

Request to Take the DMA Comprehensive Examination

Fall_____ Spring_____ of (year)_____

Submit this form to Job Springer by 5pm on **October 15 for SPRING** exam consideration, or by 5pm **March 15 for FALL** exam consideration. Comprehensive Exams are not offered over summer.

Name _____ USC I.D. _____

USC Email _____ Primary Phone _____

Major Field _____ / Other:

Academic Field _____ / Other:

Elective Field #1 _____ / Other:

Elective Field #2 _____ / Other:

Student's Signature _____ Date _____

The signature of each Guidance Committee faculty member below confirms that:

1. The student is prepared in the respective field to take the Comprehensive Exams in semester noted.
2. All curricular requirements in respective fields (ex. approved classes, recitals, etc.) are expected to be completed at least one semester prior to the Comprehensive Exams.
3. If applicable, the faculty committee member agrees to assist in the creation of the necessary written exam and/or provide guidance for the written papers and projects during the semester prior to the Comprehensive Exams. Subsequently, he/she will assess the capstones—upon submission—and report the results to Job Springer according to specific dates to be determined prior to the Oral Exam.
4. The faculty will coordinate with Thornton Student Affairs team as they determine the best dates and location for the student's Oral Exam. Be flexible with available dates, and reliable for the final date.
5. Major Field exams—when applicable—are to be scheduled by the student's major field department, and the results must be determined and communicated to Job Springer prior to the Oral Exam date.

	Printed Name	Signature	Dept.	Date
Guidance Committee Chair	_____	_____	_____	_____
Second Major Field Advisor	_____	_____	_____	_____
Academic Field Advisor	_____	_____	_____	_____
Elective Field #1 Advisor	_____	_____	_____	_____
Elective Field #2 Advisor	_____	_____	_____	_____

NOTE: It is the responsibility of the faculty advisor for the major, academic, or elective fields to initiate cancellation of the Oral Examination (by notifying Job Springer) in the event that the respective field examinations, paper, or recital requirements are not fulfilled prior to the scheduled Oral Examination.

Student's Printed Name:

DMA Pre-Comprehensive Exam Checklist

**** Do not complete. For Job Springer's use only. ****

- Completion of Music Graduate Entrance Examinations (MGEEs)
- Total unit requirements met in STARS
- Completion of all required curriculum (including coursework in progress), with the exception of dissertation, instruction related to the final recital, or MUSC 800
- Cumulative graduate grade point average above 3.0
- Language requirement met
- Residency requirement met
- Absence of incompletes or missing grades on the student's records
- Continuous enrollment* requirement met as defined by the University
- Time to Complete Degree* within limits
- # of major recitals required # of major recitals completed
- # of elective recitals required # of elective field recitals completed
- Dissertation required after completing the Comprehensive Exam: YES / NO
- Graduation term projected: _____ Year? _____

Some salient guidelines for students submitting this application:

- Meet all related deadlines.
- Discussions about these exams with the members of your Guidance Committee should begin early in the semester before you actually plan to take the exams. Often, faculty will not even sign this form until substantive preparation is done by the student to demonstrate readiness to take the Comprehensive Exams. It is common for faculty advisors to ask students to develop these questions/ideas, and undergo multiple revisions, even before providing an approval signature. In order to stay on a reasonable preparation schedule, you should plan to have your faculty member try to submit your finalized questions to Job Springer by the first Friday of classes during the semester you expect to take the Comprehensive Exams.
- **Students MUST be registered for at least one graduate level unit during the Qualifying Exam semester.** That is often 1-2 units of individual instruction (ex. Mxxx 653). If you need to be full-time, MUSC 800 *Preparation for the Qualifying Exams in Music*, is a good choice, but not necessarily required as of Academic Year 2018-2019. MUSC costs one unit of tuition, and shows up as zero units of graduate credit. Discuss this with your department and Job Springer when planning what class(es) you will take.
- The *language requirement* must be fulfilled one semester prior to the Comprehensive Exams.
- The written examination/recital/project/papers/etc. for the Academic Field and both Elective Fields must be completed, assessed, and deemed passing *prior to* the Oral Exam. The specific due dates are generally the 5th, 6th, and/or 7th Friday of the Comprehensive Exam semester, and the exact due dates will be communicated to you by Job Springer and/or his office colleagues. If you do not know the due dates, be proactive and find out.
- In degree programs requiring 3-4 major recitals, at least *two (2)* must be successfully performed successfully *prior to* the Comprehensive Exams.
- In the past, one recital needed to be saved as the final recital occurring after passing the Oral Exams. As of May 2016, the policy changed to be more flexible. All required recitals may be completed earlier than the Oral Exam, but only if allowed by the major field department and the student's main teacher.
- Students who do not meet deadlines or do not sufficiently prepare with their faculty advisors may be denied the opportunity to sit for the exams during any given semester.

(Rev. 14SEP2018)