MUSIC EDUCATION AND MUSIC THERAPY (MEMT)

DOCTOR OF PHILOSOPHY (Ph.D.)
MAJOR IN MUSIC EDUCATION
(Emphases: Music Education or Music Therapy)

DEGREE HANDBOOK – July 2016

Requirements for Regular Admission

1. Master's grade point average of at least 3.5 on a 4.0 scale.

2. Appropriate baccalaureate and master's degrees to support the individual's goals for doctoral study.

3. A composite score on the 3 basic aptitude subtests of the Graduate Record Examination (GRE) (Verbal, Quantitative, and Analytical Writing).

4. Three (3) letters of recommendation, estimating the applicant's potential for success in doctoral study.

5. Documentation of at least 18 months successful full time experience, or its equivalent, as a professional music educator if seeking an emphasis in music education, or at least 5 years successful full-time experience as a professional music therapist, or its equivalent, if seeking an emphasis in music therapy.

6. Submission of a video recording appropriate to the degree emphasis.

7. Write a reasoned statement of your professional goals and research interests.

8. An interview with the appropriate faculty for area of emphasis.

9. Final official degree conferred transcript(s) must be sent directly from all previous colleges or universities.

10. Other supporting materials may be required.

11. Pass a Music Education and Music Therapy (MEMT) diagnostic examination during the first semester of full time study.

12. MEMT students admitted to the ME-Ph.D. program with a concentration in Vocal pedagogy must do a live audition for the Voice faculty prior to the 1st term of enrollment.

For detailed admission requirements and information see the MEMT Graduate Application Procedure document located on our website.

Characteristics of the Program

The Ph.D. degree emphasizes research and scholarship. It often is sought by those who aspire to careers in research and graduate-level teaching. The requirements help the student develop broad and profound understanding of musical behavior, sophisticated skill and extensive experience in pursuing new knowledge of such behavior, and a rational system for evaluating the relationships between the specialty and other areas of human understanding. The program culminates with the completion of a substantial piece of original research.

Course requirements are flexible for the doctoral degree. Each student's program is planned specifically in light of his or her background and to meet the demands of the anticipated academic and professional career. Each student is expected to achieve, however, a broad understanding of human musical behavior and to become skilled in researching such behavior. Scholarly and professional competence, not hours of credit per se, are the underlying requirements for conferring the degree.

Because of the unique approach and content of the graduate program in music education and music therapy at The University of Kansas, doctoral students normally take most of the graduate courses offered in MEMT. Courses in the 900 series are for doctoral students; those who have not had courses in the 800 series or its equivalent in master's degree study normally take those courses also. Understanding the influence of music on behavior underlies professional practice in music education and music therapy. Thus the doctoral programs normally include coursework in this area. Graduate students are also encouraged to pursue research on related topics.

The graduate program assumes that the individual's undergraduate study developed fundamental knowledge in acoustics, aesthetics, anthropology, history, psychology, and sociology of music. Students without undergraduate experience in these areas may find it useful to take relevant courses at the University. Likewise, the practice of music education and music therapy requires broad musicianship, which has been sufficiently internalized to become "second nature." Graduate students frequently find it useful to continue developing this musicianship through graduate music courses, or collateral undergraduate music study.

Graduate students are expected to know current University policies with respect to, 1) requesting a leave of absence in a timely fashion, if not enrolled continuously for contiguous semesters and, 2) procedures for readmission. This information is found in the MEMT Graduate Application Procedure and MEMT Leave of Absence Request LOA/RFA/Readmit documents located here.

Graduate study in music education and music therapy emphasizes research to develop knowledge in the discipline and its relationship to other areas. MEMT engages in and supports research and expects its graduate students, particularly at the doctoral level, to become competent research scholars and contribute to the body of professional knowledge.

All areas appropriate to music education and music therapy are possibilities for thesis and dissertation research. MEMT's research orientation becomes obvious from its doctoral research requirements and its research-related courses at the graduate level.

Doctoral students in music education and music therapy are expected to be familiar with the appropriate degree sections of the Academic Catalog and to be responsible for fulfilling all the various requirements and following the regulations pertaining to their degree. Students have 8 years from the initial enrollment to complete all degree requirements.

