

Master of Music in Performance Handbook
Schwob School of Music
Columbus State University

Revised 8/2012

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Proficiency Exams

The Schwob School of Music must ensure that each student is proficient in music history, music theory, and aural skills. Exams are given in each area; students can take them each of them a maximum of two times. Students who cannot pass the exams can take undergraduate classes to satisfy the proficiency requirement. These undergraduate classes **do not** count towards the Master's degree and will delay the taking of graduate classes in those areas, which could result in a degree that takes longer than four semesters. Graduate Assistantships and other financial awards, however, will not be extended past the maximum four semesters.

Scheduling

All students must take three proficiency exams before beginning classes. They are usually offered the week before classes begin; see the Master of Music in Performance page on the Schwob School of Music website or check with the music office for the exact date.

Content

The exam subjects are as follows:

1. Music History
2. Music Theory
3. Aural Skills

You will find the link to the study guides on the following website:

http://music.columbusstate.edu/masters_music_performance.php

The use of the study guides is crucial; it is highly encouraged that students begin their study early.

Evaluation and Remediation

Students must pass each exam with a score of 75% or higher in order to be deemed "proficient" in any one subject area.

In the event that a student scores lower than a 75% on any of the exams, the student will NOT be eligible to take graduate courses in the areas that need remediation. For example, a student who does not pass the music theory proficiency exam with a score of at least 75% will be ineligible to take the required Graduate Theory Seminar class until the proficiency is met through one of the two following ways:

- a. Begin taking the remedial classes in the areas of need right away, in the first semester of study. These are undergraduate classes that cover the material in the proficiency exams. The class must be passed with a “C” or better in order to be deemed “proficient”—at this point the proficiency exam in that area is no longer needed.
- b. The student may take any of the exams once more, just before the start of the second semester of study at CSU. The student will still not be eligible to take graduate classes in the areas that need remediation until reaching a score or 75% or better. If after this second attempt remediation is still needed, the student will be required to take the appropriate undergraduate classes until these classes are passed with a “C” or better.

YEAR 1

YEAR 1: FALL	
APPLIED LESSONS	<input type="checkbox"/> (3 credit hours)
ACADEMIC COURSEWORK	<input type="checkbox"/> (3 credit hours)
ENSEMBLE	<input type="checkbox"/> (1 credit hour)
ELECTIVES	<input type="checkbox"/> (2-3 credit hours)
Total Hours	9-10 credit hours

YEAR 1: SPRING	
APPLIED LESSONS	<input type="checkbox"/> (3 credit hours)
ACADEMIC COURSEWORK	<input type="checkbox"/> (3 credit hours)
ENSEMBLE	<input type="checkbox"/> (1 credit hour)
ELECTIVES	<input type="checkbox"/> (2-3 credit hours)
Total Hours	9-10 credit hours

YEAR 2

YEAR 2: FALL	
APPLIED LESSONS	<input type="checkbox"/> (3 credit hours)
ACADEMIC COURSEWORK	<input type="checkbox"/> (3 credit hours)
ENSEMBLE	<input type="checkbox"/> (1 credit hour)
LECTURE RECITAL or GRADUATE RES. PROJECT	<input type="checkbox"/> (2 credit hours)
Total Hours	9 credit hours

YEAR 2: SPRING	
APPLIED LESSONS	<input type="checkbox"/> (3 credit hours)
ACADEMIC COURSEWORK	<input type="checkbox"/> (3 credit hours)
ENSEMBLE	<input type="checkbox"/> (1 credit hour)
CULMINATING ACTIVITIES	<input type="checkbox"/> Recital (2 credit hours) <input type="checkbox"/> Oral Examination (0 credit hours)
Total Hours	9 credit hours

Student: _____ Last Updated: _____

MASTER OF MUSIC IN PERFORMANCE – CONDUCTING
Revised 7/2012

GRADUATE CONDUCTING/SCORE STUDY 12 credit hours

Course	Credits	Satisfied	term/grade
MUSA 6251	3	<input type="checkbox"/>	
MUSA 6252	3	<input type="checkbox"/>	
MUSA 6253	3	<input type="checkbox"/>	
MUSA 6254	3	<input type="checkbox"/>	

