



**School of Music
Timeline and Reminders for
Master's Degree Students**



2019–2020

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 the CFA Human Resource Manager (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) and 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:

Pre-proposal approval

- 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. In order to complete the master's degree with thesis in a timely manner, it is advised that the proposal be approved and submitted the semester prior to the final examination.

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. To determine the last date candidates can sit for a final examination, check the "Undergraduate and Graduate Calendar" at the UK University Registrar webpage. Students should work to schedule their final exam *prior to* the last possible allowable date.
- Form the final exam committee with advisor's help.
- If M.M. in Composition: complete thesis composition and present it in recital. Write in-depth analysis/discussion of composition. Follow the master's thesis timeline (below) for completion of the written analysis/discussion.
- If M.M. in Performance: 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.
- If M.A. or M.M. requiring master's thesis:

Post-proposal approval

Stage 1 (writing):

- Work closely with advisor (strongly advise a weekly meeting) to develop and produce drafts of the thesis.

Stage 2 (initial complete draft):

- At least 6 weeks before the Final Examination (defense).** Once the thesis has been completed and approved by the Chair, submit copies of the initial complete draft of the thesis to major professor for distribution to the Committee. Allow the Committee **3 weeks to read** and submit recommendations.
- All recommendations for edits and revisions must then be incorporated to create the final examination draft. Follow the Graduate School Guidelines for Thesis and Dissertation.

Stage 3 (exam-ready document):

- Distribute revised exam-ready copy of the thesis to the Committee. Allow the Committee **2 weeks** to read prior to signing the Approval Form.
- At least 3 weeks before the Final Examination (defense),** the majority of the

Committee must sign the thesis approval form, which is submitted to the office of the DGS at this time. After the approval form has been signed, the student must establish a date for the final examination (1 hour) acceptable to all committee members and file a formal request with the 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. The request for a final examination must be filed **at least 2 weeks prior** to the date of the examination. The School of Music internal deadline is **1 week** in advance of this Graduate School guideline to allow the DGS processing time.

Final Examination

- Take final exam (one hour) 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>.