



College of Fine Arts
School of Music

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REPORT FOR ORAL DOCTORAL EXAMINATIONS

Chair of Committee:

Name of Student:

Examining Committee Members:

Date and Duration of Examination:

First Oral Examination, or Retake?

Please indicate if the student passed or failed the examination. If the student failed the exam, comments must be included that explain the failure and indicate whether or not the student will be allowed to retake the examination.

Pass or Failure?

Comments:

Please complete and return this form to John T. Brobeck, Ph.D., Dir. of Grad. Studies, by not later than 48 hours after the examination. Thank you.

Graduate College Instructions for Doctoral Oral Examinations:

From <https://arizona.app.box.com/grad-gsas-comporalexam>.

Policies and Procedures for Oral Comprehensive Examination for Doctoral Candidacy

- Review the policies and procedures for [Comprehensive Exam](#). Note that the Graduate College must approve special members and accept petitions for exceptions to committee requirements before the exam has taken place.
- Programs must have written policies regarding whether or not students may retake failed oral exams as well as specific policies regarding second attempts. *In any case, the Graduate College allows no more than one retake of a failed oral exam. A student who fails the first oral exam and is offered a second attempt must use the same committee unless a change is approved by the Graduate College.*
- If a committee member is participating by video or phone conference, please ensure that the member participates throughout the entire exam and is able to communicate with the candidate and the other committee members for the duration of the exam. If more than one member of the committee, or the student, is participating remotely for the exam, please inform the Graduate Student Academic Services office in the Graduate College prior to the exam for approval.
- Unlike the doctoral defense, no part of the comprehensive exam is open to the public. The chair should review procedures with the committee before the examination commences. At the conclusion of the Oral Comprehensive Examination (and after the student has left the room), discussion of the student's performance is initiated. Each member of the examination committee is expected to evaluate the student's performance on the basis of the examination as a whole, not just on a particular area of questioning or only on his/her own field of specialization.
- A secret vote is completed by the committee (possible votes: Pass, Fail, and Abstain) and the outcome of that vote determines whether or not the student passes the oral comprehensive exam. More than one negative vote (Fail and Abstain are negative votes) will result in failure of the exam.
- Votes are tallied by the committee chair, who informs the committee, and ultimately the student, whether the vote resulted in a Pass or Fail decision. The identities of persons voting one way or the other should not be revealed to the student.
- The committee chair is responsible for submitting the Results of Oral Comprehensive Exam form in GradPath. The chair will receive an email reminder, with a link to the form in the email, to submit the Results of Oral Comprehensive Exam form once the Announcement for the exam is approved by the Graduate College; alternatively the chair can open the Results form from the [GradPath Pending Transactions](#) list. The chair reports the results in GradPath - if a failed first exam, the chair notes whether the committee has recommended a second exam for the student (in accordance with program and Graduate College policy). Regardless of the outcome of the Oral Comprehensive Examination, the chair must report results.
- Emergency Line – (520) 621-5128. The Graduate Student Academic Services office maintains a telephone line for the Committee serving on Oral Comprehensive Examinations. Please feel free to use this number for questions concerning examinations or for emergencies which arise before or during examinations. *If there is any change to the committee on the examination day, please contact the Graduate College before beginning the exam.*