

USF School of Music

GRADUATE COMPREHENSIVE EXAMINATION CONTRACT

This examination is a requirement for all MA and MM students in their final semester of study for the master's degree. Those students who are completing both the MA and MM degrees (dual degree program) must have two examinations, each based on the content of that particular degree program of study. This contract is valid only for the student

1. who has applied for graduation for the degree. [application due by second week of classes in final term]
2. whose Final Project in their major area has been completed or will be completed by the end of the current term:
 - Composition(s) as required by composition faculty, or
 - Recital (includes recital approval hearing one to two weeks in advance of recital), or
 - Thesis (includes Oral Defense)
3. whose Examination Committee is already selected, including the major professor (committee chair) and at least two other professors from varying concentrations in music with whom they have studied, including a faculty member from the academic area. If the major professor is not a ranked faculty member, a qualified co-chair will be required as an additional committee member.

COMPREHENSIVE EXAMINATION PROCESS:

1. **Selection of committee** no later than **WEEK 6** of classes. A completed copy of this contract must be submitted to the Director of Graduate Studies in Music at this point in time.
2. **Collection of examination questions** by chair from committee members no later than **WEEK 8**. The chair must approve the questions, as the single question from each professor should solicit reflection on a critical body of knowledge covered in the course(s) they taught. Each question must be presented electronically to the student and copied to the Director of Graduate Studies in Music. As specified by the committee, up to 2,500 words (minimum of 1,000 words) in a double-spaced, typed response are required for each question. Theory questions may include score analysis as part of the response, in lieu of text.
3. **Presentation of questions to student** no later than **WEEK 10** with deadline of one week for completion.
Note: Theory majors take a two-hour written examination scheduled on a campus location with a proctor.
4. **Student submits all questions and answers** in electronic form to all committee members within one week after receiving them and sends copies to the Director of Graduate Studies in Music.
5. All answers are to represent the best scholarly writing and academic work in an acknowledged formal writing style such as APA or MLA. Proper citations and references are expected. Plagiarism, in any form, will result in failure.
6. Students may be asked to rewrite up to one paper to correct for an inadequate submission. If more than one paper is found to be unacceptable, the student fails the exam. In the event of failure, the committee may require remedial course work be taken before re-administration of the exam.
7. The committee may also elect not to offer a re-administration of the exam, in which case the student will be removed from the degree program.
8. **Oral examination** in a meeting with the student and the committee members no later than **WEEK 12**. Must be scheduled by the committee chair with the Secretary of the School of Music for the Seminar Room, FAH 137B or other appropriate location.
9. Final Recommendation with signatures of all committee members presented to Director of Graduate Studies in Music no later than **WEEK 14**.

Signature: Student

Date:

PRINT NAME: _____

Student ID Number: _____

Degree Program & Concentration

Signature: Director of Graduate Studies in Music

Date:

Updated 12-20-06 DW

The Committee recommends that the student be

Approved for Graduation

Denied for Graduation

Signature: Major Professor, Chair of Committee

Date:

Signature: Professor (or Co-Chair)

Date:

Signature: Professor

Date: