



Guidelines for GRADUATE EXAMINATIONS

I. The Nature of the Examinations

A. The Written Comprehensive Examination

1. The date, time, and place of the Written Comprehensive Examination will be set by the Graduate Coordinator in Music after consultation with the Music Graduate Committee (MGC). (See Schedule in Graduate Handbook.)
2. The Written Comprehensive Examination shall consist of a maximum of eight questions, with no more than two from each member of the Examination Committee.
 - a. Questions may be drawn from graduate course work.
 - b. Questions of a more general nature may be submitted with the stipulation that the student's response need only demonstrate a general understanding of the subject matter.
 - c. Questions should be designed in such a way that acceptable responses can be written within the allotted time (1/2 hour for each question).
3. The time limit for the examination is four hours.
4. The Written Comprehensive Examination shall not be repeated more than once.

B. The Oral Examination

1. The Oral Examination shall consist of any or all of the following:
 - a. A defense of the thesis.
 - b. A demonstration by the student that weaknesses discovered in the Written Comprehensive Examination have been remedied.
 - c. Additional questions that follow the guidelines established for the Written Comprehensive Examination.
2. The suggested time limit for the Oral Examination is one hour.
3. The Examination Committee Chair (Graduate Advisor) shall act as moderator, soliciting questions from each Examination Committee member.
4. An Examination Committee member may freely investigate or participate in further discussion of the student's answer to a question posed by any other member.
5. The Oral Examination shall not be repeated more than once.

II. Responsibilities of the participants in the examination process.

A. The Responsibilities of the student's Graduate Advisor are:

1. To serve as Chair of the Examination Committee.
2. To convene the Examination Committee for evaluation of the Written Examination or for any reason if requested by the Examination Committee members.
3. To refer unresolved problems to the Graduate Coordinator.
4. To schedule and administer the Oral Examination.
5. To inform the student of the evaluation of the Written Comprehensive Examination and the Oral Examination.

B. The Responsibilities of the Examination Committee members are:

1. To write and submit the questions for the Written Comprehensive Examination to the Graduate Coordinator ten days before the Examination.
2. To inform the student, when requested by the student to do so, of the general nature of the questions which he/she will submit for the Written Comprehensive Examination. **In no case should the student be given the specific questions(s) to be asked.**
3. To read and evaluate the student's responses within one week of the Examination and to inform the Examination Committee Chair of his/her evaluation of the responses.
4. To supervise a paper or independent study project he/she requires because of an unsatisfactory Written Comprehensive Examination answer.
5. To attend the student's recital if a recital is presented and to participate in the evaluation of the recital.
6. To participate in the Oral Examination and be prepared to ask questions that conform to the guidelines of the Oral Examination.
7. To inform the student of areas that may be covered in the Oral Examination if requested by the student.

C. The Responsibilities of the Graduate Coordinator in Music are:

1. To set the date, time, and place for the Written Comprehensive Examination. (Schedule established in Graduate Handbook)
2. To obtain questions for the Written Comprehensive Examination from the student's Examination Committee members at least ten days before the Examination.
3. To confer with an Examination Committee member if a question seems unclear or not appropriate for the student.
4. To administer the Written Comprehensive Examination.
5. To return copies of the completed Written Examination to all Examination Committee Members.
6. To read the responses the student has written if requested to do so by the student, the student's advisor, or by any member of the Examination Committee.
7. To cast the deciding vote when the Examination Committee is deadlocked on any issue.

8. To participate in the Oral Examination if requested to do so by the Chair of the Examination Committee.
9. To maintain a file of previously administered Written Comprehensive Examination questions.

D. The Responsibilities of the Graduate Student are:

1. To consult each Examination Committee member about the general nature of the questions to be asked on the Written Comprehensive Examination.
2. To consult with each Examination Committee member about the response to the questions on the Written Examination to ascertain what should be studied or prepared for presentation at the Oral Examination.
3. To be prepared to respond to questions that conform to the Guidelines for the Oral Examination.
5. To fulfill whatever the Examination Committee or a Committee member requires if responses to the Written Comprehensive Examination are not satisfactory.

NB 1. All graduate students and examination committee members are responsible for reading and following the above guidelines.

NB 2. All participants in the examination process have the right of appeal to the Music Graduate Committee (MGC).