

**University of Texas at Arlington Department of Music**  
**Graduate Exams (MM-Jazz Composition)**  
**Written and Oral Defense**

**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:

- MUSI 5348 Jazz Composition,
- MUSI 5366 Jazz Styles and 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 Comprehensive Exam Committee**

This committee must consist of three professors:

1. your jazz composition professor (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 5366
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, a professor of one of your core courses.

**Next, Schedule the Written Exam and Oral Defense**

Your exam consists of two parts: a four-hour Written Exam and a one-hour Oral. 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.

- First contact all professors on your committee via e-mail to schedule your Oral.
- Next, when the date is 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 Room 104 for the Written Exam. E-mail your committee with the final confirmed date of the Oral Defense.

\*No comprehensive exams 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 will be 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 one question or up to three questions for you to choose from.]
- 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**

***Bring 3 Blue Books to the exam.*** The written exam will be proctored by a faculty member and be taken in Room 104. 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.	Jazz Composition
12:00 p.m.	Lunch
1:00 p.m.	Jazz Styles and Analysis