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THE UNIVERSITY OF OKLAHOMA
SCHOOL OF MUSIC

DOCTOR OF PHILOSOPHY IN MUSIC EDUCATION

MAJOR CODE	DEGREE OPTION (A/K/A MAJOR)	CONCENTRATIONS AND CODES
D706	MUSIC EDUCATION	<i>STANDARD R456</i>
		<i>KODALY R401</i>
		<i>CHORAL CONDUCTING R112</i>
		<i>INSTRUMENTAL CONDUCTING R112</i>
		<i>PIANO PEDAGOGY R521</i>

Below is a brief overview of the PhD degree:

- The program requires a minimum of 93 semester hours of approved graduate level coursework beyond the bachelor's degree. In most instances, the first 32 of these hours come from the master's degree.
- All PhD programs require a dissertation.
- Each student is required to be "in residence" (i.e.: enrolled as a full-time student) for at least two consecutive 16-week semesters (i.e.: Fall and Spring or Spring and Fall).
- Each student is expected to complete all required coursework within 4 years of taking any coursework beyond the 32 hours of the master's degree. At that time, the student must pass the General Examination.
- Assuming satisfactory completion of the General Examination within the allowed timeframe, the student will have 5 years from that semester to complete the degree, including but not limited to any remaining course work and successfully proposing, completing, defending, and depositing the written document in accordance with Graduate College regulations.

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1. Degree Requirements

Refer to the degree check sheet received upon completion of the Preliminary Exams or refer to the Coursework Requirements pull-down menu at <http://www.ou.edu/content/finearts/music/perform-study/graduate.html>

See Appendix 1 for information on Course Designators and Numbers used at the University of Oklahoma.

2. Advising

2.1 As background, graduate students should be aware that faculty members, according to position, experience, and departmental policies are assigned a Graduate Faculty Ranking, known as the M-Ranking, that determines the extent to which they are able to serve on graduate committees, to-wit:

- **M0:** may teach graduate courses
- **M1:** all the privileges of M0 and may serve on and chair master's committees
- **M2:** all the privileges of M1 and may serve on doctoral committees
- **M3:** all the privileges of M2 and may chair doctoral committees
- **SM:** Special member of the Graduate Faculty, designation usually granted to non-tenure track faculty and to retired faculty who wish to continue working with current students. May serve on graduate committees with permission of the Graduate College Dean but may not chair a graduate committee. (*NOTE: Except under extraordinary circumstances, the Graduate College Dean will not approve more than one Special Member per graduate committee.*)

2.2 No one will be admitted to the PhD unless an M3-ranked faculty member in the Music Education area is willing to serve as chair of the student's Advisory Committee referred to hereinafter as the Committee Chair.

2.3 Advising: The Committee Chair will advise the student on all matters pertaining to the program of study, including the selection of courses and development of a plan of enrollment. The name and contact information of the faculty member will be provided in the student's acceptance letter. The student is responsible for making contact with the appropriate person and scheduling initial advising after the Preliminary Exams.

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2.4 Ultimately, each student is responsible for enrollment and timely progress toward degree completion.

3. The Advisory Committee

3.1 What is the function of the Advisory Committee?: (Some graduate departments in the university differentiate between the Advisory Conference Committee and the Doctoral Committee. It is standard practice in the School of Music for the same committee to serve in both capacities and will be referred to hereinafter as the Advisory Committee.)

Although the make-up of each student's committee is not formally established with the Graduate College until the *Report of the Advisory Conference* (see Section 6) is filed in that office, PhD students should understand from the beginning that they will be working closely not only with their major professor but with an Advisory Committee of faculty members.

Membership guidelines and exclusions established by the Graduate College are the same for both Advisory Conference Committees and Doctoral Committees. For complete information on Graduate College policies and procedures regarding these committees, please refer to the Graduate College *Bulletin*: <http://www.ou.edu/content/gradweb/gcbulletin.html>

3.2 Who shall serve on the Advisory Committee?: A PhD Advisory Committee must consist of at least five (5) qualified faculty members, to-wit:

- Committee Chair
- One other member of the Music Education or Piano Pedagogy faculty who may or may not be deemed the Co-Chair
- One member of the Musicology faculty
- One member of the Music Theory faculty
- One member from outside of the School of Music (Please consult the Graduate College *Bulletin* for specific information on the role of and qualifications for the Outside Member.)

NB: Students should be aware that most School of Music faculty members prefer not to serve on the committee of any student they have not had in class or worked with in some other capacity.

3.3 What does the Advisory Committee do? From the Graduate College *Bulletin*:

- The [Advisory] Committee will be responsible for advising, directing, assisting and encouraging the student throughout the doctoral program.
- The student's [Advisory] Committee will:

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1. Prepare and conduct the general examination
2. Supervise the preparation of the dissertation
3. Conduct the final oral examination over the dissertation

4. Required Year in Residence

4.1 The Graduate College requires that each doctoral student be in residence (i.e.: enrolled as a **full-time graduate student**) for two consecutive 16-week semesters (fall and spring or spring and fall). During this time the student must be engaged in coursework and/or research activities appropriate to his/her degree program.