ACADEMIC COURSEWORK 12 credit hours

Course	Title	Credits	Satisfied	term/grade
MUSC 6115	Bibliography	3	<input type="checkbox"/>	
MUSC 6740	Graduate Theory Seminar	3	<input type="checkbox"/>	
One of the following: MUSC 6127 MUSC 6126 MUSC 6129 MUSC 6125 MUSC 6128	Renaissance Music Baroque Music Classical Music Romantic Music Post-tonal Music	3	<input type="checkbox"/>	
One of the following: MUSE 6119 MUSE 6120 MUSE 6111	Wind Ensemble Literature (wind) Symphonic Literature (orchestral) Choral Literature (choral)	3	<input type="checkbox"/>	

ENSEMBLES 4 credit hours

Course	Title	Credits	Satisfied	term/grade
MUSP 7070/80/90	Ensemble Activities	1	<input type="checkbox"/>	
MUSP 7070/80/90	Ensemble Activities	1	<input type="checkbox"/>	
MUSP 7070/80/90	Ensemble Activities	1	<input type="checkbox"/>	
MUSP 7070/80/90	Ensemble Activities	1	<input type="checkbox"/>	

ELECTIVES**4 credit hours**

4 hours of additional electives (MUSA, MUSC, MUSE, MUSP) at the graduate level.

Course	Title	Credits	Satisfied	term/grade
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

CULMINATING ACTIVITIES**4 credit hours**

Course	Title	Credits	Satisfied	term/grade
MUSC 7999 OR MUSA 7907	Graduate Research Project OR Lecture Recital	2	<input type="checkbox"/>	
MUSA 7105	Graduate Recital	2	<input type="checkbox"/>	
MUSC 7000	Oral Examination	0	<input type="checkbox"/>	

Total number of hours: _____ (must be at least 36)

Verified and signed: _____

Student: _____ Last Updated: _____

**MASTER OF MUSIC IN PERFORMANCE –STRINGS, WOODWINDS,
BRASS, PERCUSSION, HARP, COMPOSITION**
Revised 7/2012

APPLIED MUSIC

STRINGS/WOODWINDS/BRASS 12 credit hours

Course	Credits	Satisfied	term/grade
MUSA 6331	3	<input type="checkbox"/>	
MUSA 6332	3	<input type="checkbox"/>	
MUSA 6333	3	<input type="checkbox"/>	
MUSA 6334	3	<input type="checkbox"/>	

OR

PERCUSSION/HARP/COMPOSITION 12 credit hours

Course	Credits	Satisfied	term/grade
MUSA 6231	3	<input type="checkbox"/>	
MUSA 6232	3	<input type="checkbox"/>	
MUSA 6233	3	<input type="checkbox"/>	
MUSA 6234	3	<input type="checkbox"/>	

ACADEMIC COURSEWORK 12 credit hours

Course	Title	Credits	Satisfied	term/grade
MUSC 6115	Bibliography	3	<input type="checkbox"/>	
MUSC 6740	Graduate Theory Seminar	3	<input type="checkbox"/>	
One of the following: MUSC 6127 MUSC 6126 MUSC 6129 MUSC 6125 MUSC 6128	Renaissance Music Baroque Music Classical Music Romantic Music Post-tonal Music	3	<input type="checkbox"/>	
Academic elective: Any 3 credit graduate level MUSC or MUSE course	_____	3	<input type="checkbox"/>	

ENSEMBLES**4 credit hours**

Course	Title	Credits	Satisfied	term/grade
MUSP 7070/7080	Orchestra OR Wind Ensemble Activities	1	<input type="checkbox"/>	
MUSP 7070/7080	Orchestra OR Wind Ensemble Activities	1	<input type="checkbox"/>	
	Any large/small ensemble	1	<input type="checkbox"/>	
	Any large/small ensemble	1	<input type="checkbox"/>	

ELECTIVES**4 credit hours**

4 hours of additional electives (MUSA, MUSC, MUSE, MUSP) at the graduate level. Up to 2 credits may be MUSP credits.

