

**UNM DEPARTMENT OF MUSIC ● GRADUATION SUBMISSION FORM
FOR DEGREES REQUIRING A RECITAL**

This form and accompanying required materials must be submitted to the Graduate Coordinator **TWO MONTHS** before the date of your graduate recital, **NOT INCLUDING INTERSESSION TIME.**

Provide the following information:

Name: _____ Semester you intend to graduate: _____

Email: _____ UNM ID #: _____

Date, time and place of your graduate recital:

Date, time and place of your recital preview (must occur at least 2 weeks before your recital):

Faculty who will attend: _____

NOTE: The preview should be conducted by as many of your area faculty (e.g., strings, woodwind, voice) who are able to attend—please consult them all when you arrange your preview date; at least 3 must attend)

Names of advisory committee members as previously approved by the Graduate Committee:

NOTE: Minimum of 3 members required; a 4th member is allowed, but not required.

_____, chair _____

Date, time and place of your oral exam (must occur AFTER the recital; all advisory committee members must be present):

Have you passed the graduate piano proficiency in your area? Yes No Not Required

NOTE: A piano proficiency is required for the Conducting Concentration and for the Performance Concentration in Voice. The graduate piano proficiency is in addition to any profieicney that you took as part of your undergraduate degree and must be completed by the end of the semester prior to the semester of graduation.

SUBMIT THIS FORM AND THE FOLLOWING MATERIALS TO THE GRADUATE COORDINATOR:

NOTE: If possible, please also send items 1-4 to the Graduate Coordinator electronically: colleens@unm.edu, Microsoft Word document preferred, not .pdf files or .docx files.

- 1) Formatted program page for your recital (see web for guidelines)
- 2) Program notes
- 3) Bibliography
- 4) Song translations if appropriate
- 5) The signed receipt portion of your recital recording request form.

Notes on University Deadlines:

All paperwork, including the Report of Examination or Thesis Defense and removal of all incompletes and NR grades from your transcript, must be completed by the following dates:

For Fall graduation: November 15

For Spring graduation: April 15

For Summer graduation: July 15

If you miss the above deadlines, but get everything in by the last day of the semester, you will receive your diploma the following semester but you will not have to register for any coursework that semester.