

THE UNIVERSITY OF OKLAHOMA

SCHOOL OF MUSIC

**DOCTOR OF PHILOSOPHY
IN
MUSIC EDUCATION**

The objective of the Doctor of Philosophy in Music Education degree is to prepare the musician-scholar-teacher, a person who displays a high level of mastery in teaching and musicianship and contributes to the solution of professional problems through scholarly research and publication.

Admission

Admission to the Doctor of Philosophy degree requires full standing in the Graduate College and the School of Music. Applicants must hold a master's degree in music or music education (or the equivalent) from an accredited college, university, or comparable institution, with a grade point average of at least 3.0 for all previous graduate level work (A = 4.0). Applicants to the PhD in Music Education must have completed at least two years of full-time music teaching at the elementary, secondary, or collegiate level and/or the equivalent.

Applying for admission to the PhD. degree program is a two-step procedure. You can and should work toward completing both steps at the same time.

STEP ONE is to apply for admission to the university at the graduate level. Go to <http://www.ou.edu/admissions/home.html> and locate the information for applying to the Norman Campus. Please note that there is one link for US Citizens and Permanent Residents and a separate link for International applicants. Please select the appropriate link.

Please note that the Application for Admission to the university, processing fee, and original transcripts of all college level work must be sent to: Office of Admissions, 1000 Asp Avenue, Norman OK 73019.

Once your application to the university is complete, the Graduate College will request from the School of Music a recommendation on your admission to the degree program. That recommendation will be based on our faculty's review and evaluation of the degree-specific application materials that you supply directly to the School of Music. This is Step Two.

STEP TWO in the process is to apply to the School of Music for admission to a particular degree program by providing the following materials and information to the **Graduate Music Office, (500 West Boyd, Room 138, Norman, OK 73019)**:

- A completed *Application for Admission to Graduate Degree Program*. This form is available on-line from the School of Music website. Go to: http://music.ou.edu/Students/Prospective/grad_admissions.html and follow the appropriate links.
- A cover letter in which you detail your reasons for pursuing a graduate degree at the University of Oklahoma.
- Resume/curriculum vita detailing your experiences in and out of music.
- Evidence of the successful completion of two years of full-time music teaching experience at the elementary, secondary, and/or college level, or the equivalent.
- Three current letters of recommendation from persons qualified to comment on your academic-musical achievement, teaching and/or professional experience, and potential for success in the degree program. (Please note: We do not use forms for these letters. We ask that your references provide us with actual letters.)
- Copies of transcripts of all college work (These are in addition to the official transcripts that you send to the Office of Admissions.)
- A sample of your scholarly writing in the form of a double-spaced, typed or word-processed paper of at least seven pages. This paper should illustrate your best writing and research skills, and should include a bibliography and footnotes. Examples are a critical analysis, a research paper on an historical topic, or an article suitable for publication.
- Graduate Record Examination (GRE) scores are not required for admission, but are encouraged.
- A recent video recording (standard DVD is preferred) of classroom or private instruction, or ensemble rehearsal that demonstrates teaching effectiveness. Audio recordings of ensemble performances that the applicant has conducted may also be sent, but not as a substitute for the video recording. The applicant may request an on-site observation visit by music faculty in lieu of a video recording. The applicant bears all costs.
- Additional emphasis-specific materials or actions as described below:
 - **Emphasis in Choral Conducting:** Applicants interested in an emphasis in choral conducting must provide a video recording (standard DVD preferred) of a choral rehearsal, or may schedule an on-campus interview/audition.

- **Emphasis in Instrumental Conducting:** Applicants interested in an emphasis in instrumental conducting must provide a video recording (standard DVD preferred) of an instrumental ensemble rehearsal, or may schedule an on-campus interview /audition.
- **Emphasis in Piano Pedagogy:** Applicants interested in an emphasis in piano pedagogy must provide:
 - 1) a 30-minute video recording (standard DVD preferred) that demonstrates teaching effectiveness (a group and/or private lesson)
 - 2) a 20-minute audio tape recording or CD of their playing, or may schedule an on-campus piano audition. At least two style periods should be represented in the audition repertoire. The date and time of the Ph.D. Music Education (Piano Pedagogy) audition should be arranged by contacting Dr. Jane Magrath at jmagrath@ou.edu or (405) 325-4681.
 - 3) The candidate must present five (5) copies of a dossier at the audition which should include, but not be limited to, the audition program, a vita, a repertoire list, sample programs performed in the past, and any other pertinent information related to the candidate's professional preparation and achievements. Those dossiers are presented to committee members at the beginning of the audition.

English Language Requirements for International Students

The School of Music adheres to the university's English language proficiency standards for admission of applicants for whom English is not a first language, to-wit: minimum TOEFL score of 550 (paper version of test), 213 (computer version), 79 (internet-based test) or minimum score of 6.5 on the Cambridge IELTS. **For information on how to satisfy this requirement, go to the university's *Information for Prospective Students from Abroad* website at <http://www.ou.edu/admissions/home.html> and click on "English Proficiency Requirements".**

Special Note to International students applying for Graduate Assistantships: Before any International student can be appointed to any Graduate Assistantship entailing contact with undergraduate students, he/she will be required to pass a series of English tests administered by the English Assessment Office. See the English Assessment Program website at <http://gradweb.ou.edu/EAP/guidelines.htm> for more detailed information. Please be aware that passing these tests requires spoken and written language skills considerably more advanced than those required for admission to the university.

Application Deadlines

Applicants seeking admission to PhD programs in music education, *except for piano pedagogy*, should **complete** their applications by the following deadlines:

	US Citizens	International Students
Fall Semester entry	March 1	March 1
Spring Semester entry	November 1	September 1
Summer Semester entry	March 1	February 1

Piano Pedagogy applicants must complete their applications by the following deadlines

	US Citizens	International Students
Fall Semester entry	January 1	January 1
Summer Semester entry	January 1	January 1

Applications that are not complete by these dates have no guarantee of consideration.

GRE Scores

Graduate Record Examination (GRE) scores are not required for admission but are strongly encouraged.

