



UNC
GREENSBORO
School of Music

UNC Greensboro School of Music

Graduate Handbook: Doctor of Philosophy in Music Education

(Revised 10/10/2019)

Ph.D. – Doctor of Philosophy in Music Education

The Ph.D. in Music Education requires 69 credit hours. A cognate, or cognates, in any area approved by the student's Doctoral Advisory Committee and The Graduate School may be elected as specific in the University Catalog. A student who received a master's degree in music or music education at UNCG must successfully present an application and interview to be admitted into the doctoral program.

Each student's individual plan of study is developed during the first 18 hours of coursework. Once the Doctoral Advisory Committee is established and the plan of study is approved, the Doctoral Advisory Committee Chair advises the student regarding course enrollment. At least 75% of all course work, exclusive of the dissertation (12 credits), must be at the 600- or 700-level. A diagnostic is administered prior to the first semester of enrollment.

DEGREE REQUIREMENTS

Music Education (18 credits)

Select from the following:

- MUE 605 Measurement of Musical Behavior (3 cr.)
- MUE 618 Psychology of Music (3 cr.)
- MUE 619 Acoustics of Music (3 cr.)
- MUE 633 Music for Exceptional Children (3 cr.)
- MUE 634 Contemporary Trends in Music Education (3 cr.)
- MUE 645 Teaching Elementary Music: Theory and Practice (3 cr.)
- MUE 650 Seminar in Music Education (3 cr.)
- MUE 653 Music Supervision (3 cr.)
- MUE 750 Doctoral Seminar (3 cr.)
- MUE 797 Directed Study in Music (3 cr.)

Research (12 credits)

- ERM 680 Intermediate Statistical Methods in Education (3 cr.)
- ERM 681 Design and Analysis of Educational Experiments (3 cr.)
- MUE 601 Research Methods in Music (3 cr.)
- MUE 701 Research Methods in Music II (3 cr.)

Professional Education or Other Fields (9 credits)

Select from the following areas of study:

- History and Philosophy
- Curriculum and Pedagogy
- Administration
- Psychology and Human Development
- Computer Science and Information Management

Music Electives (12 credits)**Music History and/or Theory (6 credits)****Dissertation (12 credits)**

- MUE 799 Dissertation

Required Competencies

- Research
- Teaching

Required Examinations

- Complete Diagnostic
- Comprehensive (Written and Oral)
- Final Oral (Dissertation Defense)

Residency Requirement

Students must satisfactorily complete two consecutive full-time (minimum of 6 credits excluding independent study and dissertation hours) semesters of on-campus graduate work.

Dissertation

The dissertation is a major research study and is the primary capstone of the Ph.D. degree in Music Education. It provides evidence of a student's development as a musician-educator who is committed to research and scholarship as integral parts of professional practice. The dissertation is comprised of three major portions:

1. Proposal. The student completes a written Dissertation Proposal Outline that is approved by the DAC at the time of the oral comprehensive exam.
2. Dissertation Document. The document represents original scholarship carried out at the highest level and relevant to the field.
3. Dissertation Defense. The doctoral candidate who has successfully completed all other requirements for the degree must defend the dissertation orally (Final Oral Examination). The dissertation defense includes a 30-minute presentation of the project and an oral defense. The exam is open to the public.

Ph.D. Checklist of Requirements

1. **Doctoral Advisory Committee (DAC).** The [Doctoral Advisory Committee Appointment](#) form should be submitted before the student has completed 18 credit hours of coursework.
2. **Plan of Study (POS).** The first draft of the **Plan of Study form** should be submitted before the student has completed 18 credit hours of coursework. This should be completed at the same time as the DAC Appointment Form.
3. **Competencies.** Students should ensure they are satisfying the research and teaching competencies. The Research Competency can be certified by the instructor of record for the course used to fulfill the requirements. The Teaching Competency can be certified by the supervisor of the teaching assistantship, faculty overseeing an independent study that is used to fulfill the requirements, or the DAC Chair. The DAC is responsible for ensuring all competencies are certified.
4. **Doctoral Comprehensive Exams.** The Comprehensive Exams comprise a written exam and if passed, it is followed by an oral exam. The examination is comprehensive in that you must pass both the written and oral exams before being officially admitted to candidacy for the degree by the Graduate School. Comprehensive Exams may not be taken until any deficiencies and conditions or provisions attached to admission are removed and all required competencies are certified. Students should submit the initial request for comprehensive exams to the Director of Graduate Study the semester prior to, and no less than three months before, the requested dates of administration. The Written Comprehensive Exam should be taken once 75% of the course work has been completed. The Written Comprehensive Exam for the UNCG Ph.D. Degree Program in Music Education is administered and completed as a written "take-home" exam. The oral examination should be scheduled within one month following the evaluation of the written examination. Students should submit the initial [Doctoral Comprehensive Exam Request form](#) to the Director of Graduate Study the semester prior to the requested dates of administration.
5. **Approval of Written Comprehensive Exam.** The DAC is responsible for developing and approving the written and oral comprehensive exams. The DAC chair solicits exam items from the full DAC, formulates a balanced exam that is approved by the DAC, and forwards the exam to the Music Student Services Office. The DAC completes the [Written Comprehensive Exam Preapproval form](#).
6. **Prepare for and take Written Comprehensive Exam.** Your DAC is responsible for giving you guidance as you prepare for your Written Exam. You may also meet with the members of the DAC to acquire guidance for the written exam. The level of guidance

varies from committee to committee.

7. **Evaluation of the Written Comprehensive Exam.** The DAC members complete the [Written Comprehensive Examination Evaluation form](#). If the DAC members unanimously evaluates the Written Comprehensive Exam as Satisfactory, the student may proceed with scheduling the Oral Exam. If evaluated Unsatisfactory in one or more areas, the student must retake only the part(s) determined unsatisfactory by the DAC. If evaluated Unsatisfactory in its entirety, the student must retake the entire exam after at least one semester has elapsed. No more than one re-examination (whole or part) will be allowed.
8. **Prepare for and take Oral Comprehensive Exam.** The oral examination should take place within one month of passing the written examination. It is expected that many of the questions posed during the oral exam will derive from the student's performance on the written examination. However, the oral examination is not limited to a repetition of the written items. Items addressing additional information relevant to the plan of study and area study also may be examined and evaluated within the oral exam. Although the Oral Comprehensive Exam is considered the finalization of the Comprehensive Exam, students are expected to discuss the Dissertation Proposal Outline at this time (see item 10).
9. **Evaluation of the Oral Comprehensive Exam.** As with the written comprehensive exam, unanimous approval of the committee as indicated on the [Oral Comprehensive Examination Evaluation form](#) is required for passing the oral examination. Upon completion of the examination, the student will be excused while the committee confers. The committee may decide to render individual decisions by open discussion or secret ballot. If there is division within the committee, it is appropriate to discuss evaluations to see if agreement is possible. The entire committee should be present when the student is informed of the decision. If re-examination is required, the student should be advised about deficiencies in knowledge and/or presentation. No more than one re-examination (whole or part) will be allowed.

Upon successful completion of the entire comprehensive examination, the DAC chair will submit both the [Oral Comprehensive Examination Evaluation form](#) and the [Results of Doctoral Preliminary Examinations form](#) to the Director of Graduate Study, who will report the examination results and date as a matter of record to the Graduate School.

10. **Dissertation Proposal.** The [Dissertation Topic Approval Form](#) serves as your proposal cover page and approval page. Although the Oral Comprehensive Exam is considered the finalization of the Comprehensive Exam, students are expected to discuss the Dissertation Proposal Outline at this time. A complete Dissertation Proposal Outline includes related literature, research problem and purpose, methodology, and procedure. The Dissertation Proposal Outline should be circulated to the committee with enough advance notice for the committee to read and edit the proposal before the

Oral Comprehensive Exam. The approved proposal is turned in to the Music Student Services office; the cover page is filed with the Graduate School.

