

All degree requirements are listed in the [KU Academic Catalog](#) based on the year of admission. Graduate Equivalency Program (GEP) requirements are determined in collaboration with the Area Coordinator for Music Therapy.

Graduate Advisory Committee	
<i>Submit an <u>Advisory Committee Approval Form</u> by 3rd semester of graduate study.</i>	
	Faculty Chair (Prog Area)
	MEMT Faculty
	Grad Faculty Member

Submit an Exam Authorization Form at least 2 weeks prior to the exam date to musicgrad@ku.edu.

Graduation Checklist	
	Apply for Graduation in Enroll & Pay
	Pass Final Oral Exam or Thesis Defense
THESIS STUDENTS ONLY	
	Submit signed Title & Acceptance Pages
	Submit <u>ETD Release Form</u>
	<u>Upload thesis</u> to ProQuest/KU ScholarWorks
<i>All graduation deadlines and event information is <u>posted online</u>.</i>	

This is an example of a two-year degree plan with [full-time enrollment](#) in a regular academic year (fall/spring semesters only). Students should work with their faculty advisor to create a personalized program of study. Music Education also offers a [Summer MME program](#), which is completed over three summers.

Year 1							
Fall	Hrs	Term	Grade	Spring	Hrs	Term	Grade
Total Semester Hours:				Total Semester Hours:			
Year 2+							
Fall	Hrs	Term	Grade	Spring	Hrs	Term	Grade
Total Semester Hours:				Total Semester Hours:			
Total Degree Hours:							

School of Music Graduate Program Timelines

Master of Music Education Program, MME Degree

These are general timelines for degree completion, based on regular admission, full-time enrollment, and satisfactory progress. We expect our students to make every effort to complete their master's degree within two-three years (average for most programs, including part-time programs). Enrollment in the summer is not required for master's students but may reduce your time to degree if courses are available. The following timeline summarizes the School of Music's expectations for student progress. Please note the academic year runs from fall (August) through summer (July).

Year One

- Attend [New Graduate Student Orientation](#) and any required trainings (e.g. New [GTA Training](#)).
- Begin coursework (700+ level recommended) to complete core requirements – Note some courses are only offered in a given semester or year, so plan accordingly.
- All MME students must take MUSC 812 (or an equivalent course approved by advisor) or request a waiver from the Music Education [Area Coordinator](#).
- Identify your faculty advisor and track your program [degree requirements](#). > [Graduate Credit Policy](#)
- Plan your Master's [Graduate Advisory Committee](#) (minimum of three members of the [Graduate Faculty](#)).
- Participate in academic & professional development activities and apply for [Student Opportunity](#) and [Graduate Student Travel Fund](#).

Year Two+

- Complete coursework – Send updated Degree Progress Check Sheet to advisor for final review and musicgrad@ku.edu to request a graduation audit.
- Identify your faculty committee (minimum of 3 Graduate Faculty, see [committee requirements](#) and submit the [Advisory Committee Approval Form](#).
- Discuss PhD options with faculty advisor (recommended).
- Thesis students submit the [Research Proposal Approval Form](#) for committee approval.
- Finalize Degree Progress Check Sheet and submit your [Exam Authorization Form](#) to musicgrad@ku.edu at least 2 weeks prior to final master's exam - Contact your committee members to discuss your progress and plan for exam requirements.
- Complete [Graduation Checklist](#) Requirements – Graduation Deadlines are posted in the [School of Music Graduate Calendar](#).

Additional Resources

- [KU Academic Catalog](#)
- [Graduate Student Welcome Guide](#)
- [Graduate Policies](#) (grading, graduate credit, full-time enrollment, academic standing)
- [Benefits for GTAs](#)
- [Recital Scheduling](#)
- [Request a Locker](#)
- [Exam & Graduation Information](#)
- [Graduate Student Health Insurance](#)
- [Application for Continuing or Multiple Degrees/Certificates](#)
- [Leave of Absence Request](#)
- [School of Music Opportunity Fund](#)
- [Graduate Student Travel Award](#)
- [Financial Aid & Scholarships](#)
- [International Support Services \(ISS\)](#)
- [KU Registrar](#)
 - [Academic Calendar](#)
 - [Tuition & Fee Schedule](#)
 - [Schedule Change Info and Forms](#) (see error message section)
 - [Fee Petition Form](#)
 - [FacEx Appeals](#)