Application Evaluation Process

All application materials are reviewed and evaluated by the Music Education faculty and, in the case of applicants to the piano pedagogy, choral conducting, and instrumental conducting emphases, by the appropriate applied faculty. Applications receiving a positive evaluation from these faculties are forwarded to the Graduate Studies Committee of the School of Music. Although the recommendation of the Music Education and applied faculty carries a great deal of weight, the Graduate Studies Committee makes the final decision on each doctoral application.

Graduate Assistantships

Graduate Assistantships are available in specific instructional, administrative, and technical areas. While all students are encouraged to apply for assistantships as a means of alleviating the costs of graduate study and of developing teaching skills, appointments are by no means guaranteed to all applicants who are admitted to degree programs.

Stipends, tuition waivers, and other compensations for Graduate Assistants vary from year to year, depending upon available funding. Contact the Graduate Music Office for current information.

Special Note to International Students: While our compensation package for Graduate Assistants is substantial and competitive, international students should be aware that it alone will not meet the minimum funding required by law before an international student will be granted a visa.

Typically, Graduate Assistant appointments are made for both Fall and Spring semesters. Only rarely are new assistants appointed for the Spring semester. For this reason, applications for assistantships must be received in the Graduate Music Office by February 1 for the following Fall semester. Faculty and staff supervisors review all applications, occasionally contacting applicants for more in-depth interviews, and make recommendations for appointments to the Graduate Music Office. Assuming they have completed all application requirements and a recommendation to admit has been made to the Graduate College, applicants are usually notified by April 15 if they have been offered an appointment for the next academic year.

Graduate Assistant appointments are made annually and current assistants wishing to be considered for re-appointment must re-apply each year.

New doctoral students may hold an assistantship for three years upon the recommendation of the faculty or staff supervisor of the particular assistantship position. A fourth year is permissible only under extreme circumstances and only if a faculty or staff supervisor successfully petitions the Graduate Studies Committee of the School of Music for permission to appoint the student to a specific position.

A student who held an assistantship while completing his/her master's degree at the University of Oklahoma and who begins doctoral study here is eligible for assistantship consideration upon the recommendation of the faculty or staff supervisor of the particular assistantship position; however, the total number of years such a student may serve as a graduate assistant is four years. A fifth year is permissible only under extreme circumstances and only if a faculty or staff supervisor successfully petitions the Graduate Studies Committee of the School of Music for permission to appoint the student to a specific position.

Required Graduate Assistant Training

Each August, the university's Program for Instructional Innovation conducts a campus-wide TA (Teaching Assistant) Training Program. This program is **mandatory** for all Graduate Teaching Assistants. For more information on this program, including dates for the next program, go to the Program for Instructional Innovation website at <http://www.ou.edu/pii/>.

Preliminary Examinations

The academic and musical preparation and abilities of all entering graduate students are assessed by means of written and (in some instances) piano proficiency preliminary examinations. These required Graduate Music Preliminary Examinations are given on the Wednesday and Thursday of the week before classes begin each semester. These exams are diagnostic in nature and your Program Advisor will rely on the results of these exams to assist you in planning your program of graduate work. New graduate students are expected to take these exams prior to beginning their first semester of graduate study. Since these exams often identify deficiencies that must be remedied early in your coursework, delaying the exams could mean delaying your graduation by a semester or more. Performance on these examinations does not affect your admission status as a doctoral student.

New doctoral students are urged to prepare thoroughly for the Preliminary Examinations.

The Written Preliminary Examinations: All incoming graduate music students must take the following three written Preliminary Examinations:

Musicology and Music Literature: A multiple-choice diagnostic examination covering five periods from Renaissance to the Twentieth Century and the topics of Opera, Symphony, Chamber Music, American Music, and World/Native American Music.

Suggested preparation: Study **A History of Western Music** by Donald Grout and Claude Palisca or **Studying Music History** by David Poultney.

Music Theory: This is a two-part written examination over topics commonly covered in undergraduate music theory.

Part One covers:

- Music fundamentals--write scales, intervals, triads, and key signatures.
- Harmony--write seventh chords, secondary dominant chords, pivot chords, augmented 6th chords and Neapolitan 6th chords. Part writing is not tested.
- Music Terminology--identify and describe music forms, fugal practice, non-harmonic tones, cadences and modulations.
- Analysis of a one-movement piece written during the common-practice period--diagram and describe the overall form, tonal plan, modulations, thematic content, reasons for accidentals, etc.

Part Two covers:

- Twentieth Century Music--define analytical concepts and identify compositional devices in score excerpts and procedures of impressionism and serialism.

Suggested preparation: Review music theory concepts in any undergraduate theory text such as

Tonal Harmony: With an Introduction to Twentieth-Century Music by Stefan Kostka and Dorothy Payne.

Aural Perception: A multiple-choice test of pitch pattern recognition. For each question, four slightly different notated musical examples will be provided. The student will compare the choices and select the version that matches what is played (recording the answer as A, B, C, or D). The following topics will be included: short melodic fragments (tonal or atonal); intervals (both harmonic and melodic); isolated chords (triads, seventh chords, etc.) either arpeggiated or in block position and in both wide and closed spacing; scales (major, minor, modes, synthetic) both ascending and descending; and harmonic progressions (chord resolutions, cadence formulas, etc.) with both diatonic and chromatic content.

Suggested preparation: Although conventional dictation, recognition by symbol, and sight singing are not separately tested on this exam, they are the best way to practice for this test. Melodic dictation; harmonic dictation (outer voices, quality, etc.); identifying scaled types, intervals, etc. by name; and sight singing any of the above patterns will help to reinforce the connection between sound and notation. Any undergraduate ear training or sight-singing texts or any other music examples are sources for practice materials.

The Piano Proficiency Preliminary Examinations: Only the degree programs listed below require piano sight-reading examinations in addition to the written exams. See below for details:

PhD Choral Conducting Emphasis

- Keyboard sight-reading for Choral Conducting majors consists of simple four-part, open choral score reading

PhD Piano Pedagogy Emphasis

- Keyboard sight-reading will consist of moderately difficult piano accompaniments of vocal solos and/or choral works.

