

**Eastern Michigan University
Department of Music & Dance
Graduate Comprehensive Examinations**

1. Comprehensive Examinations are given during **Fall and Winter semesters**.
2. Comprehensive Examinations must be **completed no later than four weeks prior to graduation**.
3. **Prerequisites**
 - a. Program of Study on file (<http://www.emich.edu/music/html/advising.html>)
 - b. 20 cr. hrs. completed toward degree. Must include:
 - i. MUSC 601
 - ii. one graduate music theory course
 - iii. one graduate music history course
4. The Comprehensive Examination **application form**
 - a. must be complete (with faculty signatures)—incomplete forms will be returned
 - b. attach a copy of your Program of Study and a current printed copy of your web transcript
 - c. submit to the Graduate Coordinator **at least two weeks before the first examination**
 - d. Graduate Coordinator and Department Head must approve the Reading Committee.
5. Examinations are **scheduled**
 - a. Monday through Friday
 - b. begin 8:30 AM—2:00 PM.
 - c. must be completed and turned in to the Music Office by 5:00 PM.
6. Examinations are **taken**
 - a. **in Alexander Music Building**
 - b. in a room designated by the Music Office staff
 - c. report to the Music Office (N-101 Alexander Music Building) before the time of your examination
7. **Preparation**
 - a. Consult with major professor and faculty on the Reading Committee
 - b. Review course materials
 - c. Sample copies of the examinations are available (<http://www.emich.edu/music/html/advising.html>)
8. **Two examinations** (Foundation examination and Concentration examination)
 - a. taken on separate days
 - b. each has a **three-hour time limit**
 - c. **Foundation examination** in music theory/literature (taken by all graduate students)
 - i. Theory portion graded by faculty specialist in music theory
 - ii. Music History portion graded by faculty specialist in music literature (history)
 - d. **Concentration examination**
 - i. Reading committee for the concentration examination
 1. three faculty members
 2. It is strongly recommended that the major professor serve on this committee
 - ii. Recital Repertoire paper for the Performance Concentrations is completed before the examination and turned in at the time of the examination.
9. **What to bring** to each examination:
 - a. Two blue books
 - b. Pens & pencils
 - c. Drinking water
 - d. DO NOT bring laptop computer, notes, books, scores, etc.
10. Examinations are **graded PASS or FAIL**
 - a. Faculty readers make no marks on the actual examinations.
 - b. Readers may write comments on separate sheets of paper.
 - c. Comments may be tabulated and sent to the student (by e-mail) if requested.
 - d. Students retake the FAILED portions of the examinations no sooner than the next academic semester.
11. The student is notified of the **results** by e-mail.