11. **Application for Graduation.** At the beginning of the semester in which the student plans to graduate, the student should visit the [Graduate School website](#) to view all pertinent information regarding graduation, and to file appropriate forms.
12. **File Final Plan of Study.** Be sure the final POS exactly matches your transcript. [Doctoral Plan of Study Revision form](#). Be strategic with planning out 799 registration. Doctoral candidates are considered full-time with 3-credits of registration for 799. Once the credits required for the degree are completed, students must register for 9 credits of extension to be considered full-time. (Half-time enrollment is necessary to be considered for Financial Aid.)
13. **Application for Admission to Candidacy.** The student may submit this form once the following have been successfully completed: all major and cognate (minor) required courses, passed Written and Oral Comprehensive Exams, any competency requirements, and a dissertation topic approval form and proposal that has been approved by the DAC. (Be aware that candidacy is often granted after the final defense of the dissertation, depending on required course work.) [Application for Admission to Candidacy](#)
14. **Dissertation Document.** To provide adequate time for committee input and revisions, students must submit a complete draft of the dissertation document to the DAC chair no later than the end of the first week of classes in the semester you plan to graduate. Students should expect multiple revisions before the document is sent out for DAC review. The Defense Draft must be sent to the rest of the DAC members no fewer than three weeks prior to the scheduled defense. Students who fail to meet either of these deadlines will not be allowed to defend the doctoral document in that semester.
15. **Schedule the Oral Defense of the Dissertation.** Upon submission of the completed dissertation defense draft, the student, in consultation with the DAC, will schedule the final oral defense of the Dissertation. At least two weeks prior to the final oral defense date, the student must submit the [Final Oral Examination Schedule Form](#) and Dissertation Abstract to the Graduate School. This will be strictly enforced. Please check the Graduate School Calendar for the final day for Final Oral Exam completion. For guidance formulating the Abstract, please consult your DAC Chair and the [Guide for the Preparation of Theses and Dissertations](#)
16. **Oral Defense of the Dissertation.** The doctoral candidate who has successfully completed all other requirements for the degree must defend the dissertation orally. At least two weeks prior, the Graduate School will publish the dissertation title and date, time and location of the oral defense of the dissertation. The dissertation defense

includes a 30-minute presentation of the project and an oral defense. The exam is open to the public.

*NOTE: On the day of the exam, the student must fill out and submit the top portion of the [Results of the Oral Examination in Defense of Thesis/Dissertation Form](#) to their DAC chair, who will sign it and submit it to the Music Student Services Office following the exam.

17. **File one *signed approval copy of dissertation.***** The process for submitting the approval copy of the dissertation to the Graduate School has two components: submitting the signed approval and title pages and electronically submitting the document. For more information see: [Guide for the Preparation of Theses and Dissertations](#).

18. **File FINAL copy of dissertation with the Graduate School.**** After completing the formatting revisions requested by the Graduate School, submit the FINAL electronic copy of the dissertation.

** You will need to be very diligent, as deadlines pertaining to the dissertation document change each semester. You may access these deadlines and others by viewing the [Academic Calendar](#) on the Graduate School or Registrar's websites.

Students are responsible for meeting all deadlines.

Ph.D. Guidelines

Doctoral Advisory Committee

The coordinator of the Ph.D. program in music education serves as the official advisor until the Doctoral Advisory Committee (DAC) is appointed. The DAC must be appointed before the student completes 18 credit hours of coursework. The DAC Appointment form should also be submitted before the student completes 18 credit hours of coursework. The DAC shall comprise at least four members of the Graduate Faculty, three of which must be from the School of Music. The chair must be a Graduate Faculty Member with an endorsement to chair. This committee will mentor the student throughout the degree program; approve the Plan of Study; rule on special programmatic decisions and policy applications; certify the completion of all competencies; prepare, approve, and evaluate the comprehensive (written and oral) examination; guide the student in the preparation of the topic proposal and written portion of the dissertation; and conduct the final oral examination (dissertation defense). The DAC is approved by the Dean of the Graduate School upon the recommendation of the Director of Graduate Study in Music and must be acceptable to the student.