After the Preliminary Exams: Results of the exams are reported directly to Program Advisors who will use this information to assist new graduate students in planning coursework.

- **Musicology and Literature:** Based on the results of the exam, students may be advised to take certain courses or complete a program of reading to eliminate deficiencies in this area.
- **Music Theory:** Students determined to have deficiencies (score of less than 70%) in one or both areas of the Music Theory exam may either re-take the exam one more time the next time it is offered in an attempt to achieve a satisfactory score or enroll in and pass with a grade of “B” or better the appropriate Music Theory Practicum course (MUTH 5812 for Part One of the exam or MUTH 5822 for Part Two).¹
- **Aural Skills:** If a student is determined to have a deficiency in this area, he/she will be instructed to contact a prescribed member of the Music Theory faculty for guidance and information.
- **Piano Proficiency:** For those who do not pass the exam, the examining committee may recommend the student enroll in PIAN 4000 (which does NOT count toward the required hours for a graduate degree) and/or retake one or more specified portions of the Piano Proficiency Preliminary Exam. The committee’s recommendation is sent to the student’s advisor, and the advisor will devise a course of action that best suits the student. The student completing this course of action to the advisor’s satisfaction fulfills the piano proficiency requirements for the degree.

The student must complete satisfactorily all parts of the Preliminary Exams required for his/her degree, either by attaining satisfactory scores on the exams themselves or by completing prescribed remedial work, BEFORE he/she will be permitted to file the Admission to Candidacy (master’s) or take the General Exam (doctoral). For this reason, the student must complete these exams and any required remedial work during the first two semesters of enrollment. Students who do not do so may be prevented from enrolling for a third semester until appropriate arrangements have been made.

¹ MUTH 5812 and MUTH 5822 can be used only as elective credit and do not fulfill graduate theory requirements. MUTH 5812 is prerequisite to MUTH 5822 and each are prerequisite to certain graduate level theory courses.

The Advisory Conference Committee and the Doctoral Committee

Although 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, although the music theory and musicology professors often request to be replaced on the committee after the General Examination. Further, the 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*. This publication can be accessed on-line from the Graduate College website at <http://gradweb.ou.edu/>.

According to the Graduate College *Bulletin*, the function of the Advisory Conference Committee is as follows:

- The Advisory Conference Committee will examine the student's previous graduate record to determine the course work required to meet the student's individual needs.
- If there are deficiencies, the Advisory Conference Committee will advise the student how best to correct them.
- The committee's standard of judgment shall be a well-balanced program suitable to the background as well as the educational and professional needs of the advisee.

Further, the *Bulletin* defines the function of the Doctoral Committee as follows:

- Members of the student's Doctoral Committee will be responsible for advising, directing, assisting and encouraging the student's career as a doctoral candidate.
- The student's doctoral committee will:
 - 1) Prepare and conduct the General Examination
 - 2) Supervise the preparation of the dissertation
 - 3) Conduct the final oral examination over the dissertation.
- In addition, the Doctoral Committee may also handle other assignments regarding research tool requirements, qualifying examinations, etc.

The make-up of your committee is formally established with the Graduate College by submitting to that office the *Report of the Advisory Conference*.

Faculty members, according to position, experience, and departmental policies are assigned a Graduate Faculty Ranking that determines the extent to which they are able to serve on graduate committees (see below):

- **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. (*NOTE:*

Except under extraordinary circumstances, the Graduate College Dean will not approve more than one Special Member per graduate committee.)

A doctoral advisory committee must have a minimum of five members. The chair must have an M3 ranking and all other members must have at least an M2 ranking. The chair of your committee is usually your major professor. (If your major professor holds an M2 ranking, another member of your committee who does hold M3 ranking must agree to serve as chair of your committee. In such a case, your major professor would be allowed to serve as co-chair.) The rest of your committee will consist of a second professor from your major (or a related) field, a professor representing musicology/literature, a professor representing music theory, and a professor from outside the School of Music. **(NB: For specific information on the role of and qualifications for the “outside member”, please see the Graduate College *Bulletin*.)** If you have questions about the M-ranking of any potential committee member, go to the Graduate College website at gradweb.ou.edu and, under the link for “People and Organizations”, find “Graduate Faculty.”

Advisory Conference Report

When you have earned at least twelve post-master’s credit hours toward your degree and before you have completed thirty credit hours, it is time to complete and submit your *Report of the Advisory Conference* (often referred to as the Advisory Conference Report or the ACR). Preparing this document allows you and your committee to examine your previous course work and your professional interests in order to develop a plan and timetable for remaining course work. **This form, when complete and accepted by the Graduate College, constitutes your degree plan.**

The form for this report is available on-line as a Word document that can be downloaded from the Graduate College website (<http://gradweb.ou.edu>). *(NB: The intention of the Graduate College is that this form be no more than two pages, including all signatures. Consequently, the Graduate College requests that you refrain from adding attachments.)*

While the title of this document would indicate that all this planning takes place at a single meeting, attended by all interested parties, this is not always possible. Standard practice in the School of Music, therefore, is for the student and his/her Program Advisor and/or major professor to prepare this report jointly. The student then presents the report to each committee member for review and recommendations. Once satisfied with the report, each committee member signs it. The student signs it and brings it to the Graduate Music Office for review by the Coordinator of Graduate Studies (a/k/a Graduate Liaison). When this office has approved it, we will send the original to the Graduate College, keeping a copy in your file. You should keep a copy for your own file and provide a copy for your committee chair if requested.

The Dean of the Graduate College will notify you by e-mail regarding acceptance or rejection of your report. If it is rejected, you will need to make the necessary modifications and re-submit the report. If it is accepted, you can move on the next major project: the General Examination.

Changes to the ACR: Once your ACR has been accepted by the Graduate College, any changes to your committee membership or your plan of coursework must be approved in writing by your committee and the Graduate Liaison (a/k/a Coordinator of Graduate Studies) 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 (gradweb.ou.edu).

