

Thesis/Project/Recital Procedures for Music Dept. Graduate Students

This form will be available online in the Graduate Handbook, linked from the Department Web Site: www.cwu.edu/~music

- I. Prior to initial registration for thesis credits (MUS 700):
 - A. Diagnostic examinations and/or remedial theory and history work must be completed.
 - B. MUS 521, Methods of Music Research, must be completed prior to or taken concurrently with the first quarter of thesis registration.
- II. During the quarter of initial registration for thesis credits (MUS 700), an initial thesis-planning meeting with the Adviser will take place prior to or no later than the end of the Add/Drop period of the quarter. The purpose of this meeting is to:
 - A. Discuss revisions to Course of Study, if appropriate (original Course of Study was submitted before 25 credits were earned).
 - B. Identify Thesis Committee members.
 - C. Develop a plan for the thesis project or activity and covering paper.

A maximum of 4 credits of MUS 700 may be taken during this quarter.

The graduate student will take the responsibility of securing the appropriate signatures on the Thesis Timetable (TT) form to provide verification that the above steps (Items I and II) are completed. *The chair will drop the student's registration for MUS 700 if the completed form is not submitted to the music office by the end of the Add/Drop period.*

- III. During the initial quarter:
 - A. Committee members will be identified.
 - B. The official Graduate Committee and Option Approval Form are completed and submitted to the Graduate Office.
 - C. A meeting of the committee members and the candidate will be held. The purpose of this meeting is to review the thesis plan, discuss the roles of committee members, review deadlines based on anticipated graduation date and decide on final exam expectations and format. The result of this meeting will be a completed, signed thesis option form. The completed thesis form will be submitted to the Graduate Office by the end of this quarter.
 - D. In the intervening time, the candidate is to work on the written project, meet with adviser and complete at least one draft.

Completion of the items in #III is requisite for subsequent enrollment in MUS 700

- IV. Normally, the final credits of MUS 700 will be taken during the quarter when graduation is anticipated. During the quarter when MUS 700 credits are completed a completed first draft of the written project must be submitted to the adviser for comments no later than the end of the Add/Drop period of this quarter before sending it to the rest of committee.

The graduate student will take the responsibility to secure the appropriate signatures on the Thesis Timetable form (TT) to provide verification to the department chair that the first draft has been completed. *The chair will drop the student's registration for MUS 700 if item #IV of the TT form is not completed and submitted to the music office before the end of the Add/Drop period.*

- IV. During this quarter:
- A. Six weeks before desired time for oral examination a revised draft must be sent to the committee members.
 - B. Final draft must be submitted to committee members a minimum of two weeks before the oral examination. If it is determined that more work is needed, the completion of this work and its impact on the student's graduation will be discussed at the oral examination. Final signatures may be withheld until all final documents are submitted.
 - C. Recitals presented for the degree can be given only after the committee is formed. Recital previews must be given with committee members present at least *two weeks* before the recital performance. All committee members must be contacted regarding the scheduling of the previews and degree recitals such that every reasonable attempt is made to allow all committee members to be present. Committee members must make every attempt to attend. If unable to be present, committee members must be provided with recordings of the preview and recital as soon as they are available.
- V. Other Graduate Office requirements concerning the Abstract, Application for the degree, etc. must be followed according to published deadlines.
- VI. Upon completion of all degree requirements, copies of all relevant thesis materials (written work and/or recital programs and recordings) must be submitted to the adviser, the Music Office, and any committee members who want a copy. Upon receipt of these copies, final approval/signatures will be given to graduate.