The DAC chair normally serves as the dissertation advisor. In cases where another committee member is better qualified to advise the written portion of the dissertation because of particular research interests, this added responsibility should be recognized in the acknowledgment section of the document. Furthermore, the dissertation advisor becomes the co-chair of the DAC. Students should contact the Director of Graduate Study in Music if an adjustment in committee membership will enhance the depth and scope of the document.

If at any time the DAC decreases in number to fewer than three members, an additional member of the graduate faculty must be appointed by the Dean of the Graduate School to bring the number to at least three. The Director of Graduate Study in Music coordinates committee appointments and adjustments and is ultimately responsible for ensuring compliance with Graduate School policies.

Doctoral Degree Plan of Study

A Plan of Study (POS) for the doctoral degree is a significant step in successful progress to completion. This POS must be outlined by the student in consultation with the coordinator of the Ph.D. program in music education and approved by the DAC at the earliest practical time, but before the student has completed 18 credit hours of coursework. If changes are made to the Plan of Study, a revised version must be submitted and approved before the student applies for graduation. Failure to secure this revision may hold up the anticipated graduation. Copies of the approved POS must be filed in the student's permanent folder in the Music Student Services Office and The Graduate School.

Steps to completing the POS:

1. Meet with the Coordinator of the Ph.D. program in music education and/or the DAC Chair to complete the preliminary **Plan of Study Worksheet (need SoM link)**.
2. Email the completed Plan of Study worksheet to the Graduate Student Services Coordinator and the DAC.
3. Fill out and print the [Recommendation for Doctoral Advisory/Dissertation Committee Appointment and Plan of Study](#) form from the Graduate School website.
4. Obtain required signatures by all members of the DAC.
5. Return the form to the Music Student Services Office, where it will be attached to a hard copy of the Plan of Study worksheet, signed by the Student and the Director of Graduate Study in Music, and forwarded to the Graduate School.

Any subsequent changes to the POS or DAC must be reported to The Graduate School for approval via the appropriate [forms](#) from the Graduate School website.

Required Competencies

All competencies must be completed prior to Written Comprehensive Examinations.

Research Competencies. There are six research competencies that the following courses address: MUE 601, MUE 701, MUE 707, and/or MUE 797

1. Multimedia Techniques.
 - a. Define various multimedia techniques and provide examples of how multimedia may be used to solve problems, teach, and conduct research in music education.
 - b. Demonstrate competence in operating multimedia equipment in music and education.
 - c. Run successfully statistical packages, such as SPSS, SAS, Excel, Matlab, and/or Minitab.
 - d. Identify and explain the meanings of the output information resulting from statistical analyses, using at least one of the statistical packages listed above.
 - e. Create a multimedia presentation for a class or conference presentation.
 - f. Create a poster for display in the UNCG Music Library and/or at a professional conference.
2. Descriptive Research.
 - a. Define descriptive research and provide examples of how such research may be used to solve problems in music education.
 - b. Define quasi-experimental research and case study research, and provide examples of how such research may be used to solve problems in music education.
 - c. Describe and list advantages and disadvantages of using quasi-

experimental and case study research techniques, and provide examples from the literature of the designs associated with each type of research.

- d. Review and critique a quasi-experimental research study and a case study in music education, analyzing the design and execution of the research as related to the studies' statements of facts, inferences, and generalizations; and describing applications of research results to music education.

3. Experimental Research

- a. Distinguish between quantitative and qualitative research, and between experimental and descriptive research.
- b. Provide examples of how experimental research techniques are used to solve problems in music education.
- c. Select published studies which use a t test, analysis of variance, analysis of covariance, correlation and chi-square statistics, and explain the relationship of each statistical technique to the associated study's purpose, the meanings of the reported statistical findings, and the extent to which the author's or authors' conclusions are supported by the data and analyses.
- d. Given a research problem pertinent to music education, create a research design which clearly answers the following questions:
 - i. What is (are) the null hypothesis(es)?
 - ii. How will subjects be selected and/or grouped?
 - iii. What measurements will be taken and when?
 - iv. What statistical treatments will be used?
 - v. What are the possible outcomes?
 - vi. Define and appropriately use terms and concepts pertinent to experimental research.

