

# Steps to the Degree (Master's & Doctoral)

## Master's Degree

1. Take Graduate Music Classification Examination in Music Theory.
2. Meet with your faculty advisor to develop a tentative plan of studies for the degree program according to the Program of Studies. If you are unsure about who your advisor is, please contact the Area Coordinator of your degree program.
3. Remedy any deficiencies determined by the Graduate Music Classification Examination.
4. Typically, by your second semester you will select a supervisory committee in conjunction with the major professor; file Supervisory Committee Form with the Graduate Music Office. This form can be found on our website, or may be picked-up from the Graduate Music Office.
5. For most thesis programs, you will develop a prospectus and present it to the supervisory committee for approval. Submit complete copy of signed prospectus to the Graduate Music Office.
6. Complete an official "Program of Studies" form with the major professor (no later than the beginning of the fourth semester) and submit signed copy to the Graduate Music Office. This form can be found on our website, or may be picked-up from the Graduate Music Office.
7. During the first three weeks of your final semester, apply for graduation through your my.fsu.edu student account.
8. If you are a performance major, register for, and complete the Master's Recital(s), then file Master's Recital Form in the Graduate Music Office. This form can be found on our website, or may be picked-up from the Graduate Music Office.
9. Certain degrees require the Master's Comprehensive Examination. If this applies to you, register for MUS 8966 during your final semester, successfully complete Comprehensive Examination, and file Master's Comprehensive Exam form in the Graduate Music Office.
10. For thesis programs, after approval of prospectus, register for thesis hours, register for thesis defense (during final semester - MUS 8976), and file Master's Defense form in the Graduate Music Office. Visit the Graduate School's website for all of the latest policies and procedures concerning the thesis.
11. For thesis programs, defend and submit the thesis according to the submission guidelines found on the Graduate School's website by the University deadline (found on the Graduate School's website).
12. Verify that ALL appropriate Thesis Defense forms have been submitted to the University via the Manuscript Clearance Portal.

13. The work for the Master's degree must be completed within seven years from the time the student first registers for graduate credit. Any graduate work transferred from another institution must have commenced not more than seven years prior to completion of the degree for the credits to be applicable to the Master's degree.

14. Credits and Independent Studies:

- Thesis Programs. To qualify for a master's degree under this program, the student must complete a minimum of thirty (30) semester hours of credit including thesis credit. At least eighteen (18) of these hours must be taken on a letter-grade basis (A, B, C).
- Non-Thesis Programs. To qualify for a master's degree under this program, the student must complete a minimum of thirty (30) semester hours of course work. At least twenty-one (21) of these hours must be taken on a letter-grade basis (A, B, C).

## Doctoral Degree

1. Take Graduate Music Classification Examination in Music Theory.
2. If your degree area requires the Doctoral Diagnostic Examination you will successfully complete the exam requirement, obtain the signature of your Area Coordinator, and file the Doctoral Exam Form with the Graduate Music Office (signed by the Area Coordinator); during the first (or second) academic term. Note that many of our doctoral programs no longer require the Doctoral Diagnostic Examination. Please verify by consulting the Area Coordinator of your degree program.
3. Remedy any deficiencies determined by the Graduate Music Classification Examination.
4. Typically, by your second semester you will select a supervisory committee in conjunction with the major professor; file Supervisory Committee Form with the Graduate Music Office. This form can be found on our website, or may be picked-up from the Graduate Music Office.
5. Meet with your faculty advisor to develop a study plan for the degree program according to the Program of Study Form and individual student needs.
6. Meet the Scholarly Engagement Requirement:
  - A. complete 24 graduate (5000-level or above) credit hours within any consecutive 12-month period; OR
  - B. complete a minimum of eighteen (18) graduate credit hours in any consecutive 12-month period and submit to their Area Coordinator and/or faculty advisor evidence of additional Scholarly Engagement activities equivalent to 6 credit hours prior to completion of the degree. These activities may include enrolling in courses (additional credit hours); attending or presenting/performing in seminars, masterclasses, workshops, symposia, conferences and festivals; engaging in creative activities, research and collaborative study beyond the university campus; utilizing the library, laboratories and other facilities provided by the University; and other scholarly or creative activities as determined by area faculty and approved by the area coordinator and by the Director of Graduate Studies for the College of Music.
  - C. This requirement only needs to be fulfilled one time, and undergraduate credit hours (4000-level or below) do not count toward this requirement.

7. Complete a Program of Studies Form the semester you expect to complete coursework in consultation with the major professor and submit it to the Graduate Music Office. This form can be found on our website, or may be picked-up from the Graduate Music Office.
8. Develop a prospectus for the dissertation/treatise/composition and file the prospectus signature page (signed by your Committee members) in the Graduate Music Office. In-lieu of the signature page your Major Professor may send an email message to the Graduate Music Office, copied to your Committee, confirming that all of your Committee members have approved the prospectus.
9. If you are a performance major, register for and present recitals; file the Doctoral Recital form in the Graduate Music Office immediately after each recital. Your Major Professor may also confirm completion of each recital by sending an email to the Graduate Music Office, copied to your Committee members.
10. Register for MUS 8964, complete doctoral Preliminary Exam (comprehensives), and obtain committee signatures on the Doctoral Exam form in the Graduate Music Office. Your Major Professor may also confirm completion of the Preliminary Exam by sending an email to the Graduate Music Office, copied to your Committee members, with the date and the result of the exam.
11. Ensure that the Admission to Candidacy form is completed with the Graduate Music Office to allow registration for treatise/thesis/dissertation hours.
12. Visit the Graduate School's website regularly for the most up-to-date information on policies and procedures pertaining to your Treatise or Dissertation.
13. During the first three weeks of your final semester, apply for graduation through your my.fsu.edu student account.
14. Register for MUS 8985, successfully complete the Defense by the semester deadline, and ensure that your Committee members digitally sign the appropriate documents within the Manuscript Clearance Portal following the Defense.
15. Upload the dissertation/treatise to the Manuscript Clearance Advisor through the ProQuest website and submit any remaining College of Music forms to the Graduate Music Office by the University deadline (found on the Graduate School's website).
16. Verify that ALL required forms have been filed in the Graduate Music Office and that all degree requirements are completed.
17. All requirements for the Doctoral degree must be completed within five calendar years from the time the student passes the preliminary examination, or the student's supervisory committee may either A.) require that a new preliminary examination be passed or B.) require the student to apply for an extension of time (involves paperwork and signature approvals of the Committee, Area Coordinator, Academic Dean, and the Dean of the University Graduate School).