pass full faculty jury by the end of the semester preceding the recital; pass recital hearing; present recital.
- If writing a master's thesis, work with advisor to develop the master’s thesis proposal.
• Once the proposal has been approved by your advisor, submit the signed thesis prospectus approval form and a copy of the proposal to the DGS office.
• Work closely with advisor (strongly advise a weekly meeting) to develop and produce drafts of the thesis.

The Last Semester of Enrollment

☐ Meet with the DGS for a degree review.
☐ Notify the Graduate School on myUK of intended degree completion by submitting the "Application for Degree" within 30 days after the beginning of the semester.
☐ Form the final exam committee with advisor's help.
☐ If writing a master's thesis, Submit copies of final draft of thesis to major professor for distribution to committee at least 4 weeks before final exam. Follow the Graduate School Guidelines for Thesis and Dissertation. Submit thesis approval form signed by the committee.
☐ If M.M. Composition: complete thesis composition and present it in recital.
☐ For each recital, submit to the DGS office the following: (1) pre-recital hearing form signed by three applied faculty members, (2) a recital program, and (3) recital approval signed by the major professor.
☐ At least 3 weeks prior to sitting for the exam schedule the final exam by filing the "Final Master's Degree Examination" form on the Graduate School website: http://www.research.uky.edu/cfdocs/gs/MastersCommittee/Student/Selection_Screen.cfm. Submission of this form is an essential step necessary for the Graduate School to generate the required exam card (n.b. this deadline is 1 week in advance of the Graduate School guideline to allow the DGS processing time).
☐ Take final exam at least 8 days before the last day of classes during semester in which degree is to be awarded. Exam card needed: no card = no exam. No exceptions.
☐ Submit corrected thesis electronically according to Graduate School guidelines within 60 days after final exam. Instructions are available at: http://www.research.uky.edu/gs/CurrentStudents/theses_prep.html
☐ The time limit for the master's degree for students admitted or readmitted Fall 2005 or later is 6 years, with extension up to 4 years.

Congratulations!

Students who wish to participate in commencement may order UK regalia (cap, hood, and gown) at the following webpage: https://www.uky.edu/Commencement/caps.html. See the University of Kentucky commencement webpage for information regarding eligibility and registration, ceremony specifics, academic apparel, accessibility, family/travel, and photographs: http://www.uky.edu/Commencement/questions.html.