

COMPREHENSIVE ORAL EXAMINATIONS: These policies and procedures apply to graduate students pursuing the Master of Music degree in performance, composition, and music theory; they do not apply to those pursuing the Master of Music Education degree or the Master of Music Therapy degree.

- A. Upon completion of all but six credits, or 8 weeks before the end of the last semester in residence, the candidate shall request, in writing, that the Associate Director for Academic Affairs of the School of Music schedule the oral examination. The request shall include a list of courses (including workshops) taken toward the completion of the degree. The list should also include the course number, title, teacher and grade for each course. A special form for this purpose may be obtained from the School of Music office or on-line.

DEADLINES FOR APPLICATION: FALL SEMESTER – SEPT. 5 SPRING SEMESTER – FEB. 5

- B. Upon receipt of the written request, the Associate Director for Academic Affairs of the School of Music will delegate to the appropriate Coordinator(s), the responsibility to set a time and place for the examination. **NOTE: EXAMINATION MUST TAKE PLACE NO LATER THAN DECEMBER 5 IN FALL SEMESTER AND NO LATER THAN MAY 5 IN SPRING SEMESTER.**
- C. Upon receipt of this request from the Associate Director for Academic Affairs, the Coordinators(s) shall select members of the faculty to conduct the examination, with one designated as chair. The comprehensive exam committee is comprised of three members of the School of Music faculty and chosen in consultation with candidate's advisor or applied/studio instructor and will include: the candidate's advisor or applied/studio instructor, a faculty member of musicology division, and faculty member of music theory division. The committee members need *not* be full-time, tenure-track faculty members. Whenever possible, the musicology and theory members will be those who have taught the candidate as a student in a graduate class. The Coordinator(s) will be responsible for requesting examination questions from each faculty member and forwarding these questions to the candidate at least three weeks before the examination, and notifying both the candidate and the Associate Director for Academic Affairs of the time and place of the examination. The student should research each question in depth in preparation for the exam. After initial research has been completed, the student should meet at least once, before the actual exam, with each member of the committee to discuss her/his preparation.
- D. The exam content is developed by the committee in a collaborative manner and addresses the three areas of performance, music history, and music theory as appropriate for the student's work while in residence. Each committee member will develop and present to the student and the committee an exam question. The question may, but need not, focus on the student's performance repertoire or particular research specialty. The question is motivated by and will have at its core the principle of "comprehensive" understanding at the graduate level. Thus, the question will be broad enough to allow the candidate to demonstrate facility with context and background of the subject matter, but specific enough to allow for the demonstration of deep understanding.
- E. In the examination itself, each of the questions will receive approximately thirty minutes of examination time. The Chair of the examination conducts the proceedings and decides, in open conversation with the examination committee members, when an individual question has been given an adequate time allotment. The exam will proceed as an oral examination of the candidate rather than a presentation of prepared material. Examination questions will be asked of the candidate moving in turn from one area to the other. Although the appropriate examiner will lead the questions for each section of the exam, all examiners will participate in the oral examination by presenting pertinent questions, which may, at times, overlap with other areas of the exam. The candidate should be prepared to speak confidently and effectively when presented with a question.
- F. Following the examination, the student is asked to leave the room so that deliberations by the Committee may be conducted privately. It is the responsibility of the exam chair to inform the student about the results and to secure the signatures of the committee members confirming the successful completion of the oral examination. Three outcomes are allowed and are as follows:

"PASS." The candidate completes the exam and successfully fulfills this requirement without reservations.

"PASS WITH REVISIONS." The candidate successfully completes the majority of the exam but must revise a minor portion of the exam before the end of the *current* semester. The committee and exam content remain in place. The committee schedules the re-examination in consultation with the candidate.

"FAIL." The candidate's performance on the exam is unacceptable and must be undertaken anew the *following* semester. The committee will be reconstituted and may involve different members. New content for the exam will be developed. *Candidates are allowed no more than two chances total to pass the graduate comprehensive exam.*