4. Historical Research

- a. Define historical research and provide examples of how such research is used to solve problems in music education.
- b. Prepare an annotated bibliography of at least ten historical research sources in music education.
- c. Define and provide examples of internal and external criticism, and of primary and secondary sources.
- d. Review and critique a historical research study in music education, analyzing the design and execution of the research, and describing applications of the results to music education.

5. Qualitative Research

- a. Define qualitative research and five approaches to inquiry including case study, ethnography, phenomenology, grounded theory, and narrative.
- b. Describe the characteristics and use of qualitative research in music

- education.
 - c. Critically analyze and summarize existing qualitative music education research.
 - d. Demonstrate an understanding of human subjects protection.
 - e. Exhibit knowledge of qualitative research design in music education through the completion of a small-scale qualitative research project
6. Measurement Techniques
- a. Define objective and subjective measurement techniques, and provide examples of how these techniques may be used in research and practice in music education.
 - b. Given a set of test scores and individual student responses to each test item; report and explain the mean, median, mode, variance and standard deviation for the score distribution; the test's reliability and validity; and item analyses for selected items.
 - c. List and describe 12 published measures of musical behaviors including titles, authors and publishers; the measures must include measures of music aptitude, achievement and performance skills.
 - d. Distinguish between aptitude and achievement.
 - e. Create three multiple-choice, three true-false, three completion, three short answer, one matching and one essay items relevant to a selected area of music knowledge.
 - f. Define terms and concepts pertinent to the measurement of musical behaviors.
 - g. Define and defend evaluation as part of an educational process.

Teaching Competency. The teaching competency may be completed by one of the following options:

Option 1: Teaching assistantship under the direct supervision and evaluation of a Music Education Department Faculty Member, in which student has full responsibility for or assists in teaching an undergraduate music course at UNCG.

Option 2: Satisfactory completion of a one-hour directed study (MUE 797) in which a student is involved in teaching music on-campus and/or off-campus. As a culminating evaluation of the directed study, in-person and/or video-recorded teaching sessions in K- 12 music classrooms are evaluated.

Option 3: Demonstrated excellence in a higher education teaching position as documented by faculty observations and evaluations, and in a culminating evaluation of video-recorded teaching sessions in

higher education music classrooms.

The Research Competency can be certified by the instructor of record for the course used to fulfill the requirements. The Teaching Competency can be certified by the supervisor of the teaching assistantship, faculty overseeing an independent study that is used to fulfill the requirements, or the DAC Chair. The DAC is responsible for ensuring all competencies are certified.

Satisfactory Progress to Doctoral Degrees

Every doctoral student is expected to register for at least one 3-credit hour course every fall or spring term until all required course work is completed. Once coursework is complete, at least one credit of MUE 799 must be taken each fall and spring term to maintain continuous enrollment until the degree is complete. All graduate students must be enrolled for at least 1 credit during the semester in which they are scheduled to receive their degrees/certificates. Students must also register for at least six credit hours (exclusive of dissertation hours) for at least two consecutive semesters to satisfy the Graduate School's requirement for Residency.

Time limits. All work beyond the Master's toward the doctoral degree must be completed within seven years from the date of first enrollment. Extensions may be granted by the Graduate School on the recommendation of the DAC and the Director of Graduate Study in Music. A candidate who does not complete the dissertation (all portions) within seven years of initial enrollment or within three years of achieving candidacy, whichever is longer, may be required to re-take coursework which falls outside the stipulated time frame.

Grading. For the completion of a graduate degree program, an overall minimum average of B (equivalent to 3.0) is required. Grades in all courses applied toward the doctorate must be B (3.0) or better; additional hours must be taken for any hours earned with a grade of B- (2.7) or less. A grade of B or higher is also required for any course that will be used to fulfill a competency.