As of this writing, full-time enrollment for a graduate student is 9 hours during a 16-week semester (5 hours for a .50 FTE Graduate Assistant).

4.2 This requirement allows students pursuing advanced degrees the opportunity to focus on their own educational and professional development by interacting with faculty and with other students and allows faculty to supervise the student's development especially as the student prepares for the General Examination.

4.3 During this time, the student should not accept any employment in excess of that normally expected of graduate assistants.

NB: This residency requirement has nothing to do with being a resident of the State of Oklahoma. Non-residents interested in establishing residency for in-state tuition purposes should consult the university's Office of Admissions or go to <http://ou.edu/content/dam/admissions/documents/PetitionIn-StateTuitionClassification.pdf> for more information.

5. Directed Readings and Special Studies

5.1 The School of Music course inventory includes *Directed Reading* (course number 5960) in Music Education (MUED), Musicology (MUSC), and Music Theory (MUTH) and *Special Study* (course number 5990) in Music Education (MUED), Musicology (MUSC), Music Literature (MULI), Music Technique (MUTE), and Music Theory (MUTH). All of these courses are defined in the course inventory as being S/U graded and can be taken for 1-3 credit hours.

5.2 Enrollment in any *Directed Reading* or *Special Study* requires submission of a completed course approval form (available in the literature rack in the main office or on the SoM website under Student Resources) and approval of the Coordinator of Graduate Studies.

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5.3 *Directed Reading* and/or *Special Study* courses covering subjects taught in regular School of Music courses will not be approved if the course will appear in the regular rotation during the residency of the student. On rare occasions and only in exceptional circumstances, students may be permitted to enroll in regular courses under a *Directed Reading* or *Special Study* number.

5.4 *Directed Reading* and/or *Special Study* courses can constitute no more than twelve (12) credit hours of the total of 60 credit hours beyond the master's degree required for the DMA degree. In those exceptional instances when a regular course is offered under *Directed Reading* or *Special Study* numbers, this course may be excluded from this credit limit restriction.

5.5 *Directed Reading* and *Special Study* courses are intended to supplement required course work rather than substitute for it. For this reason, except in extraordinary circumstances, *Directed Reading* and *Special Study* courses will be approved for elective credit only.

6. Report of the Advisory Conference

6.1 What is this and why is it important?: When complete and accepted by the Graduate College, the *Report of the Advisory Conference*, often referred to as the Advisory Conference Report or the ACR, constitutes the doctoral student's individual degree plan. For all intents and purposes, it is a contract among the student, the members of the Advisory Committee, the School of Music, and the Graduate College.

6.2 What "counts" toward the degree?: Doctoral students will often ask the Coordinator of Graduate Studies or the Graduate Music Office assistant if a particular course can be applied toward the degree. Students should be aware that, while either of those individuals can determine whether or not a particular course is eligible to be applied to the degree, all course work that is listed on the ACR must be approved by the student's Advisory Committee.

The *Report of the Advisory Conference* is available as a fillable .pdf on line from the Graduate College website:

http://www.ou.edu/content/gradweb/academic_programs/doctoral_degree/normative.html

6.3 When should the ACR be filed?: The Graduate College strongly encourages doctoral students to submit the ACR after completing at least twelve post-master's hours and before completing thirty hours. Completing the ACR at this point allows the student's Committee Chair to examine the student's previous

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work and to discuss with the student his/her professional interests in order to develop a plan and a timetable for remaining course work.

Because the form must be accepted by the Graduate College in the semester before the semester the student intends to take the General Examination (see Section 9), the Graduate Music Office encourages students to prepare the forms early in the semester. Then, if the Graduate College does not approve the form as submitted, changes can be made and, barring any further complications, the student will be able to apply for the General Examination as intended.

6.4 Who prepares the ACR?: The student prepares the form, gathers the signatures of all committee members, and submits the completed original form to the Graduate Music Office.

6.5 How does the ACR get to the Graduate College?: The Graduate Music Office assistant examines the form. If the assistant finds it complete and accurate, the assistant will obtain the signature of the Coordinator of Graduate Studies who is also the Graduate Liaison for the School of Music.

Current practice in the Graduate Music Office is for the assistant in that office to submit the original ACR to the Graduate College by messenger or by campus mail. Prior to that, the assistant will make a photocopy of the form and place that in the student's file. The assistant will also email a scanned copy of the ACR to the student and to all members of the student's Advisory Committee.

6.6 The Graduate College will notify the student, Committee Chair, Graduate Liaison (a/k/a Coordinator of Graduate Studies), and Graduate Music Office assistant by e-mail regarding acceptance or rejection of the ACR. If it is rejected, it will be returned to the Graduate Music Office with instructions for necessary modifications. If it is accepted, the student, with the permission of the Advisory Committee and the Graduate Liaison, may submit the *Application for the General Examination* as early as the next semester.