Diagnostic Examination

At or near the conclusion of the first semester of full time study on campus, the MEMT faculty determines by means of a required diagnostic examination the student's ability to continue in the Ph.D. program. This diagnostic examination assesses skills and understandings prerequisite to successful completion of the degree. Based on examination performance the faculty will determine:

1. Continuance with no stipulations.

2. Provisional continuance pending satisfaction of particular deficiencies in prerequisite skills and/or knowledge. These matters will be specified in writing by the faculty.

3. Non-continuance.

Results of the diagnostic examination must be submitted on the MEMT Do-All. Upon successful completion of the diagnostic examination, one becomes a fully or provisionally admitted (degree seeking, regular) "Ph.D." student.

Coursework and Research

After the diagnostic examination, the student and major advisor select a doctoral program planning committee. This committee consists of the advisor and 2 other members of the graduate faculty. The program planning committee approves the student's anticipated coursework and practica. Thereafter, the official MEMT Ph.D. Degree Requirement Program Plan form is filed via the MEMT Do-All. At least 3 research projects are initiated and completed during the doctoral program, but prior to the dissertation.

MEMT 812 Research in Music Education and Music Therapy and MEMT 920 Doctoral Seminar are required "responsible scholarship" courses. Continued enrollment in MEMT 920 is required for at least 2 consecutive spring terms a student is in residence. The first spring enrollment in this class is for credit and all enrollments thereafter are for -0- hour's credit. Enrollment in MEMT 996 Practicum in College Teaching is needed to fulfill the College Teaching requirement for the Ph.D. Other coursework is normally taken in the following areas, unless some of the requirements have been met at the master's level:

1. Music education and music therapy (MEMT) courses emphasizing academic and theoretical aspects.

2. In-depth study in music and other supporting areas.

3. A coherent minor of at least twelve semester hours of graduate credit.

Residency

Two 2 consecutive semesters, which may include 1 summer session, must be spent in resident study at The University of Kansas in Lawrence. Because Ph.D. residency is not merely a requirement measured in hours, during this period the student is to be involved in full-time academic pursuits. These may include up to half-time on-campus teaching or research, which activities may permit commensurate decreases in the hourly enrollment minimum. Hourly enrollment requirements must be met through courses provided on the Lawrence campus and, if appropriate internal employment is not involved, at least 9 hours (6 hours for a summer session) must be in regularly scheduled courses. The Ph.D. Residency Agreement is normally filed in the MEMT office with the MEMT Do-All prior to beginning the residency period.

Research Skills

Doctoral students in music education and music therapy at KU must demonstrate research skills by completing 3 research projects suitable for publication. These may be developed and completed independently or in consultation with appropriate doctoral faculty members. There must be a project of each of the following types: descriptive, experimental, and historical (including the history and logic of ideas). The descriptive and experimental research articles should be presented in APA style. The historical research article may be presented in Turabian, MLA, or APA style.

Each completed project is reviewed typically by the student's doctoral program planning committee (advisor and 2 other graduate faculty members), which rules in the majority whether the project is of sufficient quality for publication in a national, refereed research journal in music education or music therapy. The committee chair will determine if the projects will be reviewed by additional faculty not a part of the program planning committee. Single-author studies that have been published or accepted for publication in such journals may be used to demonstrate these skills.

Completion of each of the 3 research projects must be certified by the student's mentor/advisor in music education or music therapy on the MEMT Ph.D. Checklist in the student's file in the MEMT office. The mentor/advisor must submit an appropriate Do-All form after the completion of each project.

Comprehensive Examination

After all 3 research projects are determined as complete by the doctoral program planning committee, the student will schedule and take the oral comprehensive exam as specified in the University of Kansas Academic Catalog. The committee for the comprehensive oral examination must consist of at least 5 members, all of whom must be members of the Graduate Faculty. At least 1 member must be from a department other than the student's major department. This member represents Graduate Studies and must be a regular member of the Graduate Faculty. The oral comprehensive exam will meet the following stipulations:

1. The examination will be scheduled typically for 3 hours (as determined by committee chair) and may be scheduled in 2 parts.

