Request to Schedule Form

For Comprehensive Examinations and Dissertation Defenses

This form is for all Doctoral Comprehensive Examinations and Defenses. It is also for Master's students who entered before Fall 2026. Master's students who entered Fall 2026 or later, or who wish to take the exam in this newer format, should complete the Master's Comprehensive Assessment Form.

General Information

- Begin the scheduling process at least two months in advance of the desired exam date.
- **MASTER'S COMPREHENSIVE EXAMS** are oral examinations. Most take one hour. Exam must be passed prior to the last day of classes in that semester.
- **DOCTORAL COMPREHENSIVE EXAMS** include both written and oral examinations. For written exams, the following applies:
    - **DMA students** take their exam in the music library using a laptop provided by Traci. You may bring pen/pencil and something to eat and/or drink with you. No outside materials or cell phones are allowed, and you are prohibited from using any resources in the library. You may not take notes from the exam with you afterward.
    - **DMA students in Conducting and Performance (except Piano)** who entered before Fall 2025 will have up to 9 hours for written exams that cover the major area only.
    - **DMA students in Piano Performance** who entered before Fall 2025 will have nine hours for written exams in total: three hours for Piano Literature and Score ID, three hours for music history, and three hours for music theory.
    - **DMA students in Piano Pedagogy** who entered before Fall 2025 will have twelve hours for written exams in total: three hours for Piano Literature and Score ID, three hours for Piano Pedagogy, three hours for music history, and three hours for music theory.
    - **DMA students in Conducting, Performance, and Piano Pedagogy** who entered in Fall 2025 or later have the following requirements:
        - Brass, Conducting, Percussion, and Woodwinds – three hours in major area
        - Strings and Voice – six hours in major area
        - Piano Performance – three hours in Piano Literature and Score Identification
        - Piano Pedagogy – six hours in Piano Literature, Score Identification, and Piano Pedagogy
    - **DMA students in Composition** will have three eight-hour days for written exams.
    - **PhD students in Music Education** have a take home exam.
    - **Any doctoral student** with a doctoral minor will also have a three-hour exam in that area.

  For oral exams, the following applies:
    - Faculty need a minimum of three business days to read and grade written exams before the oral exam can take place.
    - The oral exam typically lasts one hour. DMA Composition exams are scheduled for two hours.

    - Comprehensive exams must be passed no later than 60 days before graduation.
- **DOCUMENT DEFENSES** typically last one hour. The comprehensive exams must be completed before the document can be defended.
- **STUDENTS** must be registered for at least one graduate level credit in the semester they graduate.

Committee Membership Requirements

- **Master's students who entered before Fall 2026 and DMA students who entered before Fall 2025** must have three members from your major area, one outside member from music history, and one outside member from music theory, with the following exceptions:
    - **PhD Comprehensive Exam Committees** have only one outside member (either music history or music theory).
    - **MM students in music history and music theory** have one outside member (music history faculty in a music theory exam and music theory faculty in a music history exam).
    - If a **doctoral student has a doctoral minor**, then they must also have an outside member from the doctoral minor area. It is possible that a faculty member already serving on the committee can also represent the doctoral minor area.
- **DMA students in Conducting, Performance, and Piano Pedagogy** who entered in Fall 2025 or later require three major area faculty and only one outside member. If the student has a doctoral minor, the outside member must be from that area. Otherwise, the outside member can be any outside member of the graduate faculty of the student's choice.
- **Dissertation Defense committees** must have three members from the major area and one outside area. If the document advisor is outside the major area, a second member outside the major area must be added.

Important: Before Your Comprehensive Exams are Scheduled

Before Scheduling a Comprehensive Exam:

- Program of Study must be approved
- Student must have completed or be in the last semester of coursework
- Student must have resolved any requirements from the diagnostic exams
- Student must have completed any language proficiency requirements
- **DMA students in Conducting, Performance, and Piano Pedagogy** who entered in Fall 2025 or later must successfully complete the DMA Examinations in Music History and/or Music Theory as required by their degree.
- Doctoral students must complete the Doctoral Committee Appointment Request Form; the form *must* identify one faculty member as the outside member

Before Scheduling a Document Defense:

- A document prospectus must be approved by the Graduate Director
- Confirm with your major professor/document advisor that your timeline is appropriate
- Complete the Doctoral Committee Appointment Request Form; the form *must* identify one faculty member as the outside member

Request to Schedule Form

Name_____ Phone_____

Email_____

Degree_____ Major Area_____

Doctoral Minor (if applicable)_____

Check which of the following you need to schedule:

_____Master's Comprehensive Examination

_____Doctoral Comprehensive Examination

_____Dissertation Defense

Committee Members

Please review the Committee Membership Requirements. Your committee members do not need to sign this form, but you do need to get their verbal or written agreement before completing the form.

_____ Major Area 1

_____ Major Area 2

_____ Major Area 3

_____ Outside Member 1

_____ Outside Member 2 (if needed)

_____ Outside Member 3 (if needed)

Starting Poll Date

- The "starting poll date" is the earliest you would want the *oral* exam to take place.
- Faculty will be polled for a week of dates beginning on that date. If no time is found, a second poll for the next week will be generated. Polling will continue in this manner until a consensus day & time is found.
- Doctoral students should keep in mind that once the oral date is set for the comprehensive exam, we will schedule the written exam to take place *prior* to the oral exam.

_____
Starting Poll Date

I have read and understand all information on pages 1–3 of this document.

_____ Student Signature

_____ Date