6.7 Is it possible to make changes to the ACR after it has been accepted by the Graduate College?: Once the ACR has been accepted by the Graduate College, any changes to committee membership or the plan of coursework must be approved in writing by all members of the Advisory Committee and the Graduate Liaison before being submitted to the Graduate College. The instrument used to accomplish any such change is the *Request for Change in Doctoral Advisory Conference*. This form can be found on the Graduate College website:

http://www.ou.edu/content/gradweb/academic_programs/doctoral_degree/normative.html

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NB: The Graduate College does not permit changes in committee membership within 30 days of the General Examination or the dissertation/document defense.

7. Grades

Only courses for which a student receives a final grade of A, B, S, or X (the mark given for on-going work in MUED 6980 until the semester a student defends the document) can be applied toward the 93 hours required for the PhD degree.

More information regarding grades can be found in the Graduate College *Bulletin*.

8. Transfer Credit Applied to the Doctoral Degree

8.1 As explained in Section 6, any credit to be applied to any doctoral degree must be approved by the student's committee and by the Graduate Liaison. Their signatures on the ACR document that approval. **Credit hours (outside of the master's degree hours being applied to the doctoral program of study) for applied lessons or participation in any performance ensemble completed at another institution may not be applied to any graduate degree at OU.**

8.2 Graduate College policy for accepting transfer credit is spelled out in the Graduate College *Bulletin*. Before listing any potential transfer credit on the ACR, the student and the Committee Chair should refer to this policy to make sure that the course work in question meets these guidelines.

8.3 The student and the Committee Chair should keep in mind that the time frame in which to complete the degree starts with the semester of the first post-master's coursework that is applied to the degree.

8.4 Before the Graduate College will consider any request for transfer credit, the student must insure that the university's Admissions Office has an official transcript on file that shows the completed coursework.

9. General Examination

9.1 Purpose:

The purpose of the General Examination is to determine that a doctoral student:

- Has acquired expertise in their major area. Questions about the major area determine the student's depth of up to date knowledge.

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- possesses a thorough general knowledge of music. Questions in music history and theory insure that each student is well-rounded and securely rooted in the foundations of Western art music.
- can express this special and general knowledge clearly and accurately in writing. In addition to examining the student's writing skill, the time limits for each written exam measure a student's capacity for identifying the most relevant and salient points of a topic. The student's conceptual understanding and ability to articulate points chosen are evaluated as part of the written exam.
- can express this special and general knowledge clearly and accurately in extemporaneous speaking. The oral portion of the general exam is designed to measure the ability to respond to questioning with poise and precision. Most of the questions will be related to the student's answers from the written exam, allowing the student to clarify answers with more information; additional questions may be posed to determine skill at responding without formal preparation time.
- can synthesize information from various areas of musical study. The music faculty view this as the most important aspect of the General Exam. It is the nature of curricula to be fragmented, linear, and sequential, providing little opportunity during regular course work to synthesize information from history, theory, pedagogy, performance, conducting, etc. into one unified understanding of a musical work, style, or learning problem. The General Exam requires students to bring to bear on one set of questions all of the disparate parts of their study of music.

9.2 Annual Schedule for the School of Music General Examination:

The School of Music administers the doctoral General Examination three times each year. The scheduling of individual written exams is discussed in more detail below (see Section 9.7) but the linchpin for each testing session is the date of the Musical Styles exam. This exam is given on the Monday of:

- the first full week of October
- the third full week of February
- the third full week of June each year

No exceptions are made to these dates.

The oral portion of the General Exam is scheduled individually.

When the Graduate College gives permission to the committee to administer a student's General Exam, that permission is for the specified semester only. The deadline to complete the General Exam in any Fall or Spring semester or Summer session is the last day of classes.

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NB: Students planning to take the exam in the Summer session must take special care to ascertain well ahead of time that all members of the committee will be available.

9.3 *Deadline to Complete the General Exam:*

Each doctoral music student must complete the General Exam within four (4) calendar years of the first post-master's degree course work to be applied to the degree.

Most students sit for the General Exam during their last semester of residency or their last semester of course work. Within these guidelines, the student and the major professor come to an agreement on the appropriate semester to take the General Exam.

9.4 *Eligibility for the General Exam:*

Before applying for the examination, the student:

- must have completed satisfactorily all portions of the Preliminary Exams and remedied any deficiencies.
- must have completed the core requirements in the major field, musicology, and music theory.
- must have received notice from the Graduate College of approval of the *Report of the Advisory Conference*.

9.5 *Applying for the General Examination (with special notes on enrollment in the semester of the General Examination):*

The Graduate College policy as of Fall 2014 requires students to submit the Application for the General Examination within the first two weeks of the semester in which the exam will take place. The form is available on the Graduate College website:

http://www.ou.edu/content/gradweb/academic_programs/doctoral_degree/normalman.html

- The student shall bring the completed, signed application to the Graduate Music office for review and approval by the Coordinator of Graduate Studies.
- The assistant in the Graduate Music Office is responsible for delivering the original application to the Graduate College.
- The assistant in the Graduate Music Office will email a scanned copy of the application to the student and all members of the committee.
- If the Graduate College approves the application, that office will serve notice of this by email to all members of the committee, the student, and the Graduate Music Office. The *Authority Report Form for the General Examination* (popularly known as “the signature form”) will be attached to that email.