2. The examination will include a defense of all 3 preliminary research projects.

3. The examination will also cover all elements of study that should be germane to doctoral study in music and music education. This includes, but is not limited to, the common knowledge found in the suggested Doctoral Reference List and current research journals.

Dissertation

There are 2 dissertation options 1) Traditional, or 2) Alternative. Students may choose either a traditional academic dissertation format or an alternative 3 piece dissertation format. Both formats require a dissertation committee and a dissertation as a final product.

Option 1 – Traditional Dissertation

The doctoral dissertation reports the results of 1 substantial piece of original research. It develops and tests theory in appropriate areas, and makes a substantial contribution to knowledge.

Option 2 – Alternative Dissertation

The doctoral dissertation reports the results of 3 substantive pieces of original research. These studies need to be substantive enough to constitute 3 first tier publications. Each of the 3 studies must stand on their own merit and be completely ready for

submission. It is suggested that they also be accompanied by a comprehensive ("Traditional Dissertation" sized review of literature on a topic related to the three investigations. It is suggested that this review be tantamount to a 4th article suitable to *Reviews of Research in Human Learning and Music (RRHLM).*

Final Oral Examination

The final oral examination is based primarily on, but is not restricted to, the dissertation and its defense.

MEMT Requirements and Procedures for the Doctoral Degree

1. A student who has been admitted to the Graduate program to work toward a doctoral degree is known as an aspirant. Upon successfully completing the diagnostic examination the aspirant is known as a Ph.D. student. After successfully completing the comprehensive oral examination, the student becomes a candidate for the degree. All time schedules and other general requirements specified for the Ph.D. degree in the Academic Catalog pertain specifically to the Ph.D. in Music Education. In addition, MEMT specifies certain additional requirements for these degrees. The aspirant's responsibility includes familiarity with these requirements.

2. The student should consult with an appropriate advisor from the MEMT doctoral faculty to plan coursework for the first semester of residence.

3. The number of course credit hours required beyond the master's degree is determined by the student's program planning committee.

4. Once a doctoral student has passed the oral comprehensive examination, he or she is subject to the Graduate Studies' post-comprehensive continuous enrollment rule.

5. Should the student have a grievance in MEMT, the graduate student must consult the MEMT Graduate Director or MEMT Director. If informal measures do not resolve the case, a MEMT grievance committee will be selected to consider the case. The committee will include both student and faculty members. Should the MEMT committee be unable to resolve the problem, the case will be directed to the School of Music grievance process.

Chronology to degree

1. Prior to completion of the first twelve credit hours or the first year of post-master's enrollment (whichever comes first) the aspiring student must arrange to meet with a committee of the whole in MEMT for the oral portion of the diagnostic exam. During this exam the student's strengths and weaknesses will be assessed and at its conclusion, the faculty will determine whether or not to admit the student to regular status in the doctoral degree program. In addition, an appropriate faculty mentor/advisor will be determined.

   If the student is not admitted to regular status, but to a provisional status, the faculty will prepare a written plan of remediation skills and knowledge. After completing the plan, the student may repeat the oral diagnostic exam in the following year.

2. As soon as possible after regular admission to the doctoral program the student and advisor will select a doctoral program planning committee. This committee will include the advisor, at least 1 other MEMT and a 3rd MEMT or minor area graduate faculty member with appropriate doctoral status. The student and the committee will meet and plan the entire doctoral program, including course requirements, residency, and selection of a Ph.D. minor. A copy of the negotiated program will be filed with the MEMT office and the School of Music Student Services office via the MEMT Do-All. Failure to file a program prior to completion of twelve hours will prevent any future enrollment until the program is filed.

3. As the student completes each of the 3 research projects, he/she will submit it for review to determine its merit as a publishable piece of research. The review will be made typically by the student's program planning committee. The committee chair will determine if the projects will be reviewed by additional faculty not a part of the program planning committee. Each committee member will complete and submit the Review Competency form in a timely fashion to the committee chair for MEMT Do-All processing.

4. Before being admitted to the comprehensive oral examination, the student must complete the bulk of the coursework, and must have the written research projects approved and filed. The student must obtain advisor approval and submit the GPtD Authorization form requesting permission to schedule the comprehensive oral examination to MEMT at least 3 weeks before the proposed date of the oral comprehensive examination. This examination covers knowledge and its

application inside and outside the major field. The examining committee will include at least 5 members including the mentor/advisor, a representative from the Graduate Faculty and other appropriate faculty. Upon successful completion of the comprehensive oral examination the student may enroll in doctoral dissertation credit. Information concerning the Dissertation Format & Submission, Timeline and more is available on the MEMT website.