Course	Title	Credits	Satisfied	term/grade
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

CULMINATING ACTIVITIES**4 credit hours**

Course	Title	Credits	Satisfied	term/grade
MUSC 7999 OR MUSA 7907	Graduate Research Project OR Lecture Recital	2	<input type="checkbox"/>	
MUSA 7105	Graduate Recital	2	<input type="checkbox"/>	
MUSC 7000	Oral Examination	0	<input type="checkbox"/>	

Total number of hours: _____ (must be at least 36)

Verified and signed: _____

Student: _____ Last Updated: _____

MASTER OF MUSIC IN PERFORMANCE –PIANO/ORGAN
Revised 7/2012

APPLIED MUSIC

12 credit hours

Course	Credits	Satisfied	term/grade
MUSA 6231	3	<input type="checkbox"/>	
MUSA 6232	3	<input type="checkbox"/>	
MUSA 6233	3	<input type="checkbox"/>	
MUSA 6234	3	<input type="checkbox"/>	

ACADEMIC COURSEWORK

12 credit hours

Course	Title	Credits	Satisfied	term/grade
MUSC 6115	Bibliography	3	<input type="checkbox"/>	
MUSC 6740	Graduate Theory Seminar	3	<input type="checkbox"/>	
One of the following: MUSC 6127 MUSC 6126 MUSC 6129 MUSC 6125 MUSC 6128	Renaissance Music Baroque Music Classical Music Romantic Music Post-tonal Music	3	<input type="checkbox"/>	
Academic elective: Any 3 credit graduate level MUSC or MUSE course	_____	3	<input type="checkbox"/>	

SECONDARY APPLIED/COLLABORATIVE**4 credit hours**

Course	Title	Credits	Satisfied	term/grade
MUSA 6211	Applied Harpsichord	1	<input type="checkbox"/>	
MUSP 6305	Collaborative Piano	1	<input type="checkbox"/>	
MUSP 6305	Collaborative Piano	1	<input type="checkbox"/>	
MUSP 6305	Collaborative Piano	1	<input type="checkbox"/>	

ELECTIVES**4 credit hours**

4 hours of additional electives (MUSA, MUSC, MUSE, MUSP) at the graduate level. Up to 3 credits may be MUSP credits.

Course	Title	Credits	Satisfied	term/grade
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

CULMINATING ACTIVITIES**4 credit hours**

Course	Title	Credits	Satisfied	term/grade
MUSC 7999 OR MUSC 7907	Graduate Research Project OR Lecture Recital	2	<input type="checkbox"/>	
MUSA 7105	Graduate Recital	2	<input type="checkbox"/>	
MUSC 7000	Oral Examination	0	<input type="checkbox"/>	

Total number of hours: _____ (must be at least 36)

Verified and signed: _____

Student: _____ Last Updated: _____

MASTER OF MUSIC IN PERFORMANCE –VOCAL
Revised 7/2012

APPLIED MUSIC

12 credit hours

Course	Credits	Satisfied	term/grade
MUSA 6231	3	<input type="checkbox"/>	
MUSA 6232	3	<input type="checkbox"/>	
MUSA 6233	3	<input type="checkbox"/>	
MUSA 6234	3	<input type="checkbox"/>	

ACADEMIC COURSEWORK

12 credit hours

Course	Title	Credits	Satisfied	term/grade
MUSC 6115	Bibliography	3	<input type="checkbox"/>	
MUSC 6740	Graduate Theory Seminar	3	<input type="checkbox"/>	
One of the following: MUSC 6127 MUSC 6126 MUSC 6129 MUSC 6125 MUSC 6128	Renaissance Music Baroque Music Classical Music Romantic Music Post-tonal Music	3	<input type="checkbox"/>	
Academic elective: Any graduate level 3 credit MUSC or MUSE course	_____	3	<input type="checkbox"/>	

ENSEMBLES**4 credit hours**

Course	Title	Credits	Satisfied	term/grade
MUSC 7090	Vocal Ensemble Activities	1	<input type="checkbox"/>	
MUSC 7090	Vocal Ensemble Activities	1	<input type="checkbox"/>	
	Any large/small ensemble	1	<input type="checkbox"/>	
	Any large/small ensemble	1	<input type="checkbox"/>	

ELECTIVES**4 credit hours**

4 hours of additional electives (MUSA, MUSC, MUSE, MUSP) at the graduate level. Only 1 credit may be an MUSP credit.