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NB: Enrollment During the Semester of the General Examination

- The student must be enrolled in a minimum of two (2) graduate hours during the semester of the General Examination.
- The Graduate College prefers that a student not begin enrolling in research hours (MUED 6980) until the student has passed the General Examination. The Graduate College enforces this policy by placing an enrollment stop on initial enrollment in all research hours; only the Graduate College can remove this enrollment stop.
- The Graduate College will consider allowing a student to enroll in MUED 6980 in the semester of the General Examination but not until the *General Exam Application for the Doctoral Degree* has been approved.
- The student should take this policy into consideration when planning enrollment.

9.6 Structure and Content of the General Exam (with special notes on the Musical Styles Exam and the Research Design and Analysis Exam):

Although the exam is divided into a written portion and an oral portion, it is considered to be one exam and results on the entire exam will be reported to the Graduate College as either “Satisfactory” or “Unsatisfactory”.

The written portion is divided into six (6) separate tests. The student shall complete two (2) tests on three (3) separate days. Further, the entire written portion shall be completed within a period of five (5) working days that shall include the day designated for the Musical Styles exam (see item 9.2 above).

Five of the six (6) written tests are prepared by the student’s committee members and divided as follows: two tests in the student’s major area (one designed to be completed in 4 hours and prepared for the student by the student’s major professor, the second designed to last 2 hours and usually prepared by the second major area committee member), Musicology (4 hours), Music Theory (4 hours), and Research Design and Analysis (2 hours and usually prepared by the student’s major professor.) The sixth written exam, Musical Styles, is a two-hour aural and visual identification of music (see Section 24.6.1 below) administered once each testing session by a designated faculty member.

NB: PhD Piano Pedagogy students will have two 3-hour major area sessions: one devoted to music education and one to piano pedagogy. All PhD Piano Pedagogy students are strongly encouraged to write both of the 3-hour major area exams on the same day.

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9.6.1 MUSICAL STYLES EXAM: The purpose of the Musical Styles Exam is to test the student's ability to (1) identify various styles and types of western music throughout its history and (2) explain the conscious thought process that leads to the identification. Two hours are given to finish the entire Musical Styles Exam.

During the exam, the student will be asked first to listen to ten 60-second excerpts of recorded music and then to look at ten excerpts from musical scores. For each of these twenty excerpts, the student will write a two-fold response as follows:

(A) First, describe enough features of the piece to secure its place in musical history. The student may simply list features; the answer does not need to be in complete sentences.

(B) Next, identify the period (Medieval, Renaissance, Baroque, etc.) and genre (aria, motet, sonata, symphony, etc.) of the piece, and give an educated guess concerning the composer. (The answers to part A must completely justify the answer to Part B.)

Approximately four-and-a half minutes of silence are provided after each of the excerpts. Thus, this portion takes about fifty-five minutes to complete. For the rest of the two-hour period, the student may work on the score excerpts (devoting an average of up to six minutes on each) and may also use the time to go back and complete or rework any responses to the aural portion.

Each excerpt is worth 5 points; the exam has a total of 100 points. Within each response, the description or list of features is worth three points and the indication of period, genre, and composer is worth two points. A score of 70 or higher is considered a passing score.

The faculty member who administers the Musical Styles Exam will report your score directly to your committee chair and your theory examiner. You will be informed of your score at your oral exam. For students scoring below 70, the committee will discuss the results, taking into account the assessment of the Musical Styles examiner and the theory committee member, and collectively will arrive at an evaluation during the oral portion of the General Exam. The committee may require an independent study project in "Styles Identification" within that same semester, in which case the General Exam results will be held in abeyance until that extra work is completed.

9.6.2 RESEARCH ANALYSIS AND DESIGN EXAM: For this exam, the major professor will identify a specific work or an area of research from which the student will select a work. The intent of this section of the exam is to insure that

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students have examined and understood the style, intricacies, requirements, and expectations of dissertation/document research in their major area. While the major professor will write the specific questions for the exam, the analysis will focus on questions similar to the ones that follow:

- What is the purpose of this study and how has the author defended it as important, timely, and appropriate?
- What are the procedures for the study and are they appropriate and consistent with the stated purpose?
- Examine the related literature for discussion of research models, techniques, or procedures similar to the ones used by the author of the study. Comment on the extent to which the related literature informed the author's decisions about these matters.
- What analysis or critical commentary is provided? How does the author approach the subject critically?
- What sources/resources did the author employ in doing this study?
- Comment on the organization of the material. What characteristics determine logical conclusions? How is the material developed to accomplish the stated goals convincingly and with clarity?
- The student should discuss the strengths and weaknesses of the work by referring to the scope of the study, the thoroughness of the research, the quality of the writing, the structure or layout of the document, and any other aspect he feels is relevant in presenting the committee with a full understanding of the work.

