

APPLICATION for DMA COMPREHENSIVE EXAMINATIONS (No Minor/Related Area)

The signatures below signify approval by the Supervisory Committee for

to schedule the DMA Written and Oral Comprehensive Examinations on the following dates and times:

WRITTEN EXAMINATION

Applied Major Area (8 hours in 2, 4-hour segments)

Time: **Date:**

Time: **Date:**

***The student will be able to discuss the literature of his/her area from the various perspectives of history, theory, performance practice, and pedagogy.*

ORAL EXAMINATION (2 hours)

Time: **Date:**

(At least two weeks after the final day of the written exam)

The GKSOM room reservation system should be used to secure a room for the Oral Examination. Please use the online reservation form or communicate with the GKSOM Facilities Manager to reserve a space. (Room 107 or Room 001 preferred.)

Room reserved:

Supervisory Committee:

Approval to ***Schedule Written Comprehensive Exams*** – Form signatures will be obtained via Docusign.

_____	_____
(Supervisory Committee Chair)	date
_____	_____
_____	_____
_____	_____

Approval to ***Take the Oral Exam*** – Form signatures will be obtained via Docusign.

**By signing this portion of the form, Supervisory Committee Members indicate that the student has successfully passed the written portion of the Comprehensive Exam and may proceed to the oral portion of the exam. If all or any portion of the written exam warrants a NO PASS, committee members should contact the applicant's Supervisory Committee Chair via email. The committee will then discuss options for retaking specific portions of the written exam or waiting until a subsequent semester to retake the written exam.*

_____	_____
(Supervisory Committee Chair)	date
_____	_____
_____	_____
_____	_____

Please continue to the next page for exam administration procedures and timelines.

Required Procedure and Timeline for Exam Administration

1. Committee votes approval for student to take Written Exam (signature and date on this form)
2. Questions assigned to committee members by Supervisory Committee Chair
3. Questions circulated to committee members for approval
4. Approved questions filed with the GKSOM Enrollment Specialist (***must be at least three working days before exam***)
5. Both the committee members and the student receive a copy of the written questions and answers
6. Committee votes approval for student to take Oral Exam or submits a letter to the GKSOM Associate Director for Graduate Studies and the Dean of Graduate Studies stating the conditions set forth for a retake of the exam.