Course	Title	Credits	Satisfied	term/grade
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

CULMINATING ACTIVITIES**4 credit hours**

Course	Title	Credits	Satisfied	term/grade
MUSC 7999 OR MUSC 7907	Graduate Research Project OR Lecture Recital	2	<input type="checkbox"/>	
MUSA 7105	Graduate Recital	2	<input type="checkbox"/>	
MUSC 7000	Oral Examination	0	<input type="checkbox"/>	

Total number of hours: _____ (must be at least 36)

Verified and signed: _____

Student: _____ Last Updated: _____

MASTER OF MUSIC IN PERFORMANCE --GUITAR
Revised 7/2012

APPLIED MUSIC

12 credit hours

Course	Credits	Satisfied	term/grade
MUSA 6231	3	<input type="checkbox"/>	
MUSA 6232	3	<input type="checkbox"/>	
MUSA 6233	3	<input type="checkbox"/>	
MUSA 6234	3	<input type="checkbox"/>	

ACADEMIC COURSEWORK

12 credit hours

Course	Title	Credits	Satisfied	term/grade
MUSC 6115	Bibliography	3	<input type="checkbox"/>	
MUSC 6740	Graduate Theory Seminar	3	<input type="checkbox"/>	
One of the following: MUSC 6127 MUSC 6126 MUSC 6129 MUSC 6125 MUSC 6128	Renaissance Music Baroque Music Classical Music Romantic Music Post-tonal Music	3	<input type="checkbox"/>	
Academic elective: Any 3 credit graduate level MUSC or MUSE course	_____	3	<input type="checkbox"/>	

ENSEMBLES

4 credit hours

Course	Title	Credits	Satisfied	term/grade
MUSP 6321	Guitar Ensemble	1	<input type="checkbox"/>	
MUSP 6321	Guitar Ensemble	1	<input type="checkbox"/>	
MUSP 6321	Guitar Ensemble	1	<input type="checkbox"/>	
MUSP 6321	Guitar Ensemble	1	<input type="checkbox"/>	

ELECTIVES**4 credit hours**

4 hours of additional electives (MUSA, MUSC, MUSE, MUSP) at the graduate level. Up to 2 credits may be MUSP credits.

Course	Title	Credits	Satisfied	term/grade
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

CULMINATING ACTIVITIES**4 credit hours**

Course	Title	Credits	Satisfied	term/grade
MUSC 7999 OR MUSC 7907	Graduate Research Project OR Lecture Recital	2	<input type="checkbox"/>	
MUSA 7105	Graduate Recital	2	<input type="checkbox"/>	
MUSC 7000	Oral Examination	0	<input type="checkbox"/>	

Total number of hours: _____ (must be at least 36)

Verified and signed: _____

General Timeline for the Master of Music in Performance

Semester 1

- Upon arrival for the student's first semester, consult your applied teacher for advising and registration for your first semester of classes.
- Create a plan of study for the degree in consultation with your applied teacher.
- Begin to formulate possible topics for graduate research project OR lecture recital in consultation with applied professor.

Semester 2

- Formulate possible topics for graduate research project OR lecture recital in consultation with applied professor.
- Discuss scheduling of lecture recital OR graduate research project and solo recital with applied professor

Semester 3

- Register for lecture recital OR graduate research project if not already completed
- Apply for graduation

Semester 4

- Register for oral examination
- Register for solo recital if not already completed

Culminating Activities

There are three culminating activities:

1. Solo recital (consult with your applied teacher for scheduling and guidelines)
2. Graduate Research Project OR Lecture Recital (consult with your applied teacher for scheduling and guidelines)
3. Oral Comprehensive Examination—semester four, see guidelines below

MUSC 7999 Graduate Research Project

The graduate research project provides students the opportunity to investigate an aspect of music history, theory, or performance through writing a paper. Examples of possible projects would be *determining the effectiveness of a methodology in a particular pedagogical context, examining the performance practice of a specific historical period, applying knowledge of theoretical concepts to the compositions of a specific individual or individuals or to the applied area, etc.*

A graduate research project requires the following sections:

- 1) Introduction and purpose of the study: Why is this a topic worth studying? What is the plan for the paper?
- 2) Review of the Literature and Discussion: What have previous authors found as it relates to your topic? What are the most important points being made by previous writers? Apply the literature to your context thoroughly and specifically.
- 3) Summary, and Implications: Briefly summarize the paper, what difference will this study make and to whom? What questions were generated as a result of this study? What additional research could/should be done?
- 4) References
- 5) Appendices

The graduate research project (without references and appendices) should be no less than 20 and no more than 30 double-spaced typed pages, times new roman 12 point font with 1-inch margins.

