

Protocol for MM orals Spring 2024

Master's students in collaborative piano, conducting, performance, and piano pedagogy wishing to complete their oral final certifying examination this semester must do the following. (Master's students in composition, jazz studies, music education, music theory, and musicology do not adhere to these protocols. They should consult their major professor regarding the format and timing of the oral certifying examination, and use the form noted below.)

- Assemble their 3-person committee.
- Determine the assigned question or project from each faculty member.
- Schedule the date, time, and place of the exam
- Submit the above information no later than 5 pm of the Friday of Week 8 (**MARCH 1, 2024**) through the following **Google form** (or <https://tinyurl.com/mr2wmyjr>) administered by the Graduate Office, which will be sent to all master's students from the Graduate Office of the College.

Students must then complete the exam by 5 pm Fri of Week 14 (**APRIL 12, 2024**). To aid in scheduling, students and/or faculty members are allowed to attend via Zoom, although an in-person exam is preferred. A mix of in-person and virtual attendance is permitted.

Students [except those in Music Theory, who have their own form] are responsible for securing the signatures (wet or electronic) of each of the three committee members on **this form**.

1. Open the MM Oral Certification Examination Form.
2. Go to "File" and "Make a copy."
3. Rename your copied file adding your full given name (Last, First).
4. Double-click in each box to edit.
5. Complete the top portion, Committee Names on the left side and the recital information. **This is completed just prior to the Oral Exam date.**
6. Go to "Share" and add the E-mail address of each Committee member as editor for their signature immediately following the Exam.
7. **At the end of your exam** ask each Committee member to sign your form electronically.
8. Once you have confirmed that your committee members have signed the form, go to "Share" and add musgrad@msu.edu **as an editor**.

*** You may choose to print a paper copy, take it to your exam and have the committee members sign it. You then submit that to the Graduate Studies Office (116 Music) or musgrad@msu.edu. ***

It is the student's responsibility to complete the form as instructed above, to confirm their signatures, and to share it with musgrad@msu.edu. Without this form you cannot graduate.