

**Wright State University** □□  
**Department of Music**  
**Graduate Studies in Music**

**Graduation Checklist**

*This is intended to be an informal aid to those in the Master of Music or Master of Humanities (Emphasis in Music) degree programs. It is for your private use only, and is not an official document. There may be other requirements associated with your program not listed on this form (see your program of study check-sheet and the WSU School of Graduate Studies Catalog for details). For further information, consult with your advisor or the Director of Graduate Studies in Music.*

After completing approximately 24-32 credit hours toward the degree:

***Prior to starting my Thesis, Project, or Recital and preparing for Orals:***

- Meet with my advisor
- Meet with Director of Graduate Studies in Music (DGSM)

***Completing my Thesis, Project, or Recital***

- Select Thesis, Project, or Recital Committee Chair and approve with DGSM
- Meet with Thesis, Project, or Recital Committee Chair
- Select other committee members
- Registered for thesis credit or continuing enrollment if appropriate
- Approve other committee members with Committee Chair and DGSM
- Complete and submit *Thesis, Project, or Recital Proposal Form* to DGSM
- Complete and submit *Graduate Recital Application Form* (if doing Recital) to DGSM
- If in M.Hum program, meet with Humanities advisor
- If in M.Hum program, submit thesis proposal to Humanities program (this is in addition to above)
- Complete Thesis, Project, or Recital and accompanying document
- Submit signed final draft(s) of document or thesis to DGSM (and to Humanities if M. Hum)
- If thesis, submit two signed final copies to School of Graduate Studies
- Submit *Final Approval of Graduate Recital and Document form* (if doing Recital) to DGSM

***Completing my Oral Comprehensive Examination***

- Have completed all required music history, theory, and research courses (core)
- Am in last quarter of coursework or done with coursework
- Thesis, Project, or Recital completed or nearing completion
- Registered for continuing enrollment if not taking other credit (like thesis, or classes)
- Meet with my advisor
- Meet with DGSM
- Select Orals Committee chair and approve with DGSM
- Select two other members of Orals Committee and approve with DGSM
- Schedule Orals with Orals Committee (date, time, and place)
- Notify DGSM in writing of Orals date, time, and place at least one month prior to test
- Meet with Orals Committee members to discuss test preparation
- Complete Orals Examination
- Have Orals Committee Chair notify DGSM of Orals of results in writing.

***Final Steps***

- Meet with DGSM
- Apply for graduation in School of Graduate Studies at least 10 weeks before graduation
- Clear all outstanding grades, fees, and fines