

**GRADUATION CHECKLIST
FOR DEGREES NOT REQUIRING A RECITAL**

Deadline:	Action Due:
First day of the semester BEFORE the semester of graduation	<ol style="list-style-type: none"> 1. Submit your "Notification of Intent to Graduate" form to the Graduate Coordinator. 2. Make appointment to meet with Graduate Coordinator to complete your Program of Studies form.
July 1/Oct 1/March 1 of the semester BEFORE the semester of graduation	<p>Meet with the Graduate Coordinator to do the following;</p> <ol style="list-style-type: none"> 1. Complete your "Program of Studies Form." 2. Propose the names of your advisory committee members to the Graduate Coordinator for approval by the Dept. of Music Graduate Committee. <p>NOTE: Any language or diction requirement must have been completed BEFORE submitting the Program of Studies.</p>
Last day of the semester BEFORE the semester of graduation	<p>Complete your Piano Proficiency Exam if one is required for your degree.</p> <p>NOTE: The Theory and Composition (with theory emphasis) and the Music History and Literature concentrations both require a piano proficiency</p>
2 months before your oral exam or thesis defense (NOT INCLUDING intersession time)	<p>Submit to the Graduate Coordinator the following materials</p> <ol style="list-style-type: none"> 1. The completed "Graduation Submission Form for Degrees <u>Not</u> Requiring a Recital" with the following information: <ul style="list-style-type: none"> • Date, time and place of your oral exam or thesis defense
2 weeks before your oral exam or thesis defense	<p>If you have not been notified to pick up your approved Announcement of Exam form, check with the Graduate Coordinator. You will need this form to take to your oral exam or thesis defense.</p>
April 1/July 1/Nov. 1	<ol style="list-style-type: none"> 1. Visit the UNM graduation website (http://graduation.unm.edu) to do the following: <ul style="list-style-type: none"> • Make arrangements for your diploma: the name you wish to appear on it, and where it should be sent if you will not be able to pick it up. • Register to walk in either the UNM Commencement ceremony or the College of Fine Arts Convocation. 2. Notify the Fine Arts Advisement Center (CA 1103) if you wish to attend the College of Fine Arts Convocation.
April 15/July 15/Nov. 15	<p>Check with the Graduate Coordinator and with the Office of Graduate Studies to make sure all requirements have been met.</p> <p>By this date, your oral exam or thesis defense report must be submitted, all Incompletes on your transcript must be removed and all Non-Reported grades reported. If a thesis is required for your degree, your thesis manuscript in final approved form must be filed with OGS.</p>