NB: The Graduate College does not permit changes in committee membership within 30 days of the General Examination or the Final Defense.

Required Year in Residence

The Graduate College requires that each doctoral student be in residence (i.e.: enrolled as a full-time graduate student²) 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.

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.

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://admissions.ou.edu/residency.htm> for more information.

² Full-time enrollment for a graduate student is 9 hours during a 16-week semester (6 hours for a .50 FTE Graduate Assistant).

Transfer Credit

Graduate College policy for accepting transfer credit is spelled out in the Graduate College *Bulletin*. Before you and your committee list any transfer credit on your ACR, refer to this policy to make sure that the coursework in question meets these guidelines.

Keep in mind that the clock that counts down your time limit to complete your degree starts with the semester of the first post-master's coursework that is applied to the degree. If you completed the coursework you intend to transfer before you were admitted to the Ph.D., your deadlines to complete the General Examination and your degree will have to be counted from the semester of that coursework and not from the semester you were admitted to the Ph.D.

If the coursework to be transferred is in line with Graduate College policy, and if your committee members agree that the coursework is appropriate to your degree program, you will list it in the appropriate area on your ACR. Your committee will indicate their approval by their signatures on the ACR.

The Graduate Music Office will submit the completed ACR to the Graduate College with a petition to accept your ACR with the transfer credit. Remember: The Dean of the Graduate College makes the final decision on whether or not any doctoral student's degree plan is acceptable.

NB: Before any coursework can be considered for transfer credit, the university's Admissions Office must have an official transcript on file that shows the completed coursework.

Language Requirement/Research Tool Courses

There is no foreign language requirement in this degree program. However, a reading knowledge of one or more foreign languages may be required for certain dissertation topics.

Two research tool courses, *MUED 5212* and *MUED 6222* or *MUED 6242*, must be completed prior to the General Examination.

General Examination

Purpose:

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

- possesses special knowledge in his/her major area. Questions in the major area insure that student's knowledge is deep, broad, and current in his/her area of expertise.
- 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 the music profession.

- can express him/herself clearly and accurately in writing. As a scholar/ performer, each student must be able to write well and the general exam tests a student's ability to express oneself within time restraints. The written portion of the test measures a student's skill at selecting and addressing the most relevant and salient points of a topic since time is too short to discuss all points fully. The points chosen and the student's writing style are evaluated as part of the written exam.
- can express him/herself clearly and accurately in conversation. Equally important, every scholar/performer must be able to discuss the issues and problems of the music professions. The oral exam is designed to measure skill at "thinking on your feet" and verbally responding quickly and properly to questions. While many of the questions will center on the answers from the written exam, allowing one to clarify answers with more information, additional questions will also be asked 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. All curricula are by their very nature 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 all of the disparate parts of their music study to bear on one set of questions, thereby integrating the music experience in a challenging and unique format that more closely approximates a musician's daily thought and actions.

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 but the linchpin for each testing session is the date of the written Musical Styles exam. This exam is given on the Monday of the first full week of October, the first full week of February, and the third full week of June each year. No exceptions are made to these dates.

The oral portion of the exam is scheduled individually (see below). Each student contacts all members of the committee to set a specific time for the oral exam. (All members of the committee must be present for the oral exam.) Usually, the oral exam is scheduled within ten days of the written exam.

NOTE: 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.

Deadline to Complete the General Exam:

Each doctoral music student must complete the General Exam within four (4) calendar years of his/her initial enrollment as a doctoral student.

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. Further, the student must have completed the core requirements in the major field, music history/literature, music theory, the

research tool requirement, and at least one recital. Further, the student must have received notice from the Graduate College of approval of his/her *Report of the Advisory Conference*. Most students sit for the 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 exam.

Applying for the General Exam:

The application form for the General Exam is available on-line as a Word document that can be downloaded from the Graduate College website (gradweb.ou.edu).

As with the *Report of the Advisory Conference*, once you have signed the completed exam application and obtained the signatures of your committee members, bring the application to the Graduate Music office for review and approval by the Coordinator of Graduate Studies. We will forward the original application to the Graduate College and retain a copy in your file.

When the Graduate Music Office receives your exam application, we will give you an in-house form to assist you in scheduling your individual exams.

The Graduate College requires that exam applications be submitted to their office at least ten (10) working days prior to beginning the written portion of the test. **In order, therefore, for our office to have sufficient time to review each application, they must be submitted to us one month prior to the test. Please note, however, that the *Application for the General Examination* must be submitted to the Graduate College in the semester you plan to take the exam; the Graduate College will not accept the application in an earlier semester.**

If the Dean of the Graduate College approves your application, the dean's assistant will notify your committee members by e-mail that they are authorized to administer the exam to you during the semester specified. (You will be copied on the e-mail notice. Remember: The Graduate College uses your OU e-mail address.) The Graduate College will e-mail the *Report of the General Examination* (popularly called "the signature form") to your committee chair. Your committee will use this form to notify Graduate College of the results of your exam after you complete the oral portion.

NOTE: You must be enrolled in a minimum of two (2) graduate hours during the semester you take the exam.

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 your 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 and it is the intention of the School of Music Graduate Studies Committee that each 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 23.2 above).

Five of the six (6) written tests are prepared by your committee members and divided as follows: two tests in your major area (one designed to be completed in 4 hours and given to you by your major professor, the second designed to last 2 hours and usually given to you by your second major area committee member), Musicology (4 hours), Music Theory (4 hours), and Research Design and Analysis (2 hours and usually given to you by your major professor.) The sixth written exam, Musical Styles, is a two-hour exam administered once each testing session by Dr. Lee.

There is an adjustment to the established schedule for two degree programs. DMA Piano Performance and Pedagogy students will have two 3-hour major area sessions: one devoted to pedagogy and one to piano. PhD Piano Pedagogy emphasis students will have two 3-hour major area sessions: one devoted to piano pedagogy and one devoted to music education. All Piano Pedagogy students are strongly encouraged to write both of the 3-hour major area exams on the same day.

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 from 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.