Students are required to adhere to the Sixth Edition of the American Psychological Association [APA] Style Manual, or the Turabian Manual for Writers, also known as Chicago Manual of Style, 15th or 16th edition.

Students will prepare a brief prospectus of the selected topic for the project advisor and the student's applied professor. This prospectus is due to the faculty members at least one week before the approval deadline. Both faculty members must sign a prospectus approval form prior September 8 (fall) or February 2 (spring). At that point, the student will work closely with the project advisor toward the development of the paper and work within the schedule set by faculty.

Two copies of the preliminary draft of the paper will be submitted to the panel no later than November 7 (fall) or April 3 (spring). Within two weeks of submission, the paper will be returned to the student with suggested corrections. The student must submit the final corrected copy by December 1 (fall) or April 24 (spring).

The course grade will be determined by an evaluation of the research project's content, language and structure. These elements must all be deemed Satisfactory by the faculty jury to determine a grade of S.

After the faculty accepts the final corrected copy, the student needs to follow the guidelines here for library binding:

http://library.columbusstate.edu/about_us/departments/cataloging/theses.php

Graduate Research Project deadlines

If one of the dates below falls on a weekend or Columbus State University holiday, the deadline will be moved to the next day that CSU classes are in session.

Fall:

- 1. Prospectus to project advisor and student's applied professor by September 1
- 2. Project advisor and applied professor approval by September 8
- 3. Preliminary draft to faculty by November 7
- 4. Suggested corrections to student by November 14
- 5. Final corrected copy to faculty by December 1

Spring:

- 1. Prospectus to faculty by January 26
- 2. Faculty approval by February 2
- 3. Preliminary draft to faculty by April 3
- 4. Suggested corrections to student by April 17
- 5. Final corrected copy to faculty by April 24

MUSA 7907 Lecture Recital

Preparation for the lecture recital involves scholarly research (either pedagogical, historical, theoretical, or a combination of these) on a work from the student's repertoire.

Format

- The standard format of a lecture recital is a lecture with performed examples interspersed throughout and a complete performance at the end of the lecture.
- The lecture recital is expected to take a total of approximately 60 minutes, with the complete performance lasting no more than 30 minutes of that time.
- The student may read from an original paper, or speak to the audience from a prepared list of talking points.
- The student is encouraged to use the opportunity of preparing a lecture recital as a precursor to presenting a similar recital at a job interview, or at a conference such as those organized by MTNA, GMEA or CMS.
- The work chosen for the lecture recital may also be performed on the student's solo recital.
- Each student's applied instructor is the coordinator of the recital and is responsible for turning in a grade of S (Satisfactory) or U (Unsatisfactory) to the teacher of record at the end of the semester.
- The course grade will be determined by an evaluation of the lecture material and the presentation of both spoken and performed materials at the recital jury and the recital by a panel of three faculty members. The grade will be determined by the agreement of two out of the three jury members.

Proposal Submission

- The proposed topic and the title of the performed work must be submitted to the teacher of record on or before September 1st (fall) and January 26 (spring). These will be approved by the faculty within one week. It is the student's responsibility to book a performance space for both the lecture recital jury and the lecture recital by those same dates. The student will then secure a jury panel of three faculty members: 1) the student's applied professor, 2) the area coordinator, and 3) one at-large faculty member of the applied teacher's choice
- It is the student's responsibility to submit research to his/her applied professor regularly throughout the semester for evaluation in preparation for the lecture recital jury.

Lecture Recital Jury

- Each student must pass a recital jury to be adjudicated by the jury panel at least three weeks prior to the scheduled lecture recital. At that time, the student must submit all lecture materials to the members of the jury.
- Lecture material must include:
 - An abstract or outline of lecture organization including a complete bibliography.