9.7 Scheduling the Written Exams:

- The student will choose two (2) other days within a single, five (5) working day period that encompasses the date of the Musical Styles exam for the other five (5) written tests.
- ***In no instance shall the entire test period exceed five (5) working days.***
- Each of the three test days will be divided into a morning session and an afternoon session.
 - The morning sessions are reserved for the 4-hour exams (Music Theory, Musicology, and the 4-hour Major Area exam) and will be from 8:00 a.m. until 12:00 noon.
 - The afternoon sessions (Musical Styles, Research Design and Analysis, and the second Major Area exam) will be from 2:00 p.m. to 4:00 p.m.

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- **The exception to this is for Piano Pedagogy students (see item 9.6 above); for the Major Area questions, students will have two 3-hour sessions (8:00 a.m. until 11:00 a.m. and 1:00 p.m. to 4:00 p.m.).**

9.8 Suggested Preparation for Written Exams:

Preparation time for these exams will vary from student to student but **three or four months of intensive study** is a good rule of thumb.

- The student should prepare rigorously for each part of the examination.
- At least several months prior to the exam, the student should meet with each committee member individually to discuss their expectations. Four to six months in advance is a good rule of thumb; a full year in advance would be better.
- The student is encouraged to use guidelines/suggestions from these committee members to develop a daily/weekly plan of study.
- Working with a study group of fellow students is recommended.
- Excellent resources for preparation for the Musical Styles exam are:
 - Richard L. Crocker, *The History of Musical Style*. (New York: Dover, 1986): ISBN: 0-486-24029-6.
 - David Poultney, *Studying Music History: Learning, Reasoning, and Writing About Music History and Literature (2nd Edition)*. (Prentice Hall, 1995): ISBN: 0131902245
 - Archibald Davison and Willi Apel, *Historical Anthology of Music*, vol. 1-2, revised ed. (Cambridge, MA: Harvard University Press, 1949-50): ISBN: 0-674-39300-7 and 0-674-39301-5.

9.9 How and Where the Written Exams will be taken:

The student should plan on using a carrel in the Fine Arts Library to take the written tests. The student shall provide his own blue books or writing materials. The School of Music has a small number of laptops available for loan on a first come, first served basis. As of this writing, Eric Walschap is the person to contact regarding this issue. If the student uses a computer, the student will need to bring a blank flash-drive on which the student will save each completed exam and by which the Graduate Music Office assistant will submit your exams to the appropriate faculty member via email. The Graduate Music Office assistant will ask to examine the flash-drive before the student begins the exam in order to confirm that it is blank.

For the Musical Styles exam, all students will meet with the examiner in one location; the Graduate Music Office will email this location to all concerned. For the other exams, unless the professor specifies otherwise, the appropriate set of test questions are to be obtained from Jan Russell in the Graduate Music office prior to each exam.

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Unless the professor specifies otherwise, finished exams (paper or electronic) shall be brought to the Graduate Music office. The Graduate Music Office assistant will deliver the exam to the appropriate professor.

NB: The student is encouraged to make a photocopy or print a copy of their answers.

9.10 Scheduling Your Oral Exam: The oral portion of the exam is held after the written exams are completed. Refer to the Graduate College *Bulletin* for attendance and participation requirements.

The student contacts all members of the committee to set a specific time for the oral exam.

9.11 Preparing for the Oral Exam:

Students should be prepared to discuss material from the written exams. In addition, it is likely that questions on topics not covered during the written exams may be asked at the oral exam. It is up to the individual committee members whether or not to indicate beforehand what they intend to ask.

9.12 At the Oral Exam:

Each committee member has approximately 20 minutes to ask for clarification of answers from the written portion of the exam and to ask any new questions. After all committee members have had their turn, a second round of questions may occur.

9.13 After the Oral Exam:

After an exam in which all portions have been completed satisfactorily, the committee members sign the *Report of the General Examination* (see item 9.5, paragraph 7, above). It is the student's responsibility to make at least one photocopy of the report and deliver it to the Graduate Music Office. (Additional copies for the student's own records and the committee chair are recommended.) **Finally, it is the responsibility of the student to see that the original report is delivered to the Graduate College within 72 hours of the oral exam.**

For information on policies and procedures for failed or marginally passed exams, see the Graduate College *Bulletin*.

10. The Dissertation and Preparing for Graduation

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10.1 A dissertation is required of each candidate for the degree Doctor of Philosophy in Music Education. The dissertation will demonstrate high standards of scholarship and contribute to existing knowledge. Students should begin thinking about a dissertation topic early during their coursework so that they may be ready to formally present the proposal as soon as the General Examination has been passed. Presentation of a topic prior to the General Examination requires written permission of all committee members and the Graduate Liaison.

10.2 Examples of Approved Proposals and Completed Theses, Documents, and Dissertations: Bound copies of approved proposals and completed theses, documents, and dissertations by alumni of the School of Music are available for review in the Fine Arts Library, located on the lower level of Catlett Music Center. *Doctoral students should make a point of reading as many of these as possible before beginning work on their own dissertation proposals.*

10.3 Enrolling in MUED 6980 Research for Doctor's Dissertation: You may begin enrolling in MUED 6980 Research for Doctor's Dissertation (popularly called "dissertation hours") in the first semester you begin serious work on your proposal but not before the semester of the General Examination. Enrollment is in the section assigned to the committee chair. Following the initial enrollment, continuous enrollment in a minimum of two hours in each 16-week semester (Fall and Spring) is required until the defense of the document and the final version is deposited according to Graduate College regulations. For more information on the requirement for continuous enrollment in MUED 6980, including regulations governing Summer enrollment, see the Graduate College *Bulletin*.