The Musical Styles Exam is assigned a numerical grade, with 100 as the highest possible score with a maximum of five points per response. 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. Any 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.

RESEARCH ANALYSIS AND DESIGN EXAM: For this exam, the major professor will identify a specific work for the student to study or, at the least, an area of research from which the student will select a work. The intent of this section of the exam is to insure that 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 is it defended as important, timely, and appropriate?
- What are the procedures for the study? 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?
- 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 report, and any other point you feel is relevant in presenting the committee with a full understanding of the work.

Scheduling Your Written Exams:

As we have already noted, the date and time of the Musical Styles exam is carved in stone. Many Music Theory committee members prefer that you take their exam on the same day as the Musical Styles exam.

You will choose two (2) other days within a single, five (5) working day period that encompasses the date of the Musical Styles exam for your other four (4) written tests. For example, let us say that the Musical Styles exam will take place on Monday, October 8. If October 8 is your first day of tests, then you must have them completed by Friday, October 12. If October 8 is your last day of tests, you must schedule your other two (2) days between

Tuesday, October 2 and Friday, October 5 (inclusive). ***In no instance shall the entire test period exceed five (5) working days.***

Each of your 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, Music History, 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. **The exception to this is for Piano Pedagogy students; for the Major Area questions, you 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.).**

Suggested Preparation for Written Exams:

Exactly how long it takes to prepare for these exams varies from student to student but **three or four months of intensive study** is a good rule of thumb.

You cannot expect to review everything you've learned about music since your freshman year so make it a point to see all members of your committee **at least several months prior to the written exam** to discuss their expectations. Don't expect to receive specific questions that will be asked on the exams but you can use your professors' guidelines to develop an effective plan of study for yourself.

Your preparation for the Musical Styles exam should be as rigorous as your preparation for the other parts of the General Exam. You may wish to form a study group in which the members give each other mock exams. Excellent resources include Richard Crocker's *A History of Musical Style*³, David Poultney's *Studying Music History*⁴ (which includes practice exam questions), and the *Historical Anthology of Music*⁵ by Davison and Apel. You may wish to see Dr. Lee for further study suggestions.

How and Where You Will Take Your Written Exams:

You will provide your own writing materials (e.g.: "bluebooks"). You may use a computer for any given exam if the professor administering that exam approves. It is your responsibility to acquire a computer that has been "wiped" of all information and programming except the necessary word-processing and printing programs, has no internet access, and to be able to demonstrate this if asked to do so. It is also your responsibility to provide any necessary media and to insure that you will be able to print from that media using the equipment available to you in the School of Music office.

³ Richard L. Crocker, *The History of Musical Style*. (New York: Dover, 1986): ISBN: 0-486-24029-6.

⁴ David Poultney, *Studying Music History: Learning, Reasoning, and Writing About Music History and Literature (2nd Edition)*. (Prentice Hall, 1995): ISBN: 0131902245

⁵ 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.

For the Musical Styles exam, all testing students will meet with Dr. Lee in one location. That location will be posted on the Graduate Music bulletin board. For the other exams, unless your professor specifies otherwise, you will pick up the appropriate set of test questions from Jan Russell in the Graduate Music office prior to each exam

You should plan to use a carrel in the Fine Arts Library to write your exams. If you want to use the Fine Arts Library Seminar Room instead, you must reserve the room in advance by contacting Stefan Ice in the School of Music office. Please be aware, however, that this space is available on a first-come, first-served basis and may already be in use during your test period.

Keep an eye on your time. Unless your professor specifies otherwise, when you finish writing each exam bring your completed exam to the Graduate Music office. The Assistant to the Coordinator of Graduate Studies will see that it is turned into your professor.

NOTE: Make a photocopy of your answers before you turn them in.

Scheduling Your Oral Exam:

This is often the most frustrating part of the General Exam process because it is up to you to find a two-hour block of time, preferably within ten days of your last written exam, when **all members** of your committee can meet to administer the oral exam. Once you have determined a date and time, contact the Graduate Music office to find a space for the exam. Typically, the School of Music Conference Room is used for this but there are other possibilities if this room is not available. Again, it will be up to you to inform all members of your committee of the location. It is a good idea to inform the Graduate Music office of the date, time, and location of the oral exam, also.

Preparing for Your Oral Exam:

You 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. You may check with each committee member between the written and oral exam to obtain feedback. Remember: The exam is graded as a summary review and a test of your skills in writing, speaking, and thinking. Focus on synthesizing your academic preparation and presenting yourself in the best possible light.

At the Oral Exam:

Each committee member has approximately 20 minutes to ask for clarification of your 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.

Final feedback on the entire General Exam is channeled through the major professor and is given at the conclusion of the oral exam.

After the Oral Exam:

After the exam, assuming you performed satisfactorily on all portions, the members of your committee will sign the *Report of the General Examination* and hand the report to you. It will be your responsibility to make at least one photocopy of the report and deliver it to the Graduate

Music Office to be placed in your file. (It's a good idea to make copies for yourself and your committee chair, also.) **Finally, it will be your responsibility to see that the original report is delivered to the Graduate College within 72 hours of your oral exam.**

If, however, you do not pass one or more parts of the exam, you may take it one more time. (On rare occasions, the committee may ask a student to complete additional work in a certain area and the results of the exam may be held in abeyance until this work is completed, usually by the end of the semester. At that time, the committee reconsiders the exam in the light of the newly completed work and votes again to determine whether or not the student has satisfactorily completed the exam.) The exam cannot be taken a third time. Should a student fail both attempts, the student will be dropped from the degree program.

Once you have successfully completed the General Exam, you will be ready to begin work in earnest on your dissertation.

Dissertation

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 special permission.

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. Enroll in the section assigned to your committee chair. Following your initial enrollment, you must maintain continuous enrollment in a minimum of two hours in each 16-week semester (Fall and Spring) until you complete the defense of your dissertation and deposit the final version in Bizzell Library and submit an electronic copy to the Graduate College. For more information on the requirement for continuous enrollment in MUED 6980, including regulations governing Summer enrollment, see the Graduate College *Bulletin* at <http://gradweb.ou.edu>.

