# GRADUATION CHECKLIST
FOR DEGREES REQUIRING A RECITAL

<table>
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<th>Deadline:</th>
<th>Action Due:</th>
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| First day of the semester BEFORE the semester of graduation | 1. Submit your “Notification of Intent to Graduate” form to the Graduate Coordinator.  
2. Make appointment to meet with Graduate Coordinator to complete Program of Studies form |
| July 1/Oct 1/March 1 of the semester BEFORE the semester of graduation | Meet with the Graduate Coordinator to do the following:  
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.  

NOTE: Any language or diction requirement must have been completed BEFORE submitting the Program of Studies. |
| Last day of the semester BEFORE the semester of graduation | Complete your Piano Proficiency exam if one is required for your degree.  
NOTE: The Conducting and Vocal Performance concentrations both require a piano proficiency. |
| 2 months before your recital (NOT INCLUDING intersession time) | Submit to the Graduate Coordinator the following materials:  
1. The completed “Graduation Submission Form for Degrees Requiring a Recital” with the following information:  
   • Date, time and place of your oral exam  
   • Date, time and place of your graduate recital  
   • Date, time and place of your recital preview, and the names of the faculty who will attend  
2. The “Recording Fee Receipt” showing that you have arranged for your recital to be recorded and have paid the fee.  
3. Formatted program page, program notes, bibliography and translations of song texts if applicable – Please send these as .doc or .docx files rather than as .pdfs or hard copies  

(NOTE: You do NOT have to submit these materials to your committee first—the Graduate Coordinator will read them first and then forward them to your committee for approval; however, you probably SHOULD show them to your major professor before sending them to the Graduate Coordinator). |
| 6 weeks before your recital | If you have not heard anything from them, check with your committee members to find out what corrections need to be made to your program notes. |
| 1 month before your recital | Submit preliminary corrections of your program notes to your advisory committee. |
| 2 weeks before your recital | Submit the FINAL version of your notes to the advisory committee.  

NOTE: The committee chair will return all materials to the Graduate Coordinator by one week before the recital; the Graduate Coordinator will make copies for your file and submit the final materials to Keller Hall for printing. |
| 2 weeks before your oral exam | 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. |
| April 1/July 1/Nov. 1 | 1. Visit the UNM graduation website (http://graduation.unm.edu) to do the following:  
   • 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. |