Transfer credit. In some instances, work done in other institutions may be counted toward the degree, particularly work culminating in a master's degree from a regionally accredited institution and representing an appropriate area of study. If the student proposes the transfer of credit from another graduate school, the work for which credit was received must be covered by the comprehensive examination, and the transfer must be recommended by the student's DAC (by inclusion on the POS) before The Graduate School will credit the work to the student's doctoral program. In no case will more than one third of non-dissertation course credit beyond the Master's degree be transferred to a UNCG doctoral program. Semester hours only, not grades, may be transferred from other institutions. No course for which the student received less than a B will be counted toward the degree.

The following conditions apply to transfer credit for doctoral programs:

1. All credit offered in transfer must have been taken at a NASM-accredited institution.
2. Such work must have been taken within a seven-year period of time.
3. The student must have earned a grade of "B" (3.0) or higher on all transfer credit. In a four- letter grading system, only credit earned with either of the grade of "A" or "B" is transferable.
4. The credit may not have counted directly toward another degree or certificate program. Only additional hours taken beyond the requirements for another degree program are acceptable. Credits that counted directly toward another degree or certificate program may only be used to fulfill the requirements of the competencies or the cognate.
5. The credit must be recorded on an official transcript placed on file with The Graduate School.
6. The credit must be approved both by the DAC (by inclusion on the Plan of Study) and by the Dean of the Graduate School.
7. The credit must be necessary to meet specific degree requirements.

Independent Study. Students may not register for independent study as a substitute for existing courses. If special research interests warrant independent instruction, enrollment is permitted with the advance approval of the instructor, Director of Graduate Study, and Director of the School of Music. No more than 15 semester hours of independent study may be included in the Plan of Study, exclusive of the dissertation.

Steps to registration for independent study:

1. Complete the [Outline of Plan for Independent Study form](#). This form must be approved and signed by the Student, Instructor, and Director of the School of Music.
2. Complete the [Permission to Register for Independent Study form](#). This form must be signed and approved by the Student, Instructor, and the Director of the School of Music.
3. Take both completed forms to the Graduate Student Services who will assign a CRN and Section number to your course, and then submit the forms to the Graduate School and Registrar's Office.

Doctoral Comprehensive Examination

The comprehensive examination is both written and oral; a student must first complete and pass a written comprehensive examination, and then complete the oral comprehensive examination. The written examination covers any phase of the coursework completed during graduate studies, and any subject logically related and basic to music, music education, and education. Coursework transferred from other accredited universities and/or programs also may be included in the comprehensive examination. The oral examination is administered by the student's DAC and typically requires a two-hour period. Specifically, the written

examination covers the seven foundational and competency areas of the degree program. During the written examination, students must demonstrate comprehensive abilities to use and apply: (a) the historical, pedagogical, philosophical, psychological and sociological foundations in music and education, (b) comprehensive musicianship in music and education, and (c) research and scholarship in music and education.

The Comprehensive Examination may be taken when the student has satisfactorily completed all the following stipulations:

- All provisions, deficiencies, or special conditions that may have been attached to admittance to the degree program must be removed.
- The residency requirement must be satisfied.
- The research and teaching competencies must be satisfied.
- 75% of the course work must have been satisfactorily completed.

Scheduling the Comprehensive Exam. The comprehensive examinations are scheduled by submitting the [Doctoral Preliminary Exam Request Form](#) to the Graduate Student Services Coordinator. The Written Comprehensive Exam should be taken after roughly 75% of the course work has been completed. The oral examination should be scheduled within one month following the evaluation of the written examination. Students should submit the initial request for comprehensive exams to the Director of Graduate Study the semester prior to, and no less than three months before, the requested dates of administration. Neither the written nor the oral exam may be scheduled on the weekend, holidays, or when the School of Music offices are closed. Students may not schedule Comprehensive Examinations during the summer, as faculty members are not contracted to work during the summer.

Comprehensive Exam Procedures

The Written Comprehensive Exam for the UNCG Ph.D. Degree Program in Music Education is administered and completed as a written "take-home" exam. The general characteristics of the written and oral exam procedures are listed below.