5. The dissertation committee supervises the candidate's dissertation research. The candidate submits a formal dissertation proposal. The candidate may not proceed with gathering data until the formal proposal has gained dissertation committee approval. The formal proposal signed by all dissertation committee members must be filed with MEMT and the School of Music Student Services office via the MEMT Do-All.

6. At least 5 months must elapse between the successful completion of the comprehensive oral examination and the date of the final oral examination. No final examination will be scheduled unless this requirement has been met.

7. Upon completion of the dissertation document, the candidate must pass the final oral examination, which includes a defense of the dissertation. The student submits the GPtD Exam Authorization form for approval to hold the Final Oral Examination. This submission occurs at least 3 weeks in advance of the scheduled exam. The completed document must be in the hands of the examining committee at least 2 weeks prior to the examination.

8. A student is deemed to have passed all oral examinations if he or she wins the vote of a majority of the official 5-member examination committee.

9. A student may not be given an oral examination unless currently enrolled.

10. No more than 3 oral examinations will be scheduled in any given week within MEMT.

Dissertation Enrollment

1. All coursework must be completed with an appropriate grade prior to scheduling the comprehensive oral examination and enrolling in dissertation credit. No instructor may assist a student with dissertation research unless the student is enrolled for dissertation credit. Oral examinations in defense of the dissertation will not be scheduled for students not enrolled for dissertation credit.

2. Once a doctoral student has passed the oral comprehensive examination, he or she is subject to the Graduate Studies' post-comprehensive continuous enrollment rule. The candidate must be continuously enrolled, including summer sessions, until all requirements for the degree are completed, and each enrollment must reflect as accurately as possible the candidate's demands on faculty time and university facilities. During this time, until all requirements for the degree are completed (including the filing of the dissertation) or until 18 post-comprehensive hours have been completed (whichever comes first), the candidate must enroll for a minimum of 6 hours a semester and 3 hours a summer session.

3. While being continuously enrolled, should a student complete the dissertation document and successfully pass the final oral examination, with fewer than 18 hours of dissertation credit he/she is not required to enroll for further credit hours.

Documents and Forms

All documents and forms referred to in this document can be found on the MEMT website.

Nondiscrimination Statement

University of Kansas prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression and genetic information in the University's programs and activities. Retaliation is also prohibited by University policy. The following person has been designated to handle inquiries regarding the non-discrimination policies: Executive Director of the Office of Institutional Opportunity and Access, IOA@ku.edu, 1246 W. Campus Road, Room 153A, Lawrence, KS, 66045, 785-864-6414, 711 TTY.

MEMT Ph.D. Checklist

Student Name: _____ Student ID #: _____ Date/Term started: _____

_____	_____	_____	_____	_____
Committee **Chair**	Member	Member	Member	Grad. Studies Rep.

	Date	Rep.
1. Diagnostic Exam completed and filed (MEMT Do-All)		
2. Program Plan planned with committee, completed and filed (MEMT Do-All)		
3. Residency Plan completed and filed (MEMT Do-All)		
4. Three Research Skills completed and filed (MEMT Do-All)	n/a	n/a
I. Historical		
II. Descriptive		
III. Experimental		
5. Completed College Teaching Requirement MEMT 996_____		
6. Completed Responsible Scholarship Requirement MEMT 812 _____ MEMT 920_____		
ALL items above this line must be completed in order to request holding the Oral Comprehensive Exam		
7. Comprehensive Oral Examination requested and completed *(Student submits GPtD Exam Authorization Sheet at least 3 weeks prior so MEMT can submit GPtD official form on time.)* *[Note: Graduate Studies requires continuous enrollment from the time of this examination until the degree is finished. At six (6) hours each fall and spring and three (3) hours each summer.]*		
8. Formal Dissertation Proposal, approved by committee, filed *(MEMT Do-All)*		
9. Applied for Graduation *(myKU Portal/Enroll & Pay)* Best if done at beginning of term expecting to graduate.		
10. Final Oral Examination requested and completed *(Student submits GPtD Exam Authorization Sheet at least 3 weeks prior so MEMT can submit GPtD official form on time.)* Exam date must be 5 or more months after Comprehensive Oral Exam.		
11. Filed Electronic copy of approved dissertation *(Filed through ETD/Proquest and KU Scholarworks, before last day to meet degree requirements for given term.)*		
12. Submitted and Filed **SOM Office:** (1 ea) signed title page, acceptance page, abstract, ETD release form, doctoral completion survey, and survey of earned doctorates receipt. All must be done before last day to meet degree requirements for given term. **MEMT Office:** (1) CD of SOM approved final electronic document, and (2 ea) signed title pages, acceptance pages & abstracts before last day to meet degree requirements for given term.		
13. Submitted one hard bound print copy of dissertation, signed by the committee for the MEMT Office plus any copies requested by faculty *(normally about 1 month later).*		

