**Graduate Comprehensive Exams (MM-Performance, Jazz Studies, Conducting Tracks)**

### Written and Oral Defense

#### Taking Comprehensive Exams
You must take your comprehensive exams during your last semester of coursework.* These exams will cover content in three areas (Your primary instrument or conducting area, Form and Style Analysis, and History).

#### Deadlines
Check here to determine the final date to apply for graduation, hold a master’s exam, and report the results of your exam:
https://www.uta.edu/records/graduation/deadlines.php

#### Organize your Comprehensive Exam Committee
Choose a professor or staff member to proctor your exam (this should be a professor of one of your core courses or Rick Kelsey). There must be three professors on this committee and it must consist of the instructors of MUSI 5301 and 5308 plus the instructor of your primary instrument (or the appropriate Area Coordinator if your teacher is not a member of the graduate faculty—contact the Graduate Advisor if you are unsure.) If the same professor taught you both 5301 and 5308, contact the Graduate Advisor so that a third professor can be appointed to your committee.

#### Scheduling Written Exam and Oral Defense
Contact the professor of each core course via email to schedule the Oral Defense, which will last for one hour and occur one week after the Written Exam. Once the dates are **confirmed**, have those professors sign the scheduling form found here:
http://grad.pci.uta.edu/students/forms/masters/ Once this form is signed, submit to the Graduate Advisor via email, and reserve Room 104 through the Music Office for your Oral Defense (1 hour) and Room 104 or 101C for your Written Exam (4 hours).

*No comprehensive exams may be taken during summer sessions.*
Questions for the Comprehensive Exam (written)
Contact each professor at least 30 days prior to the exam to develop a comprehensive exam question (some professors may not give the question ahead of time).

Study for Exam

Written Exam
The written exam will be proctored by a faculty or staff member and be taken in Room 104 or 101C. You must answer all three questions without notes during one day (e.g., one question per hour with an hour for lunch). Bring 3 Blue Books to the exam. When finished, submit all materials to the exam proctor. See sample schedule on page 3 of this document.

Grading and Reporting of Exam
One week after the written exam, you will hold the Oral Defense, at which professors may ask you to clarify answers given during the Written Exam. Bring the Final Master’s Examination Report (filled out and typed) found here: http://grad.pci.uta.edu/students/forms/masters/ The committee will record the results by checking one of the following boxes on the report: passed unconditionally; passed conditionally, with the specified remedial; failed with permission to be re-examined after specified period; failed, dismissal from the program. The committee should then submit the report to the Graduate Advisor.

Delivering the Final Master’s Examination Report
The report will be copied, placed in your file, and delivered via email to the Office of Graduate Studies. This must occur within two days after the Oral Defense is administered.
Sample Written Exam Schedule

10:00 a.m.  Music History
11:00 a.m.  Violin
12:00 p.m.  Lunch
1:00 p.m.   Form and Style Analysis

The exam will be proctored by a faculty or staff member and must be taken in Room 104 or 101C using blue books.