

COMPREHENSIVE EXAMINATION AND DISSERTATION DEFENSE REQUEST FORM

DEADLINE FOR REQUESTS: **Fall – October 1** **Spring – March 1**

Check which exam you need to schedule:

Masters Oral Comprehensive Examination
Range of dates wanting it scheduled: _____

Doctoral Written and Oral Comprehensive Examinations
Range of dates wanting them scheduled: _____

Doctoral Dissertation Defense
Range of dates wanting it scheduled: _____

Please note that all exams are scheduled for Monday through Friday between 8:00 a.m. – 5:00 p.m.

NAME: _____ PHONE: _____

EMAIL: _____

DEGREE & MAJOR AREA: _____

DOCTORAL MINOR: _____

Please list below the names of your faculty committee members. Remember to get their agreement to serve on your committee before submitting this form. Comprehensive Exam committees must be comprised of five members: 3 from your major area plus a history and a theory professor. Dissertation Defense committees must be comprised of at least four members: 3 from your major area plus one from outside your major area (this can be a history or a theory professor, etc.)

Major Area 1: _____ History: _____

Major Area 2: _____ Theory: _____

Major Area 3: _____

IMPORTANT:

The following items must be completed/submitted **BEFORE** an exam is scheduled:

1. Complete and submit the Program of Study form
2. Complete and pass any proficiency exams required by the results of your Music Diagnostic Exam
3. Doctoral Committee Appointment Request Form for the appropriate committee (Doctoral students only)
4. Follow the Timeline of Documents before scheduling defenses (Doctoral Students only)

MASTERS COMPREHENSIVE EXAMS are oral examinations. Most take one hour and should be scheduled at least 2 months in advance of the desired exam date.

DOCTORAL COMPREHENSIVE EXAMS include both written and oral examinations. Written exam is comprised of three sets of questions (one from each of the three committee members of your major area. You are allotted three hours per set of questions, to take place over a sequential two-day period. If you have declared a Doctoral Minor, you will have an additional set of questions for that area and an additional three-hour block. Oral exams typically last about one hour.

DOCTORAL DISSERTATION DEFENSE usually last about one hour. Doctoral Comprehensive Exams must be completed before the document can be defended.