



UNC  
**GREENSBORO**  
School of Music

# **UNC Greensboro School of Music**

## **Graduate Handbook: Doctor of Philosophy in Music Education**

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## Ph.D. - Doctor of Philosophy in Music Education

The Ph.D. in Music Education requires 54 credit hours. 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.

### Degree Requirements

#### Required Music Education Courses (6 credits)

- MUE 709 Measurement of Musical Behavior (3 cr.)
- MUE 751 Seminar in Music Education (3 cr.)

#### Music Education Electives (6 credits)

Select two courses (6 credits) from 700-level MUE courses

#### Required Research Courses (9 credits)

- MUE 700 Research Methods in Music (3 cr.)
- MUE 701 Research Methods in Music II (3 cr.)
- ERM 780 Intermediate Statistical Methods in Education (3 cr.)

#### Research Electives (3 credits)

Select one course (3 credits) from the following:

- MUE 707 Qualitative Research in Music Education (3 cr.)
- ERM 781 Design and Analysis of Educational Experiments (3 cr.)

#### Electives (18 credits)

Students may select these from any graduate-level courses

#### Dissertation (12 credits)

- MUE 799 Dissertation

#### Required Examinations

- Comprehensive (Written and Oral)

- Final Oral Examination (Dissertation Defense)

### **Immersion 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 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 Oral 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 30-minute presentation is open to the public.

## **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 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. DAC members mentor the student throughout the degree program; approve the Plan of Study; rule on special programmatic decisions and policy applications; prepare, approve, and evaluate the comprehensive (written and oral) examination; guide the student in the preparation of the dissertation 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.

## **Doctoral Degree Plan of Study**

A Plan of Study (POS) must be completed and submitted by the student in consultation with the coordinator of the Ph.D. program in music education and approved by the DAC before the student has completed 18 credit hours of coursework. If changes are made to the POS, a revised version must be submitted and approved before the student applies for graduation. Failure to secure this revision may delay the anticipated graduation. To complete the POS, students should do the following:

1. Meet with the Coordinator of the Ph.D. program in music education and/or the DAC Chair to complete the preliminary POS form.
2. Complete and submit the [Recommendation for Doctoral Advisory/Dissertation Committee Appointment and Plan of Study](#) form on the Graduate School website to the Graduate Student Services Coordinator in the School of Music.

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.

## **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.

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

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

### **Scheduling the Comprehensive Exam**

The student submits the [PhD Preliminary Exam Request Form](#) to the School of Music 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 the semester prior to, and no less than three months before, the requested dates of administration. 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 portion of the Comprehensive Exam for the UNCG Ph.D. Degree Program in Music Education is administered and completed as a “take-home” exam. The general characteristics of the written and oral exam procedures are listed below.

### Written Exam

- 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 assessments and 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 within 15 business days after the completion of the exam.
- Following a passing evaluation of the written portion of the comprehensive exam, the student should initiate the [Results of Doctoral Preliminary Examinations – Written](#) form and then shall proceed to the oral portion of the comprehensive examination.
- If a student should fail any or all parts of the written examination, the DAC will determine the required procedures and a timeline for the student to follow in resolving deficiencies. 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 may 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.

### Oral Exam

- 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 student.
- A complete Dissertation Proposal, 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 present and discuss the Dissertation Proposal Outline when the examination portion of the Oral Comprehensive has concluded.
- 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.
- Following the exam, the student initiates the (a) Results of Doctoral Preliminary Exam – Oral form, (b) Dissertation Proposal Approval form, and (c) Application for Admission to Candidacy form from the [Graduate School Student Forms website](#).

### **Admission to Candidacy**

Admission to Candidacy is awarded once the student has successfully completed all coursework, comprehensive exams, and the dissertation proposal approval form. In some cases, candidacy is often granted after the final defense of the dissertation, depending on required course work.

### **Dissertation**

The dissertation is a major research study and is the 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 must be in the UNCG template

#### **Dissertation Document**

The document represents original scholarship carried out at the highest level and relevant to the field. The document must be in the required [UNCG Graduate School template](#). 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 may 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 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](#) to the Graduate School. This will be strictly enforced. The dissertation defense includes a 30-minute presentation of the project and an oral defense. The 30-minute presentation is open to the public.

