

IVE FINISHED MY COURSEWORK...NOW WHAT?!

1. Complete all your coursework and submit Course Outline to the GC in **DEGREE PLAN ORDER!**
 - a. Only students with an approved Course Outline can take comprehensive exams. Course Outline form is on our website: <https://music.utexas.edu/perform-study/academics/current-graduate-students>
 - b. Degree plans are found here: <https://music.utexas.edu/apply/graduate-admissions/graduate-degrees>
2. Complete your **COMPREHENSIVE EXAMS.**
 - a. DMA comp exams are in sections: **Music Theory** is the final exam for Analytical Techniques (MUS 388T) and is only offered during final exams in each semester (and can be taken prior to completing all coursework); **Music History & Score ID** are schedule in the 10th week of each long semester (and during the summer, if necessary); **specialized** comps are set individually by each division.
 - b. It does not matter in what order you take your comprehensive exams.
 - c. PhD comps are scheduled individually. After completing exams, you must defend your prospectus.
3. Set your doctoral committee and apply for doctoral candidacy online.
 - a. Doctoral committees have SIX members for DMA students, three of which **MUST** be members of the BSOM Graduate Studies Committee. PhD & Composition committees have 5 members (only one supervisor).
 - i. Performance Co-Supervisor (applied lessons teacher)
 - ii. Academic Co-Supervisor
 - iii. Performance Member
 - iv. Performance Member
 - v. Academic Member
 - vi. Outside Member (must be outside BSOM)
 - b. Candidacy app is on our website: <https://music.utexas.edu/perform-study/academics/current-graduate-students>
 - c. **ONLY PHD, COMPOSITION MAJORS AND TREATISE STUDENTS will put a description of their final project (“abstract”) in the candidacy application. ALL OTHERS write only “DMA OPTION 2.”**
 - d. Once your candidacy app is approved, the GC will switch you into dissertation hours (MUS x99N for all performance majors; MUS x99R/W for PhD/Composition majors; MUS x99 Treatise for Treatise students). There is a deadline for this switch each semester. OGS will not retroactively do this switch after the deadline.
 - e. You must complete a minimum of 6 hours of an x99 course in order to be eligible to graduate.
4. Schedule and perform your DMA II Recital – you cannot perform this recital until you have applied for doctoral candidacy! **PLAN AHEAD.**
 - a. DMA II should be graded by the performance members of your doctoral committee, and your performance co-supervisor **MUST** attend.
5. Schedule your Lecture Recital and Final Defense. **“PINK” SHEET.**
 - a. Apply to graduate online in your final semester by the application deadline.
 - b. Contact Page Stephens (scheduling@mail.music.utexas.edu) directly to schedule your Lecture Recital.
 - i. **Lecture Recital must be completed PRIOR to last two weeks of class.**
 - ii. 4 out of 6 members (including both co-supervisors) must attend Lecture Recital (virtual attendance (streaming, Skype) counts as attendance).
 - c. The Final Defense must be scheduled with the Grad School using the Request for Final Oral Examination Form.
 - i. **Final Defense must be completed PRIOR to last week of class.**
 - ii. 5 out of 6 members (including both co-supervisors) must attend Final Defense (virtual attendance counts as attendance).
 - iii. Request for Final Oral Exam form is on our website: <https://music.utexas.edu/perform-study/academics/current-graduate-students>
 - iv. All attending members must sign Request for Final Oral Exam form legibly. Once committee signs, Grad Adviser must sign. **PLAN AHEAD for time to gather signatures.** Legible copies are ok, but all signatures must be on the same sheet. Bring form to GC for GA signature at least **THREE WEEKS** prior to Final Defense.
 - v. Form must be filed with Grad School at least **TWO WEEKS** prior to Final Defense.
 - vi. Send lecture document to your committee at least **ONE WEEK** prior to defense.
6. Perform your Lecture Recital and complete your Final Defense. Final Certification = Purple Sheet, Final Report (PhD)
 - a. The Grad School will email you the Final Certification/Final Report doc, on which **ALL** committee members, even one who was absent, **MUST SIGN** and indicate CREDIT or NO CREDIT.
 - b. After all committee members sign, the GSC Chair must sign.
 - c. Legible copies are ok, but all signatures must be on the same page, and must be copied on purple paper for DMA (white for PhD, Composition, Treatise).
7. File your completed Final Certification/Final Report with the Grad School by **3pm on the last FRIDAY of class** (not necessarily last class day). PhD: upload dissertation and all other required docs by submission deadline above.
8. DMA: Email the **final version** of your lecture document (PDF) to the GC.
9. Graduate!
 - a. The Grad School holds a commencement ceremony each spring. Graduates from the previous summer, fall, and spring semesters are invited to participate in the spring ceremony.