



SCHOOL OF MUSIC AND DANCE Music Graduate Office

(541) 346-5664 • gradmus@uoregon.edu • music.uoregon.edu

UNIVERSITY OF OREGON

Master's Checklist Cover Sheet

Student Name: _____ UO ID: _____
last first

Local Address: _____

Local Phone: _____ E-mail: _____

Graduate Entrance Exams: Term/Year passed or Review Courses (indicate which) Theory: _____ Aural Skills: _____ History: _____

Adviser: _____ Committee Member: _____ Committee Member: _____

Procedures for Graduation

- Asked adviser to appoint master's committee
- Proposal for thesis/project approved and submitted to the Graduate Office (minimum 2 terms before graduation), *if applicable*
- Submitted *Research Clearance for Master's Thesis/Project* form to Graduate Office before starting any research, *if applicable*
- Enrolled in at least three (3) graduate credits during term of graduation, including 1-3 thesis credits, *if applicable*
- At the beginning of proposed graduation term, submitted approved (signed) checklist to Music Graduate Office

In addition, you must also:

- Complete checklist appointment with graduate secretary and submit any required revisions at the beginning of proposed graduation term. **Appointment date/time:**
- Apply for advanced degree online to Graduate School by their deadline (usually second week of the term of graduation).
- Turn in Master's Oral Examination Scheduling Form to the Graduate Office one month before the exam.

Requirements for All Master's Degree Programs

You **must** meet the following minimum requirements. Please fill in all blanks **based on credits you have listed on your checklist:**

<ul style="list-style-type: none"> • A minimum of 45 graduate credit hours of 500- or 600-level courses, including 9 credits taken at the 600 level. • All credit must have been earned within 7 years immediately prior to the awarding of the degree. Matriculation Term/Year: <input style="width: 80px; height: 20px;" type="text"/> 	No. of 500-level credits: _____ No. of 600-level credits: _____ Total graduate credits earned in past seven years: _____	
<ul style="list-style-type: none"> • 24 graduate credits, <i>exclusive of transfer credits</i>, must be graded and must have a GPA of 3.0 (B) or higher. 	Graded graduate credits: _____ GPA listed on transcript: _____	
<ul style="list-style-type: none"> • Minimum of 30 credits taken in the major 	Total credits in Music: _____	
<ul style="list-style-type: none"> • Up to 15 credits may be transfer credits if graded A+, A, A-, B+, B, or Pass and are approved by the School of Music and Dance and the Graduate School. These courses may not have been used to satisfy the requirements for another degree. Continuation center (CEP) courses are acceptable, as are courses taken while classified as a pre-master's student. Transfer paperwork must be submitted and approved at least one term before graduation. 	Transfer Credits: _____ Date Transfer of Credit form submitted to SOM Graduate Office: _____ Date Transfer of Credit form approved by Graduate School: _____	
<ul style="list-style-type: none"> • Minimum of 30 credits taken in residence during at least 2 terms of study. 	No. of terms at UO: _____	
<ul style="list-style-type: none"> • All performance majors at the master's level enrolled in performance studies must be concurrently enrolled in a large, conducted ensemble. 	No. of terms of performance studies: _____ No. of terms of large ensemble: _____	

Attach this completed and signed cover page to your completed master's checklist, which is the approved program of study for your master's degree. Give the original to the Graduate Office a week ahead of your scheduled checklist appointment at the **beginning of the term you plan to graduate**. Take a copy to your oral exam. **This page and the checklist will not be accepted separately.**

GRADUATE OFFICE ONLY	
Rec'd:	_____
Audited by:	_____
Statement of Completion prepared:	_____
GradWeb:	_____

Approved: _____
Adviser Date