

# The University of Kansas

School of Fine Arts  
Department of Music and Dance  
Division of Graduate Studies

## MM (non-thesis) Student Responsibilities Final Semester

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

1. **Application for Degree Form (ADF)**
  - a. At the beginning of the semester in which you wish to present your final recital you must obtain the ADF from the Graduate Secretary in the M&D office.
  - b. If you filed a form in an earlier semester, you must file a new form with correct, up-to-date information.
  - c. The annual deadlines are:
    - a. April 15 for a May graduation (March 1 to guarantee listing in commencement program).
    - b. July 15 for August graduation
    - c. December 1 for December graduation
  - d. *This form must be submitted to 446 Murphy Hall as quickly as possible.*
  - e. **ALL STUDENTS MUST BE ENROLLED** in at least one hour of credit during the semester in which they wish to graduate.
  
2. Schedule your final oral defense.  
*Starting four weeks or more before the defense date you must do the following:*
  - a. Contact each person on your committee to schedule and confirm a time and date for your final oral exam.
  - b. Once you have done this, contact the Graduate Secretary in the M&D office (864-3436) with the date, time, committee members (designating the chair of your committee), and thesis title. She will create a do-all form requesting your final oral exam from the SFA Graduate Division, obtain a room for your use, and send confirmation to your committee and yourself with the room information.
  - c. The Director of Graduate Studies in Music will do a final degree check to verify that all requirements have been completed before sending the do-all to the Associate Dean of Graduate Studies for final approval. The Director needs the do-all at least **two (2) weeks prior to the defense!**
  - d. The Associate Dean needs the paper work at least **one (1) week prior to the defense.**
  - e. **Deadlines for 2002-03:**
    - i. Fall  
Last day for orals (a December degree): **December 15**
    - ii. Spring  
Last day for orals (a May degree): **May 1**
    - iii. Summer  
Last day for orals (an August degree): **July 25**

3. **Final Oral Exam**

- a. On the day of your final oral exam your committee chair will sign the approved do-all form and submit it for processing to the SFA Graduate Division noting completion of the defense. You are responsible for verifying with your advisor that the examination results were submitted to the SFA Graduate Division in 446 Murphy Hall.