Use of Human Subjects

AN IMPORTANT NOTE ON RESEARCH PROTOCOL: IF YOUR DOCUMENT WILL REQUIRE ANY RESEARCH INVOLVING HUMAN SUBJECTS (INCLUDING BUT NOT LIMITED TO INTERVIEWS, SURVEYS, OR QUESTIONNAIRES), YOU MUST RECEIVE APPROVAL OF YOUR RESEARCH PROTOCOL FROM THE UNIVERSITY'S INSTITUTIONAL REVIEW BOARD (IRB) BEFORE YOU BEGIN YOUR RESEARCH. IF APPROVAL IS NOT RECEIVED IN ADVANCE, YOU COULD BE RESTRICTED FROM USING IN THE DOCUMENT ANY INFORMATION GATHERED PRIOR TO APPROVAL OF THE PROTOCOL. FOR FURTHER INFORMATION ABOUT THE APPROVAL PROCESS, OR TO OBTAIN APPLICATION FORMS, CONTACT THE OFFICE OF HUMAN PARTICIPANT PROTECTION AT (405) 325-8110 OR VISIT THEIR WEB PAGE AT WWW.OUHSC.EDU/IRB-NORMAN/.

IF YOUR RESEARCH PROTOCOL IS APPROVED, THE INSTITUTIONAL REVIEW BOARD WILL MAIL A LETTER OF APPROVAL TO YOU. KEEP THIS LETTER IN YOUR FILES. YOU WILL NEED TO ATTACH A COPY OF THIS LETTER TO THE READING COPY OF YOUR DOCUMENT BEFORE THE GRADUATE COLLEGE WILL AUTHORIZE YOUR COMMITTEE TO HOLD THE DEFENSE OF YOUR DOCUMENT.

APPROVAL OF RESEARCH PROTOCOL IS GRANTED BY THE IRB IN ONE-YEAR INCREMENTS. IT WILL BE YOUR RESPONSIBILITY TO KEEP YOUR RESEARCH TRAINING CERTIFICATION AND YOUR PROTOCOL APPROVAL CURRENT. FURTHER, WHEN YOUR RESEARCH IS COMPLETE, IT WILL BE YOUR RESPONSIBILITY TO CLOSE YOUR 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.

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.** Further, since it is a good idea to begin as you mean to go on, the format of the proposal (margins, pagination, a consistent bibliographic style, etc.) should conform to the Graduate College requirements for the final dissertation. These requirements are detailed in the Graduate College's *Dissertation Instruction Packet* which can be found on the Graduate College website (<http://gradweb.ou.edu>). (Under "Current Students", click on "Doctoral Degree".)

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* and that D.M.A. students use *The Chicago Manual of Style*. Obtain a copy of the most recent edition of your 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.

The Proposal Defense: Once the proposal has been written, it is submitted to all committee members for comments and suggestions. Following further revision (if needed), the proposal is considered for approval at a meeting of the entire Advisory Committee. It's a good rule of

thumb to allow your committee 2 – 3 weeks to read your proposal before the actual proposal defense.

You are responsible for coordinating with all parties to schedule the meeting to defend your proposal. All members of your 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 the Graduate Music Office at least one week in advance to reserve a space.

At the defense, you will be asked to summarize the written proposal (approximately 10 minutes) and then devote the remainder of the time to answering questions and discussing the proposal. Following the meeting, the committee approves or rejects the proposal, or makes recommendations for revision prior to issuing approval. For this reason, it's best not to go to the expense of binding copies of the proposal before the meeting. It is a good idea, however, to bring several copies of the signature page with you to the meeting. If most or all of your committee members are willing to sign-off on the proposal with the understanding that you will make the requested changes, you don't have to chase them down later.

Binding and Deposition of the Approved Proposal: Once the approved proposal is complete, you can make copies, slip in the completed signature pages, and make as many bound copies as you need. (The preferred binding process is called VeloBind™ or "strip-binding". Don't let the copy shop talk you into plastic comb-binding or spiral-binding; these snag other items and fall apart too easily.)

- Bring or send one bound copy of your signed proposal to the Graduate Music Office. That office will note the completion and approval of your 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.
- Give one copy to your committee chair.
- If other members of your committee request copies, provide them.
- Keep one copy for yourself.

Writing the Dissertation: During the research and writing of the dissertation, the candidate is advised to consult regularly with the major professor and with the other members of the Advisory Committee. The major professor bears the principal responsibility for guiding the research efforts of the doctoral candidate. When the topic extends beyond the expertise of one faculty member, co-major professors may serve the best interests of the student. The major professor asserts strong supervision over the project to insure exhaustive research of the topic, a thorough and complete report of the findings, a logical organization of the paper, correct grammar, proper spelling, acceptable writing style, and appropriate format. Before other members of the advisory committee receive the dissertation for review (either in parts or whole), the paper should be at a stage of progress and level of scholarship suitable for critical examination.

Each committee member brings his/her special area of expertise to bear on the paper and carefully scrutinizes it for weaknesses in research, content, organization, and general scholarship.

Normally, committee members defer to the major professor on such matters as writing style, punctuation, and format. The concerns of committee members should be communicated to both the student and the major professor. Committee members should not become surrogate major professors, nor should they assume a perfunctory role. Rather they should exercise independent critical judgment to assure high academic quality in the completion of the research project.

Almost there: Approximately one month before your intended defense date, present a copy of the dissertation to all members of your Advisory Committee for critical examination and comment. If the dissertation receives tentative acceptance from the committee and the indicated corrections and/or revisions are minimal, then the candidate may begin preparation of the final draft of the dissertation.

File the *Application for Graduation in the Semester You Plan to Graduate:* As of this writing, the *Application for Graduation* is one of very few forms used by the university that CANNOT be accessed or filed electronically. This small, blue card must be completed and filed with the Office of Academic Records in the semester you intend to graduate. Pick up the *Application for Graduation* at the Graduate College, first floor of Robertson Hall, or from the School of Music Graduate Office. Take the completed form to the Office of Records on the third floor of Buchanan Hall.