10.4 Choosing a Dissertation Topic: It is recommended that time and research be put into exploring possible dissertation topics before making a decision. The final selection of the topic is made with the counsel and consent of the major professor.

The topic should be presented for approval to the rest of the committee members, either in writing or in person, before the proposal is written.

10.5 AN IMPORTANT NOTE ON RESEARCH PROTOCOL: IF A DOCUMENT WILL REQUIRE ANY RESEARCH INVOLVING HUMAN SUBJECTS (INCLUDING BUT NOT LIMITED TO INTERVIEWS, SURVEYS, OR QUESTIONNAIRES), APPROVAL OF RESEARCH PROTOCOL FROM THE UNIVERSITY'S INSTITUTIONAL REVIEW BOARD (IRB) IS REQUIRED BEFORE BEGINNING RESEARCH. IF APPROVAL IS NOT RECEIVED IN ADVANCE, ANY INFORMATION GATHERED PRIOR TO APPROVAL OF THE PROTOCOL COULD BE RESTRICTED FROM BEING USED IN THE DOCUMENT. FOR FURTHER INFORMATION ABOUT THE APPROVAL PROCESS, OR TO OBTAIN APPLICATION FORMS, CONTACT THE OFFICE OF HUMAN PARTICIPANT

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PROTECTION AT (405) 325-8110 OR VISIT THEIR WEB PAGE AT
<http://compliance.ouhsc.edu/hrpp/Home.aspx>

APPROVAL OF RESEARCH PROTOCOL IS GRANTED BY THE IRB IN ONE-YEAR INCREMENTS. IT IS THE RESPONSIBILITY OF THE STUDENT TO KEEP RESEARCH TRAINING CERTIFICATION AND PROTOCOL APPROVAL CURRENT. FURTHER, WHEN RESEARCH IS COMPLETE, IT IS THE STUDENT'S RESPONSIBILITY TO CLOSE THE STUDY FORMALLY WITH THE IRB BY FILING WITH THE IRB THE APPROPRIATE PAPERWORK. PLEASE REFER TO THE IRB WEBSITE (REFERENCED ABOVE) OR CALL THAT OFFICE AT (405) 325-8110 FOR THE MOST CURRENT INFORMATION ON HOW TO ACCOMPLISH THESE TASKS.

10.6 The Dissertation Proposal: Once you and your committee have agreed on the topic, you can begin working on the written proposal.

It should be noted at the outset that the submission, defense, and deposition of the written proposal of your dissertation is a requirement of the School of Music rather than the Graduate College. **That being said, it is still a requirement.** The format of the proposal (margins, pagination, a consistent bibliographic style, etc.) should conform to the Graduate College requirements for the final document. These requirements are detailed in the Graduate College's *Dissertation Instruction Packet* which can be found on the Graduate College website
http://www.ou.edu/content/gradweb/academic_programs/doctoral_degree/normative.html

NB: In the *Dissertation Instruction Packet*, the Graduate College suggests that you follow the most recent edition of *The Chicago Manual of Style* unless your committee requires another style. The Graduate Faculty of the School of Music strongly suggests that, unless your committee decides otherwise, Ph.D. Music Education students use *The Publication Manual of the American Psychological Association*. Obtain a copy of the most recent edition of the selected stylebook. Read it cover-to-cover, refer to it often, and follow its directives to the letter.

Prepare your written proposal under the guidance of your major professor and other members of the Advisory Committee. The proposal should include an introductory section, a clearly defined statement of the purpose and limitations of the project, a statement about the need and importance of the proposed research, a review of related literature, a discussion of methods and procedures to be employed in completing the project, a detailed outline of the projected dissertation, and a substantive bibliography of sources pertaining to the topic.

10.7 Preparing the written Dissertation Proposal and Submitting it to the Committee for Review: Once the student and committee chair are ready to

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present the proposal, the student send electronic copies to all members of the committee and hard copies to those who wish for it. Then a meeting to defend the proposal should be scheduled, ***allowing sufficient time for the proposal to be read it before the meeting; two working weeks is a good rule of thumb.***

10.8 The Proposal Defense Meeting: The student is responsible for coordinating with all parties to schedule the meeting to defend the proposal. All members of the committee must attend. Plan on approximately one and one-half hours. Except in extraordinary circumstances, this meeting should take place during regular business hours and within the dates of a regular fall, spring, or summer semester. Contact Eric Walschap at e@ou.edu to reserve a space.

At the proposal defense meeting, the committee normally requests some changes in the dissertation. Making bound hard copies should be done only after these changes have been made. However, several copies of the signature page should be brought to the meeting. Usually, committee members are willing to sign-off on the proposal with the understanding that the requested changes will be made for the sake of expediency.