- An edited and carefully written text to be read during the performance or a detailed outline of talking points.
- A recital program that includes the abstract or outline of the lecture (program must follow SSOM program formats).
- Should the student receive an unsatisfactory grade for the jury, they may schedule another jury no sooner than three weeks from the date of the initial jury. If a student fails the jury and the rescheduled jury results in a timeline that goes past the end of the semester, the lecture recital will need to be rescheduled after the start of the next semester and the student will receive an “unsatisfactory” in the course until the recital is passed.
- If, after the lecture recital jury, the jury panel determines that a student who spoke from talking points was not methodical or coherent, they may require the student to write out their lecture and read it at the public lecture recital.

Lecture Recital deadlines

If one of the dates below falls on a weekend or Columbus State University holiday, the deadline will be moved to the next day that CSU classes are in session.

Fall:

- 1. Secure panel of three faculty by September 1 of (1) the student’s applied professor, 2) the area coordinator, and 3) one at-large faculty member of the applied teacher’s choice
- 2. Proposed topic and repertoire to faculty by September 1
- 3. Topic and repertoire approved by jury panel September 8
- 4. Room/time/jury panel for jury and recital booked with facilities coordinator and faculty by September 8. These two events must be three weeks apart, and must be concluded on or before the last day of classes.
- 5. Successful recital jury
- 6. Successful lecture recital no less than three weeks after the jury

(Continued for Spring deadlines)

Spring:

- 1. Secure panel of three faculty by January 26 of (1) the student's applied professor, 2) the area coordinator, and 3) one at-large faculty member of the applied teacher's choice
- 2. Proposed topic and repertoire to faculty by January 26
- 3. Topic and repertoire approved by jury panel February 2
- 4. Room/time/jury panel for jury and recital booked with facilities coordinator and faculty by February 2. These two events must be three weeks apart, and must be concluded on or before the last day of classes.
- 5. Successful recital jury
- 6. Successful lecture recital no less than three weeks after the jury

MUSC 7000 Oral Comprehensive Examination

A committee will be formed by the graduate studies coordinator, Dr. Andrew Zohn, for this examination. The committee will include:

- One faculty member from the graduate history or theory faculty
- The student's major professor
- One at-large faculty member who will be appointed by the Graduate Committee, with a chair appointed responsible for providing the student with the topics and potential questions no later than one month prior to the exam.

The oral comprehensive exam committee will be appointed to each student upon registration.

Students are responsible for scheduling the exam in coordination with the committee members prior to the following dates:

- Fall Semester: September 8
- Spring Semester: February 2

The scheduled exam must take place at least three weeks prior to the last day of scheduled classes for the semester in accordance with the CSU academic calendar. Exams may not take place on official school holidays.

The Examination will be two hours in length.

Committee members will submit to the student a list of topics, suggested readings, and potential questions one month prior to the scheduled exam. Topics to be addressed will be derived from material from the student's course of study.

These exams usually include some questions from the major field of study and some that are more comprehensive in nature (history, theory, style, analysis, literature, performance practice, etc).

In order for a student to receive a satisfactory or passing grade, two-thirds of the committee must vote to pass the student.

In the event of an unsuccessful completion of the exam, a written response from the committee will be given to the student. The student will be eligible to retake the exam during finals week of that same semester. If the exam is again unsuccessful, the student will need to retake the exam again in the following Fall or Spring semester.

Oral Comprehensive Exam deadlines

If one of the dates below falls on a weekend or Columbus State University holiday, the deadline will be moved to the next day that CSU classes are in session.

Fall:

- 1. Oral comprehensive exam committee appointed by Graduate studies coordinator upon registration
- 2. Exam scheduled (two hours in length) with facilities coordinator and committee by September 8. Must be scheduled at least three weeks prior to the end of classes.
- 3. One month before scheduled exam, faculty provide students with a list of topics, suggested readings, and potential questions
- 4. Successful oral comprehensive exam

Spring:

- 1. Oral comprehensive exam committee appointed by graduate studies coordinator upon registration
- 2. Exam scheduled (two hours in length) with facilities coordinator and committee by February 2. Must be scheduled at least three weeks prior to the end of classes.
- 3. One month before scheduled exam, faculty provide students with a list of topics, suggested readings, and potential questions
- 4. Successful oral comprehensive exam