Deadlines for filing this form are:

- For Fall graduation – November 1
- For Spring graduation – March 1
- For Summer graduation – July 1

Preparing for Final Defense: As you near the finish line, be aware of your deadlines. You can find information on the specific deadlines each semester at <http://gradweb.ou.edu/Current/deadlines.asp>. Briefly, however, in the semester you plan to defend, you will need to keep this timeline in mind:

	For Fall or Spring Graduation	For Summer Graduation
Reading copy submitted to committee members	<i>At least one month prior to intended defense date</i>	<i>At least one month prior to intended defense date</i>
Reading copy and <i>Request for Authority for Defense of Dissertation</i> submitted to Graduate College	<i>At least two weeks prior to intended defense date or last working day of the 14th week of the semester (whichever comes first)</i>	<i>At least two weeks prior to intended defense date or last working day of the 6th week of the summer session (whichever comes first)</i>
Final day to defend	<i>Last day of classes for the semester</i>	<i>Last day of classes for the summer session</i>
Final day to deposit 2 copies of the dissertation in Bizzell Library and file electronic copy with Graduate College	<i>One week after the last day of classes for the semester or 60 days after defense (whichever comes first)</i>	<i>One week after the last day of classes for the summer session or 60 days after defense (whichever comes first)</i>

Reading Copy and Request for Authority for Defense of Dissertation: The **reading copy** is an **unbound** copy of the final draft of your dissertation, formatted to meet the Graduate College requirements as to margins, title page, copyright page, pagination, etc. It does NOT have to be on the 100% cotton bond paper required for the final version. The reading copy is the version of your dissertation that you submit to your committee and to the Graduate College as being complete and ready to defend.

When you are ready to submit the reading copy, go to the Graduate College website at <http://gradweb.ou.edu> and click on “Current Students”. From there, look for the link to “Printable Forms”. From there, select “Doctoral Forms” and find the *Request for Authority for Defense of Dissertation*. (**NOTE:** “Major Professor” on this form equates with “Committee Chair((s))”). When you open that document, you will find that it has **three parts**:

- Your committee chair(s)/major professor sign(s) **Part I** to certify to the Graduate College that he/she has read your document and that this version is the approved reading copy.
- The School of Music Graduate Liaison (a/k/a Coordinator of Graduate Studies) signs **Part II** to certify to the Graduate College that you have completed everything that the School of Music requires for the degree except the final defense.
- You and your major professor/committee chair(s) will need to sign **Part III**. This part of the form deals with any special circumstances surrounding your document. For most students in the School of Music, the only issue listed in this section that might apply is that of research requiring human participation. As you will read on the form, if your document does include such research, you must attach to the form a copy of the letter from the Institutional Review Board, approving your research protocol.⁶

Attach this completed form to your reading copy and take both items to the Graduate College. The Academic Advisor in that office assigned to all Fine Arts graduate programs will look through the reading copy, measure your margins, check the pagination, etc. (**NB:** This process must be done *in person* and takes about 20 – 30 minutes. If you live out of town and cannot submit your reading copy yourself, you can have someone else do this for you. The Graduate Music office recommends that you and your major professor ask another doctoral student who is in residence to take on this responsibility.)

If the Graduate College Academic Advisor hasn't done a degree check for you, he/she will do it then. The advisor will give you any notes concerning any problems with the document and he/she will return the reading copy to you. Assuming the reading copy is approved, the advisor will also give you a packet of materials that contains, among other things, the form that authorizes your committee to hold your defense and that your committee will use to report the results of your defense to the Graduate College (*Authority Report Form for Final Oral Examination*, popularly called the "signature form").

⁶ Remember that you must file the appropriate paperwork with the Institutional Review Board to close your research study.

Read through the materials in the packet, of course, but hang on to that signature form. You will need to take that form into your defense with you.

Final Oral Examination a/ka/ Dissertation Defense: The Final Oral Examination is for the purpose of defending your dissertation and is open to the public. Only one attempt to defend is permitted.

NB: You must be enrolled in a minimum of 2 hours of MUED 6980 in the semester you defend.

It will be your responsibility to coordinate the meeting at which you will defend your dissertation. Plan on approximately two hours. Except in extraordinary circumstances, this meeting should take place during regular business hours and within the dates of a regular fall or spring semester or summer session. Contact the Graduate Music Office at least one week in advance to reserve a space.

Take the time to consult the Graduate College *Bulletin* for procedural information on this matter.

At the conclusion of your defense, your committee will sign the *Authority Report Form for Final Oral Examination* and mark the results of your defense. You will then make a copy of this signed form for the Graduate Music Office to put in your file here. (Make other copies if you want one for yourself and anyone else.) Then you will take that signed original form back to the Graduate College and turn it in.

As for the signature page in your dissertation, it's a good idea to bring into your defense several copies of that page, already printed on the 100% cotton bond paper. If your committee members are willing, you can get most or all of the signatures for the two hard copies that will be deposited in Bizzell Library then and there. Then, after you've made the final corrections and changes, and make the final copies on the 100% cotton bond paper, you can slip the already-signed pages into the final copies.

After the Defense (Depositing your completed dissertation): Assuming that you have successfully defended your dissertation, you have 60 days from the date of your defense or until the published deadline, whichever comes first, to make all corrections and revisions and deposit the two hard copies of the completed dissertation in Bizzell Library and file one electronic copy with the Graduate College. (As a general rule, the last day to deposit in any semester is one week after the last day of classes in that semester and you must do it before 3:30 p.m. on that day.)

Again, take the time to consult the Graduate College *Bulletin* and the packet of information that you received when you submitted your reading copy to the Graduate College for specific information and instructions.

As was the case with the reading copy, on the day you deposit, your first stop will be the Graduate College. The Academic Advisor who reviewed your reading copy will look at your two hard copies one last time and give you instructions on where to go and who to see in Bizzell

Library. Then you head off to the basement of Bizzell to the Acquisitions department. Nice people there will take your copies and your signed UMI Agreement (one of the items included in that packet you got from the Graduate College on the day you took your reading copy in). The librarian will date and sign your Dissertation Receipt. Return the signed Dissertation Receipt, Survey of Earned Doctorates, Graduate College Exit Survey, and Entry Form to the Graduate College (more stuff in that same packet).

