

**GRADUATION CHECKLIST  
FOR DEGREES REQUIRING A RECITAL**

<b>Deadline:</b>	<b>Action Due:</b>
First day of the semester BEFORE the semester of graduation	<ol style="list-style-type: none"> <li>1. Submit your "Notification of Intent to Graduate" form to the Graduate Coordinator.</li> <li>2. Make appointment to meet with Graduate Coordinator to complete Program of Studies form</li> </ol>
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"> <li>1. Complete your Program of Studies Form.</li> <li>2. Propose the names of your advisory committee members to the Graduate Coordinator for approval by the Dept. of Music Graduate Committee.</li> </ol> <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 Conducting and Vocal Performance concentrations both require a piano proficiency.</p>
<p>2 months before your recital (NOT INCLUDING intersession time)</p> <p>Failure to submit these materials by the deadline may require you to reschedule your recital for a later date!</p>	<p>Submit to the Graduate Coordinator the following materials:</p> <ol style="list-style-type: none"> <li>1. The completed "Graduation Submission Form for Degrees Requiring a Recital" with the following information: <ul style="list-style-type: none"> <li>• Date, time and place of your oral exam</li> <li>• Date, time and place of your graduate recital</li> <li>• Date, time and place of your recital preview, and the names of the faculty who will attend</li> </ul> </li> <li>2. The "Recording Fee Receipt" showing that you have arranged for your recital to be recorded and have paid the fee.</li> <li>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).</li> </ol>
6 weeks before your recital	<p>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.</p>
1 month before your recital	<p>Submit preliminary corrections of your program notes to your advisory committee.</p>
2 weeks before your recital	<p>Submit the FINAL version of your notes to the advisory committee.</p> <p>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.</p>
2 weeks before your oral exam	<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.</p>
April 1/July 1/Nov. 1	<ol style="list-style-type: none"> <li>1. Visit the UNM graduation website (<a href="http://graduation.unm.edu">http://graduation.unm.edu</a>) to do the following: <ul style="list-style-type: none"> <li>• 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.</li> <li>• Register to walk in either the UNM Commencement ceremony or the College of Fine Arts Convocation.</li> </ul> </li> <li>2. Notify the Fine Arts Advisement Center (CA 1103) if you wish to attend the College of Fine Arts Convocation.</li> </ol>