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

History__________________ Theory__________________

MUS 400 (Music History Review) Completed: semester ______ year ______ Grade______

MUS 471 (Ear Training Review) Completed: semester ______ year ______ Grade______

MUS 578 (Theory Review) (3 cdt) Completed: semester ______ year ______ Grade______

(to be completed within the first year)

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: ___________________ Sem ________ 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)

MUP _______ Ctds: _______ Completed: semester ________ year ________

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MUP _______ Ctds: _______ Completed: semester ________ year ________


VOICE AREA REQUIREMENTS

MUS 665 Physiology/Functioning of The Singing Voice
    Completed: ____ Ctds: _______ semester ________ year ________ Grade______

MUS 667 Materials, Techniques & Lit Of Voice Teaching
    Completed: ____ Ctds: _______ semester ________ year ________ Grade______

MUS 620 Advanced Vocal Repertory
    Completed: ____ Ctds: _______ 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)

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HISTORY AND THEORY
MUS 618 Research Methods and Writing

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

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MUS 623 or 627 Opera Lit

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

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Required Additional Course: (3 credits)
Choose from History, Theory, Music Education or Literature (cannot be Vocal Lit.)

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Additional courses taken or required by advisory committee:

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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  register for MUP 640 for each recital
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
Recital 1
RECITAL AUDITION FOR PRE-RECITAL HEARING: Pass________ Date: ______________________
(at least two weeks prior to the recital)
Brief description: ________________________________________________________________
Date: ________________ Committee Approved: ______________________________________
Recital 2
RECITAL AUDITION FOR PRE-RECITAL HEARING: Pass________ Date: ______________________
(at least two weeks prior to the recital)
Brief description: ________________________________________________________________
Date: ________________ Committee Approved: ______________________________________
Recital 3 (if doing a long paper)
RECITAL AUDITION FOR PRE-RECITAL HEARING: Pass________ Date: ______________________
(at least two weeks prior to the recital)
Brief description: ________________________________________________________________
Date: ________________ Committee Approved: ______________________________________
Chamber Recital 4
RECITAL AUDITION FOR PRE-RECITAL HEARING: Pass________ Date: ______________________
(at least two weeks prior to the recital)
Brief Description: ______________________________________________________________
Date: ________________ Committee Approved: ______________________________________
Lecture Recital (required for the 3 and the 5 recital track)
RECITAL AUDITION FOR PRE-RECITAL HEARING: Pass________ Date: ______________________
Brief description: ________________________________________________________________
Date: ________________ Committee Approved: ______________________________________

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)

Post-Qualifying Residency

Register for a minimum of two consecutive semesters of post-qualifying residency credit
(MUS 767, 2 credits); this must include the semester of qualifying exams and every fall and
spring semester thereafter until degree completion.

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: ________________________
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 three 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: __________________________________________________________
Dates: __________ Award: __________________________________________________________
Dates: __________ Award: __________________________________________________________
Dates: __________ Award: __________________________________________________________
Dates: __________ Award: __________________________________________________________
Dates: __________ Award: __________________________________________________________

*NOTE! It is very important that you apply with the Graduate School for your final Oral Exam on or before the deadline. (@14 days before your requested exam date). If you miss this date you may not be able to do your oral exam and your degree date may be delayed by one term. Please regularly check the Graduate School dates and deadlines site.

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 4-15-19