

Graduation Checklist

Master of Music

Before you arrive	When Done
Send the completed Music Application to School of Music (http://music.wcu.edu/forms/GradApp.pdf)	
Send Completed Graduate Student Application to Grad School (http://www.wcu.edu/graduate/prospective.html)	
Send GRE scores to the Graduate School (min 800 total) (http://www.wcu.edu/graduate/GRE.html)	
Complete Audition (http://music.wcu.edu/auditions/graduation.htm)	
Take Music Graduate Diagnostic Entrance Exams	
Obtain a current Degree Check Sheet	
Soon After Arriving	
Arrange for a major advisor <div style="text-align: center;">_____</div> <div style="text-align: center;">Name</div>	
Create a Graduate Committee (3 names Here) _____ _____ _____	
Create a plan of Study/Graduation Plan (Use a check sheet and plan when you are taking each course and finishing any graduation recitals, internships, etc.)	
If you have been awarded a graduate assistantship, contact the Graduate Coordinator for your duties. Then contact your supervising professor(s) for specific duties.	
Just before your final semester	
File the Graduate Recital Approval Form Contact your major professor about literature for your graduate recital. The literature must be approved by your graduate committee no later than the first week of the semester in which you plan on performing your graduate recital.	
Schedule your graduate recital. This should be done as soon as the departmental calendar permits. You must also secure a time in the recital hall, the services of a capable pianist and any other	

required personnel. It is strongly recommended that you clear the date with all members of your graduate committee so that they may attend the performance.	
Early in your last semester	
Schedule a hearing of your graduate recital two weeks prior to the recital date. Book the recital hall via your major professor. This should be done at the same time the hall is initially reserved.	
Schedule your written comprehensives and oral comprehensive Exams	
File an Application to Graduate and pay the graduation fee with the Graduate school (\$30.00 Fee) http://www.wcu.edu/graduate/forms/GS_Graduation_App.pdf	
In the First week of the semester of the graduate recital, finalize the literature to be performed. Adjust the list attached to the Graduate Recital Approval Form if necessary.	
Make arrangements with the Recording Coordinator to have the graduate recital recorded and pay the recording fee (\$40) in advance of the performance. There can be no exceptions.	
<i>Deadline to perform the Graduate Recital</i> is no later than four weeks before the last day of classes.	
Submit final copy of program notes to your major professor one week before the hearing.	
<i>Deadline to complete the written comprehensive examination</i> is no later than four weeks before the last day of classes.	
One week after receiving the written comprehensive, turn in three typed copies to your major professor or committee chair.	
Schedule your comprehensive examination no later than three weeks before the last day of classes. The completed Comprehensive Examination Form must be signed by the committee and turned in to the Committee Chair.	
Results of the Comprehensive examinations must be received by the Graduate School at least 10 days prior to commencement	
Commence!	