10.9 Binding and Deposition of the Approved Proposal:

- Once the approved proposal is complete, copies with completed signature pages should be made and at least one copy (the one that will be deposited in the Fine Arts Library) should be bound.
 - The preferred binding process is called VeloBind™ or "strip-binding." Tape binding, however, is also acceptable.
 - Plastic comb-binding or spiral-binding snag other items and fall apart too easily and ***will not be accepted*** by the Fine Arts Library.
 - Questions about binding should be directed to Dr. Matt Stock in the Fine Arts Library ***before*** the proposal is bound.
- The distribution of the completed copies of the proposal is:
 - One bound copy of the signed proposal goes to the Graduate Music Office.
 - That office will note the completion and approval of the proposal in your file and will deposit the bound proposal in the Fine Arts Library.
 - This copy does ***NOT*** have to be on 100% cotton bond paper although it will last longer if it is.
 - One copy goes to the committee chair (bound if the professor requests).
 - Other members of the committee may request copies.
 - The student should retain a copy.

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10.10 Proposal to Final Dissertation: The exact dynamics of communication between student and committee during this phase varies. No two students will have quite the same experience in this matter. Some committee members will want to see each chapter of the dissertation as it is completed and will provide comments during the whole writing process. Other committee members may not read the dissertation until it's been thoroughly vetted by the committee chair(s). The OU Writing Center can offer support and resources. In some cases it may be worth hiring a professional editor.

10.11 Remember to file the *Application for Graduation in the semester you plan to graduate*: Go to your oZone page and, under the *Academics* tab, locate the link to *Graduation Information*.

10.12 Preparing for Final Defense: Quoting from the Graduate College *Bulletin*:

- Before scheduling your dissertation defense, provide each member of your committee with a complete draft of your dissertation. Your committee will determine how far in advance you should provide the draft. The committee should have sufficient time to review the dissertation before you submit the *Request for Authority for Dissertation Defense* form to the Graduate College. After your committee has approved the draft, arrange the date, time and location for your defense.
- At least four weeks before your defense, submit the online *Request for Degree Check* to the Graduate College. The Graduate College will notify you of the result of the degree check via email.
- At least ten (10) business days before your defense, submit the *Request for Authority for Dissertation Defense* and any required attachments (if applicable) from the Institutional Review Board or Institutional Animal Care and Use Committee. After your request for authority is approved, the Graduate College will email the *Authority Report Form for the Dissertation Defense* to you, your committee and your graduate liaison. You are not authorized to defend until you receive the *Authority Report Form*.

10.13 Dissertation Defense: The defense is open to the public, unless closed by prior approval of the Office of Technology Development under the University Intellectual Property Policy. Only one attempt to defend is permitted.

NB: The student must be enrolled in a minimum of 2 hours of MUED 6980 in the semester of the defense.

It is the student's responsibility to coordinate the meeting for doctoral defense, which should last approximately two hours. Except in extraordinary circumstances, this meeting should take place during regular business hours and

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within the dates of a regular fall or spring semester or summer session. Contact Eric Walschap at e@ou.edu at least two weeks in advance to reserve a space.

Although the committee chair will probably print and bring the **AUTHORITY REPORT FORM** for the **DISSERTATION DEFENSE** to the defense, the student should make a point of bringing a copy of this form into the defense just in case.

At the conclusion of the defense, the committee signs the *Authority Report Form for Dissertation Defense* and marks the results of the defense. The student makes a copy of this signed form for the Graduate Music Office (other copies can be made for the student's own files and anyone else). Then the student takes the signed original form directly to the Graduate College to turn it in.

As for the signature page, the student should bring a copy of that page, already printed on the 100% cotton bond paper to the defense. If the committee members are willing, most or all of the signatures for the hard copy that will be deposited in Bizzell Library can be obtained then and there. Then, after the final corrections and changes have been made and approved, the final copy is printed on 100% cotton bond paper, and the already-signed page can be slipped into it.

10.14 After the Defense: For information on depositing the dissertation, refer to the information in the Dissertation Instruction Packet. The link for that packet is found here:

http://www.ou.edu/content/gradweb/academic_programs/doctoral_degree/norman.html

11. A Note on Time Limits and the Importance of Continuous Enrollment

As noted earlier in this brochure, once admitted to the PhD, a student expected to complete all required coursework except for dissertation hours within 4 years of taking any coursework beyond the 32 hours of the master's degree that that is intended to be used as part of the doctoral degree. At that time, the General Examination must be passed.

Assuming the General Examination is passed within the allowed timeframe, there are 5 years from that semester to complete the degree. This includes any remaining coursework and successfully proposing, completing, defending, and depositing the dissertation.

Students are strongly encouraged to plan ahead and plan carefully to be able to complete their degree within these limits.

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When additional time is necessary and proper, the student's advisory committee may request an extension of one year by petition to the Dean of the Graduate College. Extensions may be granted for a variety of reasons which may include, but are not limited to, job relocation, military duty, pregnancy, illness, a serious accident, divorce, or some personal tragedy within the immediate family. Extensions beyond one year require the approval of the Dean of the Graduate College and become increasingly difficult to obtain.

