

MEMT Master's Non-Thesis Timeline

TIMELINE TOWARDS GRADUATION:

Students must work out a timeline in reverse order. Keep in mind there is only a very small amount of flexibility in working out this timeline. Failure to adhere to the timeline has consequences, specifically your ability to graduate on time.

Plan your own timeline to degree one year prior to your estimated degree completion date. The following is in reverse order, start here and work backwards. This process will help provide a detailed schedule to help prevent unnecessary surprises.

- 1) Start with the last day of classes in a given term as shown in the SOM Graduate Calendar located on the School of Music [Resources](#) website "graduate tab". Students must use the actual posted date when they start their timeline.
- 2) Move back one week from the date in #1.
This should be the last day possible for students to schedule the Master's Comprehensive Exam Presentation.
- 3) Move back two weeks from the date in #2.
Students submit the completed Non-Thesis Master's Comprehensive Presentation Authorization (NTMCPA) form to be processed by MEMT for advance approval to hold the presentation. This form is submitted as an email attachment to Lois and is found on the MEMT website at www.memt.ku.edu under [Documents and Forms](#), "graduate tab".

Students, with approval of the major advisor, must circulate the final exam copy of the portfolio to all committee members two weeks prior to the date of the scheduled Master's Comprehensive Exam Presentation.

- 4) Move back one week from the date in #3.
Students begin the process by contacting the committee members for possible available dates/times to hold their Master's Comprehensive Exam Presentation.

Once a date/time is confirmed students must contact Lois in MEMT (elmer@ku.edu or 785-864-4784), to arrange for a room. That information is included on the NTMCPA form.

- 5) The committee chair agrees that the portfolio is ready and approves the student for scheduling of the Master's Comprehensive Exam Presentation.
- 6) Students Apply for Graduation through Enroll and Pay at the beginning of the term they expect to graduate.
- 7) Students must check their MEMT files and update their MEMT Checklist and Degree Requirement Program Plans as needed. All items must be completed and appropriately filed as per the checklist before students may schedule their Master's Comprehensive Exam Presentation.
- 8) Students who meet all degree requirements within the first two weeks of classes in a fall or spring term or within the first week of classes in a summer term will be eligible to graduate without enrolling in classes for that term; providing students were enrolled in the previous term (excluding summer). These dates will vary but are approximately around September 4, February 5, and June 11. Check the SOM Graduate Calendar for the exact date applicable.
- 9) Students enroll in MEMT 898 Comprehensive Examination with their committee chair for the semester they expect to graduate.