

Request to Schedule Master of Music Oral Examination

Instructions: School of Music policy requires that your oral examination be completed within one week following your final recital. Please contact all of your committee members to schedule your oral examination. Once you have obtained all their signatures, submit this form to the Academic Coordinator. The Academic Coordinator will schedule a location for your exam (**please do not schedule the location on your own**).

Please be aware that all oral examinations must be held before the last day of classes in each Fall or Spring semester. Oral examinations are not permitted during finals, graduation days, or during the Summer semester—no exceptions. Incomplete (I) grades must be adequately made up by the first day of the semester in which the oral examination is to be taken.

Name _____ Student ID# _____

E-mail address _____ Phone# _____

Area of Specialization _____

Requested Oral Exam Date _____ Requested Oral Exam Time _____

Recital Date _____

Equipment needs (e.g. piano, audio-visual) _____

I am indicating my availability and approval of the proposed oral examination date and time by signing below.

Committee Chair _____

Print Name
Signature
Date

Member _____

Print Name
Signature
Date

Member _____

Print Name
Signature
Date

Member _____

Print Name
Signature
Date