

**University of Texas at Arlington Department of Music Final
Master's Examination
Written Examination and Oral Defense
MM- Performance, Jazz Studies, Conducting**

Masters Exam Requirement

You must take a comprehensive exam during your last semester of coursework.* This two-part exam—Written Exam and Oral Defense (Oral)—will cover content from three of the required courses:

- Primary Instrument or Conducting Area
- MUSI 5301 Form and Style Analysis
- MUSI 5308 History

First, Be Aware of the Deadlines

Check the UTA Office of the Registrar's [Graduation Deadlines](#) to determine the final date to apply for graduation, hold a Masters Exam, and report exam results.

Then, Organize your Final Master's Examination Committee

This committee must consist of three professors:

1. 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.)
2. The instructor of MUSI 5301
3. The instructor of MUSI 5308

If you took more than one of those courses with the same professor, you must contact the Graduate Advisor, who will appoint a third professor to your committee.

- In addition to the committee, you must have one exam proctor, either a professor of one

Next, Schedule the Written Exam and Oral Defense

Your exam consists of two parts: a six-hour Written Exam and a one-hour Oral Defense. The written exam must take place first, and the oral exam must take place one week later. The entire committee must participate in your Oral Defense.

- First contact all professors on your committee via e-mail to schedule your Oral Defense.
- Next, on your [scheduling form](#), select “Written and Oral” and enter dates for both parts of the exam. The Written Exam should occur one week before the Oral Defense.
- Next, when the dates are confirmed, have each committee member sign the [scheduling form](#). Submit the signed form to the Graduate Advisor via e-mail.
- Finally, contact the Music Office to reserve Room 104 for the Oral Defense and either Room 104 or 101C for the Written Exam. E-mail your committee with the final confirmed date of the Oral Defense.

*No Final Master's Examinations may be taken during summer sessions.

With your Professors, Arrange for Written Exam Questions

On the day of the Written Exam, you will answer one question (this question may have multiple parts) for each subject area, representing material covered in each of the required courses.

- Contact each member of the Comprehensive Exam Committee to develop a question for the exam. Some professors are willing to meet with you to review relevant course material together while others will refer you to the syllabus from their class. Professors may provide multiple questions from which to choose.
- Ask each professor to submit the question in writing no more than 30 days before the exam and at least 24 hours beforehand; each professor will inform you whether they will send the question to you (you get to see the question ahead of time) or to the proctor (you see the question only at the time of the exam).

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 each question in its own blue book, and you must complete all three questions without notes during one day (e.g., one question per hour with an hour for lunch). When finished, submit all materials to the exam proctor. See sample schedule on page 3 of this document .^

Oral Exam, Grading, and Reporting

One week after the Written Exam, your committee will hold the Oral Defense. The purpose of the Oral is for professors to ask you to clarify your answers on the Written Exam. Bring the [Final Master's Examination Report](#) (*filled out and typed*). 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