MEMT Ph.D. Degree Requirement Program Plan

Student Name: _____ Student ID #: _____ Date/Term started: _____

Committee **Chair**	Member	Member	Member	Grad. Studies Rep.

MASTER'S COURSES *(List MEMT courses first if applicable)*

Subject	Catalog #	Title/Description	Credit	Grade
		Subtotal of credit hours _____		

DOCTORAL COURSES *(List MEMT courses first)*

Subject	Catalog #	Title/Description	Credit	Grade
MEMT	812	Res in Music Ed & Music Therapy *(or equivalent – responsible scholarship)*	3	
MEMT	920	Doctoral Seminar *(1st spring term in residence– responsible scholarship)*	1	
MEMT	920	Doctoral Seminar *(2nd and thereafter spring term in residence for zero credit)*	0	
MEMT	996	Practicum in College Teaching *(college teaching requirement)*	1-3	
MEMT	999	Doctoral Dissertation		
		Subtotal of credit hours _____		

MINOR *(12 credit hours)*

Subject	Catalog #	Title/Description	Credit	Grade
		Subtotal of credit hours _____ **Total credit hours**		_____

Signature (Student)	Signature (Committee Chair)	Signature (Committee Member)	Signature (Committee Member)	Date Approved

Additional Pages may be added if needed.

MEMT Ph.D. RESIDENCY AGREEMENT

The purpose of this agreement is too help assure that the Ph.D. residency requirement is fulfilled according to its purpose and with maximal benefit to the doctoral aspirant. The general purposes of the residency requirement are to permit a concentrated period of immersion in formal study and the close association of the aspirant with faculty, graduate student colleagues, and other University resources. Because the Ph.D. is a scholarly, research oriented degree, residency is met through full-time, on-campus, academic involvement. However, the requirement is not measured merely in hours of enrollment or credit in courses toward a degree, but also may include academic and professional activities appropriate to the field of study. The requirement is stated as follows:

> Two (2) semesters, which may include 1summer session, must be spent in resident study at the University of Kansas. Because Ph.D. residency is not merely a requirement measured in hours, during this period the student is to be involved in full-time academic pursuits. These may include up to half-time on-campus teaching or research (or a greater amount of research under special provisions), which activities may permit commensurate decreases in the hourly enrollment minimum.
>
> NOTE: Hourly enrollment requirements must be met through courses provided at the program's home campus (at the advisor's recommendation, 1 KU course may be taken at an off-campus location each semester); and, if appropriate internal employment is not involved, at least 9 hours (6 hours for a summer session) must be in regularly scheduled courses.

SEMESTER: _____ _____

COURSES & HOURS: _____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

Please state amount of internal employment and rationale for relatedness:

_____

_____

_____

_____

The signatures below attest to the fact that an agreement has been reached concerning the aspirant's residency program with regard to such matters as appropriateness and amount of internal employment, amount of formal coursework, and other related activities.

_____	_____	_____
(Student)	(Advisor)	(MEMT Director)

Distribution: 1 copy to each signer and the original to the MEMT office prior to the end of the residency period and comprehensive exam. **The MEMT Ph.D. Residency Agreement is filed in both the MEMT and the School of Music Student Services office with a MEMT Do-All.**