

MM (Non-Thesis) Student Responsibilities-Final Semester

Each candidate for a masters degree is responsible for performing the following tasks.

1. Apply for Graduation (AFG)

- a. At the beginning of the semester in which you wish to schedule your final oral examination you must Apply for Graduation (AFG) through Enroll & Pay.
- b. If you did this in an earlier semester, you must re-do it with correct, up-to-date information.
- c. The annual deadlines are posted in the Graduate Calendar found under Student Resources and Forms:
<http://music.ku.edu/school/documents.shtml>

2. Schedule your final oral examination

Starting four weeks or more before the defense date you must do the following:

- a. Four weeks or more before the defense date: Contact each person on your committee to schedule and confirm a time and date for your final oral examination.
- b. Once you have done this, contact the Graduate Administrative Assistant in Student Services (450 Murphy) with the date, time, committee members (designating the chair of your committee). The Administrative Assistant will prepare a Progress to Degree form, obtain a room for your use, and send confirmation to your committee and you with the room information.
- c. Carefully check the Graduate Calendar deadlines for each step found under Student Resources and Forms:
<http://music.ku.edu/school/documents.shtml>
- d. The Director of Graduate Studies in Music will do a final degree check to verify that all requirements have been completed. The Director needs the Progress to Degree form at least **two (2) weeks prior to the defense!**

3. Final Oral Examination

- a. On the day of your final oral examination your committee chair will sign the approved Progress to Degree form and submit it for processing to the Graduate Administrative Assistant noting completion of the defense. You are responsible for verifying with your advisor that the examination results were submitted to the School of Music Student Services office (450 Murphy).