- The written exam is administered as a take-home exam that contains from eight (8) to ten (10) items, as approved by each student's DAC.
- As managed by the DAC Chair, each DAC develops and approves the written exam prior to its administration to and completion by each student.
- Each DAC Chair submits the approved exam to the Graduate Music Student Services Associate who sends the exam to the student as an email attachment.
- Students may use professional literature and other resources from their PhD course work and self-study to complete the written exam items.
- Students have four weeks to complete the exam from the date that they receive the exam.
- The DAC members have ten (10) business days to complete their "blind evaluations" of a student's responses to the exam, and to return the comprehensive evaluation form to the Graduate Music Student Services Associate.

- The Graduate Music Student Services Associate oversees the administration and evaluation of each Ph.D. Comprehensive Exam, in consultation with DAC Chairs and doctoral students.
- The Director of Graduate Study in Music notifies the student in writing of the results. To this point, the student will not receive any information regarding the evaluation. Students will be notified of the results of the Written Comprehensive within 15 business days after the completion of the exam.
- If a student should fail any or all parts of the examination, the Director of Graduate Study in Music will consult the DAC Chair to determine appropriate action. The DAC will determine the required procedures and a timeline for the student to follow in resolving deficiencies. When this action has been determined, the Director of Graduate Study in Music will notify the student in writing. The DAC Chair will meet with the student to discuss probable causes for the failure and provide appropriate advice to be followed when preparing for a second administration of all or part of the examination. If a student is required to retake a portion of the exam, it may be scheduled at a mutually agreeable time between the student and the DAC Chair. If a student is required to retake the entire examination, this may not be scheduled until at least one semester has elapsed. If the exam is retaken in its entirety, the second examination will be different in specific content, but similar in structure. No more than one re-examination (whole or part) will be allowed. The re-examination should be evaluated following the same procedure as the original written exam, with the Doctoral Advisory Committee individually submitting the [Doctoral Re-Examination Evaluation form](#) to the DGS.
- Following a 'Satisfactory' evaluation of the written portion of the comprehensive exam, the student will proceed to the oral portion of the comprehensive examination.
- The oral examination should be scheduled within one month following the successful evaluation of the written examination. Each student collaborates with their DAC members to schedule an agreed upon date and time to complete the oral portion of the comprehensive exam on-campus;
- The oral exam is administered by the DAC members. The location of the oral exam is reserved by the DAC Chair and student.
- A complete Dissertation Proposal Outline, which includes related literature, research problem and purpose, methodology, and procedure, should be circulated to the committee with enough advance notice for the committee to read and edit the proposal before the Oral Comprehensive Exam. Students should be prepared to discuss the Dissertation Proposal Outline when the examination portion of the Oral Comprehensive has concluded.
- The evaluation scale for the oral comprehensive examination is Satisfactory with Distinction, Satisfactory, Unsatisfactory in one or more areas (retake only the part(s) deemed unsatisfactory), or Unsatisfactory (retake the entire examination). The DAC should agree upon the final evaluation by signing the [Oral Preliminary Examination Exam Evaluation Form](#). The Graduate School requires unanimous approval by the DAC for passing the Comprehensive Examination. The final assessment reflects a

combination of both the written and oral portions of the exam and is graded Satisfactory or Unsatisfactory. The DAC Chair must submit the signed [Results of Doctoral Preliminary Examinations form](#) to the Graduate Music Student Services Associate who submits the form to the Graduate School for filing.

Dissertation

The dissertation is a major research study and is the primary capstone of the Ph.D. degree in Music Education. It provides evidence of a student's development as a musician-educator who is committed to research and scholarship as integral parts of professional practice. The dissertation is comprised of three major portions: Proposal, Dissertation Document, and the Dissertation Defense (Final Oral Examination).

