

MUSIC EDUCATION AND MUSIC THERAPY (MEMT)

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

DEGREE HANDBOOK – March 2020

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 3 years successful fulltime experience, or its equivalent, as a professional public school 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 (URL) 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. 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.

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 a 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 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 doctoral program assumes that the individual's undergraduate and master's study developed fundamental knowledge in acoustics, aesthetics, anthropology, history, psychology, and sociology of music. Students without prior 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. Doctoral 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 dissertation research. MEMT's research orientation becomes evident 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.

Coursework and Research

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

At the end of the first semester of enrollment, the student and major advisor select a Doctoral Program Planning Committee (DPPC). 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. The number of course credit hours required beyond the master's degree is determined by the student's Doctoral Program Planning Committee.

MEMT 812 Research in Music Education and Music Therapy and MEMT 920 Doctoral Seminar are required to meet the campus's Responsible Scholarship requirement. Continued enrollment in MEMT 920 is required for at least 2 consecutive spring terms. The first spring enrollment in this class is for one credit, and all enrollments thereafter are for zero 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.

At least 3 research projects are initiated and completed during the doctoral program, but prior to the comprehensive exam. Appropriate graduate coursework and/or experiences designed to foundationally prepare the student to successfully complete these projects methodologically must be made explicit in the degree program.

Residency

Two semesters, which may include one summer session, must be spent in resident study at KU. During this period, the student must be involved full time in academic or professional pursuits, which may include an appointment for teaching or research if it is directed specifically toward degree objectives. Enrollment in distance learning courses offered through KU cannot be used to meet the doctoral residency requirement. The student must be enrolled in a minimum of 6 credit hours per semester, and the increased research involvement must be fully supported and documented by the dissertation supervisor as contributing to the student's dissertation or program objectives. Research must be performed under the direct supervision of the major adviser if on campus. 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 meet the campus's Research Skills requirement 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 for three different types of research methodology, most commonly representing methods of qualitative, descriptive, experimental, or historical (including the history and logic of ideas) research. The student may propose other divergent methodologies if those fit his/her program of study more adequately. It is up to the DPPC to approve the methodologies each student utilizes.

Each completed project is reviewed typically by the student's DPPC, 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 DPPC. 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 MEMT Do-All form after the completion of each project.

Comprehensive Oral 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 full Doctoral Committee will be present for the comprehensive oral examination. The Doctoral Committee 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 functions as the Graduate Studies Representative 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, music education, and music therapy.
4. Once a doctoral student has passed the oral comprehensive examination, he or she is subject to the Graduate Studies' post-comprehensive continuous enrollment policy.

Dissertation

The Doctoral Committee supervises the candidate's dissertation research. The candidate submits a formal dissertation proposal to all five members. The candidate may not proceed with gathering data until the formal proposal has gained Doctoral Committee approval. Approval can happen individually with each of the five members, or a formal proposal presentation event can be requested by any Doctoral Committee member or the student. The dissertation proposal signed by all (5) Doctoral Committee members must be filed with MEMT and the School of Music Student Services office via the MEMT Do-All.

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 options 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 its own merit and be completely ready for submission. It is suggested that they also be accompanied by a comprehensive ("Traditional Dissertation") review of literature

on a topic related to the three investigations unless one of the three articles is a review-type study, which again must be suitable for publication.

Final Oral Examination

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

MEMT Doctoral Degree Policies

1. A student who has been admitted to the Graduate program to work toward a doctoral degree is known as an aspirant. 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. Should the student have a grievance in MEMT, the graduate student must consult the MEMT Graduate Director or MEMT Area Coordinator. 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. 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 DPPC 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 credits will prevent any future enrollment until the program is filed.
2. As the student completes each of the 3 research projects, he or 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 Doctoral 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. These forms in addition to the research project must be submitted by the committee chair with the MEMT Do-All for processing.

