



**MASTER OF MUSIC REQUEST FOR COMMITTEE
AND DATE FOR WRITTEN COMPREHENSIVE
EXAMINATION**

Name _____ Date _____

Degree _____ Major _____

Phone _____ Email _____

This form should be completed and filed with the Director of Graduate Studies in Music no later than the beginning of the semester of expected graduation.

GUIDELINES FOR COMMITTEE MEMBERSHIP REQUESTS *(All faculty must have Graduate Faculty status):*

MM in Music Education: Three faculty members, preferably from the Music Education Division

MM in Performance, Theory or Composition: Three faculty members – one serving as Chair (in most cases this will be the performance teacher), a member from the major division and a faculty member from outside the major division

Procedures for committee appointment:

1. List graduate faculty for consideration according to above guidelines for your program.

	Faculty Initials
_____ (Chair, performance majors)	_____
_____	_____
_____	_____

2. Contact faculty listed above to determine availability and willingness to serve as a committee member/chair. Have them initial upon acceptance.
3. Return this form to the Secretary of Graduate Studies in Music.
4. Obtain comprehensive examination information and instructions from the Music Graduate Studies Office.
5. Confirm the examination date with the Secretary of Graduate Studies in Music. **EXAMS WILL NOT BE SCHEDULED AFTER OCTOBER 31 (Fall semester) OR AFTER MARCH 31 (Spring semester).**
6. Consult with committee members for study guidance about one month before exam date.

Examination Date Requested: _____

Word processing software used is Microsoft Word.

(FOR SCHOOL OF MUSIC OFFICE ONLY)

Date request received _____ Date committee notified _____