Please check the [Graduate School website](#) for information on deadlines for Final Oral Examinations, electronic submission of the dissertation, and application for graduation. Students are responsible for meeting all deadlines.

**Graduation/Exit Requirements**

Students are responsible for meeting the graduation requirements, policies, and deadlines as published by The Graduate School. Students must submit a [Graduation Application](#) directly to The Graduate School at the beginning of their final semester.

## Ph.D. Checklist of Requirements

1. ☐ **Doctoral Advisory Committee (DAC) and Plan of Study (POS).** Student submits the [Recommendation for Doctoral Advisory/Dissertation Committee Appointment and Plan of Study](#) before the student has completed 18 credit hours of coursework. This is done in consultation with the student's advisor and/or members of the DAC. This form is submitted to the Graduate Student Services Coordinator in the School of Music.
2. ☐ **Schedule Doctoral Written Comprehensive Exams.** Student submits the [PhD Preliminary Exam Request](#) form the semester prior to, and no less than three months before, the requested dates of administration. This form is submitted to the Graduate Student Services Coordinator in the School of Music.
3. ☐ **Complete Doctoral Written Comprehensive Exam.**
4. ☐ **Evaluation of the Written Comprehensive Exam.** The DAC members complete the School of Music [PhD Written Preliminary Evaluation Form](#).
5. ☐ **Results of Doctoral Preliminary Examinations – Written form.** Students initiate this form once they receive their results from the School of Music. This form is routed through Microsoft to members of the DAC.
6. ☐ **Schedule Doctoral Oral Comprehensive Exams.** Students, in consultation with their DAC Chair, schedule the oral exam within one month of passing the written examination. Students should reserve a room for the oral comprehensive exam. Students are expected to present and discuss the Dissertation Proposal Outline at the oral exam.
7. ☐ **Dissertation Proposal.** The student should submit the Dissertation Proposal to the DAC with enough advance notice for them to read and edit the proposal before the Oral Comprehensive Exam.
8. ☐ **Complete Doctoral Oral Comprehensive Exam.**
9. ☐ **Evaluation of the Oral Comprehensive Exam.** Upon completion of the examination, the student will be excused while the committee confers. 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.
10. ☐ **Results of Doctoral Preliminary Examinations - Oral.** Student submits this form, which is routed through Microsoft to members of the DAC.
11. ☐ **Dissertation Proposal Approval Form.** Student submits this form, which is routed



through Microsoft to members of the DAC.

12. ☐ **[Application for Admission to Candidacy](#)**. Student submits this form once all coursework and comprehensive exams are completed. Depending on the student's coursework, this may not be submitted until the final semester.
13. ☐ **Application for Graduation**. Student visits the [Graduate School website](#) at the beginning of the semester in which they plan to graduate to view all pertinent information regarding graduation, and to file appropriate forms.
14. ☐ **File Final Plan of Study**. Student submits the final Plan of Study, which should exactly match their transcript.
15. ☐ **Dissertation Document**. Student 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 they plan to graduate. 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 may not be allowed to defend the doctoral document in that semester.
16. ☐ **Schedule the Oral Defense of the Dissertation**. The student, in consultation with the DAC, schedules the final oral defense of the Dissertation. At least two weeks prior to the final oral exam date, the student must submit the [Final Oral Examination Schedule Form](#) to the Graduate School and reserve a room for the defense. Please check the [Graduate School website](#) for the deadline for Final Oral Exam completion.
17. ☐ **Oral Defense of the Dissertation**. The dissertation defense includes a 30-minute public presentation of the project and an oral defense.
18. ☐ **[Results of Oral Examination in Defense of Thesis/Dissertation](#)**. Student submits this form, which is routed through Microsoft to members of the DAC.
19. ☐ **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.
20. ☐ **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.

**\*\* Students will need to be very diligent, as deadlines pertaining to the dissertation document change each semester\*\***

**Students are responsible for meeting all deadlines.**