Further, students should be aware that, if enrollment lapses for one full year (any consecutive combination of fall, spring, and summer semesters), status as an active student is lost and it will be necessary to apply for readmission to the university and the degree program.

There is no guarantee of readmission. Nor is there any guarantee that completed course work will still be applicable.

Further, if the degree program to which a student was initially admitted changes in any way during the term of the lapsed enrollment, readmittance will be under the terms of the new program.

For more information on this issue, please consult the Graduate College *Bulletin*.

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Appendix 1: Course Designators and Numbers

Courses at the University of Oklahoma are identified by a 2, 3 or 4-letter designator and a 4-digit number.

- The designator is usually an abbreviation of the department or area.
- The first digit of the course number identifies the level of the course, i.e.: “1” indicates a freshman level, “3” a junior level, etc.
- In the School of Music, masters level applied music courses will begin with a “5” and doctoral level applied music courses will begin with a “6”.
- Most other graduate level music courses, whether they begin with a “5” or a “6”, are applicable to both master’s and doctoral degree programs.
- The last digit usually indicates the number of credit hours for the course.
- Some course numbers end in a “0”. This indicates that the credit for which the course can be taken is variable (such as applied lessons) or that the course is a non-recurring seminar (usually MUSC 5970 or MUTH 5970 which are almost always 3-hour courses).
- The two middle digits identify the specific course.
- Some courses, such as ensembles, have three separate course numbers. For example, freshmen and sophomores enrolling in University Orchestra enroll in MUTE 1140; juniors and seniors enroll in MUTE 3140. But graduate students enrolling in University Orchestra must enroll in MUTE 5140.
- Any questions should be directed to your Program Advisor or the Graduate Music Office.

Designators:

MUS: a “general” designator, will usually appear on graduate programs only as MUS 5112, Bibliography and Research in Music, or MUS 6880, DMA Project (popularly called “document hours”, the DMA equivalent of MUED 6980, PhD Dissertation Research, popularly called “dissertation hours”)

MUED: Music Education

MUSC: Designates Musicology and Ethnomusicology courses.

MULI: Music Literature

MUNM: Music for Non-Majors Any course taken under this designator would not be acceptable as part of any graduate music or music education degree program.

MUTE: Music Technique Used to designate ensemble courses (orchestra, band, chorus, opera chorus, etc.) and courses that involve practical applications and/or study of music other than applied lessons.

MUTH: Music Theory

MUTK: Music Technology

Recitals: The designators for recitals vary with the level and degree program. (NB: The Coordinator of Graduate Studies is the instructor of record for all graduate recital courses.)

GRRE 5042: Graduate Recital for Master of Music (used by Performance and Conducting majors)

GMER 5052: Graduate Music Education Recital for MME majors (used primarily by MME Piano Pedagogy majors and sometimes by MME Conducting majors)

GCRE 5051: Graduate Composition Recital (used by MM Composition majors)

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GDMA 6042: Graduate Recital DMA (used by Performance, Conducting, and Composition majors)

LDMA 6052: DMA Lecture/Recital (used by Performance, Conducting, and Composition majors)

RPHD 6022: Graduate Recital for PhD

Applied Music Designators:

BASS: Bass

BASN: Bassoon

CELO: Cello

CLAR: Clarinet

COMP: Composition

EUPH: Euphonium

FLUT: Flute

FR H: French Horn

GTAR: Guitar

HARP: Harp

OBOE: Oboe

ORGN: Organ

PCUS: Percussion

PIAN: Piano

SAX: Saxophone

TROM: Trombone

TRMP: Trumpet

TUBA: Tuba

VIOA: Viola

VIOL: Violin

VOIC: Voice

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Applied Music Course Numbers:

5020: Fulfills masters level applied music requirements in primary instrument/area for performance and composition majors

5010: Fulfills masters level applied music requirements in the primary instrument/area for music education and instrumental conducting majors

5000: Fulfills masters level applied music requirements in secondary instruments for MME Instrumental (Secondary) majors.

- Fulfills masters level applied music requirements in secondary instruments as a substitute for 5010 primary instrument study for MM Instrumental Conducting majors who have demonstrated satisfactory competency in primary instrument.
- Used for masters level elective credit in a secondary instrument/area for performance, instrumental conducting, or music education (when the major requires primary instrument/area study) majors.
- Used for masters level elective credit in a primary or secondary instrument/area for choral conducting, composition, music theory, musicology, or music education (when the major does not require primary instrument/area study) majors

6020: Fulfills doctoral level applied music requirements in the primary instrument/area for performance and composition majors

6010: Fulfills doctoral level applied music requirements in the primary instrument/area for music education majors

6000: Used for doctoral level elective credit in secondary instrument/area for performance or music education (when the major requires primary instrument/area study) majors

- Used for doctoral level elective credit in primary or secondary instrument/area for composition, conducting, or music education (when the major does not require primary instrument/area study) majors.

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