In addition to the two hard copies deposited in Bizzell Library, all doctoral students are now required to submit one copy electronically through ProQuest/UMI Dissertation Publishing. Please submit electronic dissertation copy by going to the Proquest website <http://dissertations.umi.com/ou> or the Graduate College website <http://gradweb.ou.edu/Current/Forms/doctoral/index.asp>. (NB: When you submit the electronic copy of your document or dissertation, you will be required to pay a fee, via credit card. As of this writing, the fee is \$55.00.)

A Note on Time Limits and the Importance of Continuous Enrollment

As noted earlier in this brochure, if you are admitted to the PhD, you are 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 you plan to use as part of your doctoral degree. At that time, you must pass the General Examination.

Assuming you pass the General Examination within the allowed timeframe, you have 5 years from that semester to complete your degree, including successfully proposing, completing, defending, and depositing 2 copies of your dissertation in the library and submitting an electronic copy of your document to the Graduate College.

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

When additional time is necessary and proper, your 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, you should be aware that, if your enrollment lapses for one full year (any consecutive combination of fall, spring, and summer semesters), you lose your status as an active student and will have to apply for readmission to the university and the degree program. There is no guarantee of readmission. Further, if the degree program to which you were initially admitted changes in any way during the term of your lapsed enrollment, if you are readmitted, it will be under the terms of the new program.

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

Course Requirements

Degree Code: D706

Emphasis Code for the Standard Degree: R456

(see below for other emphasis codes)

The program requires a minimum of ninety-three hours of approved graduate study distributed in the following manner:

Foundations of Music Education:	12
MUED 6012, Philosophical Foundations of Music Education	2
MUED 6022, Psychological Foundations of Music Education	2
MUED 6032, Sociological Foundations of Music Education	2
Electives in Music Education*	6
Research in Music Education:	14
Research Courses:	4
MUED 5212, Research in Music Education and MUED 6242, Quantitative Research in Music Education or MUED 6222, Qualitative Research in Music Education	
MUED 6980, Dissertation	10
Degree Emphasis (electives)**	20
Professional Support Areas:	15
Music History	6
Music Theory (excluding MUTH 5812, 5822)	6
Elective in MUHI or MUTH	3
Master's Degree or Equivalent	<u>32</u>
Total Credit Hours	<u>93</u>

NB: Practicum I and II, MIDI I and II, and Jazz Improvisation count only as general electives on graduate music degree programs and not as music theory electives.

*In the Piano Pedagogy Emphasis, students are required to take *MUED 5612* and *5622*, Piano Pedagogy I and II.

**Students completing the Ph.D. in Music Education must complete 12-20 hours of coursework in an area of concentration as approved by the Doctoral Advisory Committee. Electives may be used to expand competency in music education, music history/literature, and/or music theory, or develop a related area of study in applied music, piano pedagogy, composition, conducting, music theater, education, psychology, or some other appropriate field which focuses on the career needs of the student.

Emphasis in the Kodaly Concept (emphasis code: R401): Students wishing to complete an emphasis in the Kodaly Concept must enroll in fourteen semester hours of coursework as specified below. This fourteen-hour component will comprise part of the block of twenty hours of electives in the degree program.

MUED 5553, Kodaly Concept I	3
MUED 5563, Kodaly Concept II	3
MUED 5573, Kodaly Concept III	3
MUED 5582, Folk Song Research	2
Kodaly-Related Elective(s)	3

Emphasis in Choral Conducting (emphasis code: R112): Students wishing to complete an emphasis in Choral Conducting must enroll in twelve semester hours of coursework as specified below. This twelve-hour component will comprise part of the block of twenty hours of electives in the degree program.

MUTE 6252, Choral Conducting	4
MUTE 6152, Choral Score Study	4
MUTE 5160, University Chorale	1
MUED 5990, Special Studies in Choral Methods	3

Emphasis in Instrumental Conducting (emphasis code: R112): Students wishing to complete an emphasis in Instrumental Conducting must enroll in twelve semester hours of coursework as specified below. This twelve-hour component will comprise part of the block of twenty semester hours of electives in the degree program.

MUTE 6262, Instrumental Conducting	4
MUTE 6162, Instrumental Score Studies	4
MUTE 5130, Band, or MUTE 5140, Orchestra	2
RPHD 6022, Recital, or approved elective in instrumental music	2

Emphasis in Piano Pedagogy (emphasis code: R521): Students wishing to complete an emphasis in Piano Pedagogy should complete the 20-hour block from required courses and suggested electives in music, music education, and piano pedagogy listed below:

PIAN 6010 (required)	4
MUED 5612 and MUED 5622, Piano Pedagogy I & II (required)	4
MULI 5423 and MULI 5433, Keyboard Literature	6
MUED 5642, Internship in Piano Teaching	2
MUED 6652, Doctoral Workshop in Piano Pedagogy	2
MUED 5662, Teaching Intermediate and Advanced Piano	2
MUTE 5612, Advanced Group Piano	2
MUED 5672, Ensemble Music in Piano Teaching	2
RPHD 6022, Recital	2
MUED 6242, Quantitative Research in Music Education	2
MUED 6222, Qualitative Research in Music Education	2
Electives in MUSC, MULI, MUTH, MUTE, or electives outside the School of Music	

The University of Oklahoma is an Equal Opportunity Institution. With respect to the admission and education of students, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of academic and non-academic personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the University, and with respect to student and faculty housing situated on premises owned or occupied by the University, the University of Oklahoma shall not discriminate either in favor of or against any person on account of his or her race, creed, color, national origin, sex, age or political beliefs; however, restrictions on age and sex based on bona fide employee retirement policies and job requirements or generally accepted and socially approved distinctions in housing, sanitary facilities, athletics, and similar facilities or activities are accepted.