Proposal. The student completes a formal, written Dissertation Proposal Outline that is approved by the DAC at the time of the oral comprehensive exam. The [Dissertation Topic Approval Form](#) serves as your proposal cover page and approval page. The format for your Dissertation Proposal Outline may be found later in the Handbook. Although the Oral Comprehensive Exam is considered the finalization of the Comprehensive Exam, students are expected to discuss the Dissertation Proposal Outline at this time. The proposal should be circulated to the committee with enough advance notice for the committee to read and edit the proposal before the Oral Comprehensive Exam. The approved proposal is turned in to the Music Student Services office; the cover page is filed with the Graduate School.

Dissertation Document. The document represents original scholarship carried out at the highest level and relevant to the field. To provide adequate time for committee input and revisions, students must submit a complete draft of the dissertation document to the DAC chair no later than the end of the first week of classes in the semester the student plans to graduate. Students should expect multiple revisions before the document is sent out for DAC review. The Defense Draft must be sent to the rest of the DAC no fewer than three weeks prior to the scheduled defense. Students who fail to meet either of these deadlines will not be allowed to defend the doctoral document in that semester.

Dissertation Defense (Final Oral Examination). The doctoral candidate who has successfully completed all other requirements for the degree must defend the dissertation orally (Final Oral Examination). The dissertation defense includes a 30-minute public presentation of the project and an oral defense. The exam is open to the public.

Upon submission of the completed first draft, the student, in consultation with the DAC, will schedule the final oral exam. At least two weeks prior to the final oral exam date, the student must submit the [Final Oral Examination Schedule Form](#) and Dissertation

Abstract to the Graduate School. This will be strictly enforced. Please check the Graduate School Calendar for the FINAL day for Final Oral Exam completion. For guidance formulating the Abstract, please consult the [Guide for the Preparation of Theses and Dissertations](#)

Questions from the DAC will focus on degree-related topics and may include any or all of the following areas of inquiry:

- Defense of the document
- Topics from the field of study, including courses taken at UNCG and any institutions providing course credit transferred to a student's degree program
- Comprehensive examination weaknesses

The defense will follow the guidelines stated in The Graduate School Bulletin. The Graduate School will award all 12 credits of dissertation upon successful presentation acceptance of the written document. On the day of the exam, the student must fill out and submit the [Results of the Oral Examination in Defense of Thesis/Dissertation Form](#) to their DAC chair, who will sign it and submit it to the Music Student Services Office following the exam. The Director of Graduate Study will submit the form as the official notification for the Graduate School that the student has passed the defense of their dissertation document.

The process for submitting the approval copy of the dissertation to the Graduate School has two components: submitting the signed approval and title pages and electronically submitting the document. For more information see: [Guide for the Preparation of Theses and Dissertations](#).

After completing the formatting revisions requested by the Graduate School, submit the final electronic copy of the dissertation. Students will need to be very diligent, as deadlines pertaining to the dissertation document change each semester. These deadlines and others may be accessed by viewing the [Academic Calendar](#) on the Graduate School or Registrar's websites. **Students are responsible for meeting all deadlines.**

Admission to Candidacy

The student may submit the [Application for Admission to Candidacy](#) form once the following have been successfully completed: all major and cognate (minor) required courses, passed Written and Oral Comprehensive Exams, any competency requirements, and a dissertation topic approval form and proposal that has been approved by the DAC. (Be aware that candidacy is often granted after the final defense of the dissertation, depending on required course work.)

Exit Requirements

It is the responsibility of the student to meet the graduation requirements, policies, and deadlines as published by The Graduate School in the current edition of *The Graduate School Bulletin*. All materials and documentation shall be furnished to the Director of Graduate Study in Music. The final copies of the written dissertation will be furnished to The Graduate School as specified in *The Graduate School Bulletin*. All scheduling and final graduation arrangements are the responsibility of the candidate and will be coordinated through the School of Music and/or The Graduate School. The candidate must submit a [Graduation Application](#) directly to The Graduate School at the beginning of the final semester.

Forms

Required forms are hyperlinked throughout the document. They may also be found at the urls listed below.

Forms required for the School of Music may be found at: <https://vpa.uncg.edu/music/music-current-students/graduate/>

Forms required for the Graduate School may be found at: <https://grs.uncg.edu/forms/>