

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. MM students who have more than one concentration must have an examination for each concentration. The student must:

1. Apply for graduation for the degree. [application due by second week of classes in final term]
2. Complete their Final Project in their major area 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. Select their Examination Committee, 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 (and recommended timeline):

1. Selection of committee no later than **WEEK 6** of classes.
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.
3. Each question must be presented electronically to the student and the other committee members no later than **WEEK 10** with a deadline of one week for completion. 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.
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. 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 and possible dismissal from the program.
5. 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. 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.
6. The committee chair schedules an Oral Examination with the student and the committee members no later than **WEEK 12**.
7. Final Recommendation with signatures of all committee members presented to the Graduate Program Coordinator (Dr. William Hayden) no later than **WEEK 14**.

Examination Date: _____

Signature: Major Professor, Chair of Committee

STUDENT: _____

U-Number: _____

Signature: Professor (or Co-Chair)

Degree Program & Concentration

Signature: Professor

The Committee recommends that the student be

Approved for Graduation

Denied for Graduation

Signature: Professor