

**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 \_\_\_\_\_ Cdts: \_\_\_\_\_ Completed: \_\_\_\_\_ semester \_\_\_\_\_ year \_\_\_\_\_

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MUP \_\_\_\_\_ Cdts: \_\_\_\_\_ Completed: \_\_\_\_\_ semester \_\_\_\_\_ year \_\_\_\_\_

MUP \_\_\_\_\_ Cdts: \_\_\_\_\_ Completed: \_\_\_\_\_ semester \_\_\_\_\_ year \_\_\_\_\_

**VOICE AREA REQUIREMENTS**

MUS 665 Physiology/Functioning of The Singing Voice

Completed: \_\_\_\_\_ Cdts: \_\_\_\_\_ semester \_\_\_\_\_ year \_\_\_\_\_ Grade \_\_\_\_\_

MUS 667 Materials, Techniques & Lit Of Voice Teaching

Completed: \_\_\_\_\_ Cdts: \_\_\_\_\_ semester \_\_\_\_\_ year \_\_\_\_\_ Grade \_\_\_\_\_

MUS 620 Advanced Vocal Repertory

Completed: \_\_\_\_\_ Cdts: \_\_\_\_\_ 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 \_\_\_\_\_

Cdts: \_\_\_\_\_ Completed: \_\_\_\_\_ semester \_\_\_\_\_ year \_\_\_\_\_ Grade \_\_\_\_\_

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)

MUS 623 or 627 Opera Lit Cdts: \_\_\_\_\_ Completed: \_\_\_\_\_ semester \_\_\_\_\_ year \_\_\_\_\_ Grade \_\_\_\_\_

MUS \_\_\_\_\_ Cdts: \_\_\_\_\_ Completed: \_\_\_\_\_ semester \_\_\_\_\_ year \_\_\_\_\_ Grade \_\_\_\_\_

MUS \_\_\_\_\_ Cdts: \_\_\_\_\_ Completed: \_\_\_\_\_ semester \_\_\_\_\_ year \_\_\_\_\_ Grade \_\_\_\_\_

MUS \_\_\_\_\_ Cdts: \_\_\_\_\_ Completed: \_\_\_\_\_ semester \_\_\_\_\_ year \_\_\_\_\_ Grade \_\_\_\_\_

(list possible course numbers available)

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

MUS \_\_\_\_\_ Cdts: \_\_\_\_\_ Completed: \_\_\_\_\_ semester \_\_\_\_\_ year \_\_\_\_\_ Grade \_\_\_\_\_

MUS \_\_\_\_\_ Cdts: \_\_\_\_\_ Completed: \_\_\_\_\_ semester \_\_\_\_\_ year \_\_\_\_\_ Grade \_\_\_\_\_

MUS \_\_\_\_\_ Cdts: \_\_\_\_\_ Completed: \_\_\_\_\_ semester \_\_\_\_\_ year \_\_\_\_\_ Grade \_\_\_\_\_

(list possible course numbers available)

## Required Additional Course: (3 credits)

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

Course: \_\_\_\_\_ Cdts: \_\_\_\_\_ Completed: \_\_\_\_\_ semester \_\_\_\_\_ year \_\_\_\_\_ Grade \_\_\_\_\_

(list possible course numbers available)

## Additional courses taken or required by advisory committee:

Course: MUC 596 Cdts: 1-3 Completed: \_\_\_\_\_ semester \_\_\_\_\_ year \_\_\_\_\_ Grade \_\_\_\_\_

Course: \_\_\_\_\_ Cdts: \_\_\_\_\_ Completed: \_\_\_\_\_ semester \_\_\_\_\_ year \_\_\_\_\_ Grade \_\_\_\_\_

Course: \_\_\_\_\_ Cdts: \_\_\_\_\_ Completed: \_\_\_\_\_ semester \_\_\_\_\_ year \_\_\_\_\_ Grade \_\_\_\_\_

Course: \_\_\_\_\_ Cdts: \_\_\_\_\_ Completed: \_\_\_\_\_ semester \_\_\_\_\_ year \_\_\_\_\_ Grade \_\_\_\_\_

(list possible course numbers available)

## 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: \_\_\_\_\_

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

[http://www.research.uky.edu/gs/CurrentStudents/doctoral\\_forms.html](http://www.research.uky.edu/gs/CurrentStudents/doctoral_forms.html)

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

Notes: