

Music Department

Graduate Student/Committee Chair (check list)

I. First Quarter in residence (usually Fall Term)

- Complete diagnostic exams in theory and history
- Complete and submit the “Course of Study Form” to the graduate office
(*strongly suggested – required after 25 credits*)

II. Second Quarter in residence (usually Winter Term)

- Choose Thesis/Project/Recital (with committee chair)
(*strongly suggested*)

III. Prior to registration of MUS 700

- Must have completed diagnostic exams and/or remedial theory and history
- MUS 521 must be completed or taken concurrently with the first quarter of MUS 700
- “Graduate Committee and Optional Approval Form” must be submitted before or concurrently with the first quarter of MUS 700

IV. During initial registration of MUS 700 (usually Fall Term second year—can be earlier or later)

- Secure the appropriate signatures on the “Thesis/Project/Recital Timetable”
- “Graduate Committee and Optional Approval Form” must be submitted to graduate office
- Review with committee chair the “Thesis/Project/Recital Procedures for Music Department Graduate Students”

V. During or prior to the final quarter of MUS 700 (usually Spring Term second year)

- Schedule your orals with the graduate office and committee members
- Submit your first draft of your Thesis/Project to your committee chair before the end of the add/drop period
- Submit your *revised draft* of the Thesis/Project to committee members six weeks prior to orals
- Submit the *final* Thesis/Project to committee members two weeks before orals
- Submit “Thesis/Project/Recital Timetable Form” with signatures to committee chair
- Recital previews must be given at least two weeks before the scheduled recital
- Complete all Graduate Office deadlines

Detailed information concerning forms, guidelines, deadlines and specific requirements can be found on the following CWU websites. Graduate students and committee chairs should be familiar with all requirements and deadlines.

1. Graduate Office: <http://www.cwu.edu/~masters/>
2. Music Department: <http://www.cwu.edu/~music/student/grad/index.html>
3. Graduate Handbook: http://www.cwu.edu/~music/student/grad/grad_handbook.html
4. Thesis/Project/Recital Timetable:
<http://www.cwu.edu/~music/student/grad/thesistimetable.pdf>

Larry Gookin
Graduate Coordinator
Fall 2008

Student: _____
Committee Chair: _____