Before being admitted to the comprehensive oral examination, the student/advisor must have successfully completed and filed the paperwork for the program plan, residency plan, and 3 research projects as well as completion of the bulk of the coursework including the college teaching requirement (MEMT 996) and responsible scholarship requirement (MEMT 812, MEMT 920). 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 become the Doctoral Committee and include at least 5 members, including the mentor/advisor, a representative from the Graduate Faculty and other appropriate faculty.

Post-comprehensive enrollment may include enrollment during the semester or summer session in which the comprehensive oral examination has been passed. The candidate must enroll for a minimum of 6 hours a semester (fall/spring).

Information concerning the [Dissertation Format & Submission](#), [Timeline](#) and more is available on the [MEMT website](#).

3. The Doctoral 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.
4. At least 1 month must elapse between the successful completion of the comprehensive oral examination and the date of the final oral examination. The committee chair, programs, or the School may require a longer minimum interval between

the oral comprehensive exam and the final dissertation defense. No final examination will be scheduled unless this requirement has been met.

5. 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 located on the [MEMT website](#) 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.
6. 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.
7. A student may not be given an oral examination unless currently enrolled. The exception to this policy is doctoral students who complete degree requirements during the first week of summer session or within the first two weeks of the fall or spring semester. They are not required to be enrolled for that term unless they were not enrolled during the previous semester.
8. No more than 3 doctoral 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 policy. Doctoral candidates must be continuously enrolled each fall and spring semester in one or more hours of dissertation or programmatically equivalent coursework that both moves the student towards degree completion and reflects, 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 (fall/spring).

Post-comprehensive enrollment may include enrollment during the semester or summer session in which the comprehensive oral examination has been passed. If after 18 hours of post-comprehensive enrollment the degree is not completed, the candidate must continue to enroll each semester until all degree requirements have been met. The number of hours of each enrollment must be determined by the candidate's advisor and must reflect as accurately as possible the candidate's demands on faculty time and university facilities.
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](#).

MEMT Ph.D. Checklist

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

Committee Chair	Member	Member	Member	Member
			<u>Date</u>	<u>Rep.</u>
1. Program Plan planned with committee, completed and filed (MEMT Do-All)				
2. Residency Plan completed and filed (MEMT Do-All)				
3. Three Research Skills completed and filed (MEMT Do-All), usually qualitative, descriptive, experimental, or historical (including the history & logic of ideas).			n/a	n/a
I.				
II.				
III.				
4. Completed College Teaching Requirement MEMT 996 _____				
5. 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				
6. Comprehensive Oral Examination requested and completed <i>(Student submits GPtD Exam Authorization Sheet at least 3 weeks prior so that the GPtD form can be submitted on time.)</i> <i>[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. After 18 hours have been reached, may reduce number of enrollment hours.]</i>				
7. Formal Dissertation Proposal, approved by committee, filed (MEMT Do-All)				
8. Applied for Graduation (myKU Portal/Enroll & Pay) Apply at start of term expecting to graduate.				
9. Final Oral Examination requested and completed <i>(Student submits GPtD Exam Authorization Sheet at least 3 weeks prior so that the GPtD form can be submitted on time.)</i> Exam date must be 1 or more months after Comprehensive Oral Exam.				
10. Filed Electronic copy of approved dissertation <i>(Filed through EDT/Proquest and KU Scholarworks, before last day to meet degree requirements for given term.)</i>				
11. 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) electronic copy of approved final document submitted to memt@ku.edu , and (1 ea) signed title page, acceptance page & abstract before last day to meet degree requirements for given term.				
12. 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. RESIDENCY AGREEMENT

The purpose of this agreement is to 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 a 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 semesters, which may include one summer session, must be spent in resident study at KU. During this period, the student must be involved full time in academic or professional pursuits, which may include an appointment for teaching or research if it is directed specifically toward degree objectives. Enrollment in approved distance-learning courses offered through KU cannot be used to meet the doctoral residency requirement. The student must be enrolled in a minimum of 6 credit hours per semester, and the increased research involvement must be fully supported and documented by the dissertation supervisor as contributing to the student’s dissertation or program objectives. Research must be performed under the direct supervision of the major adviser if on campus, or with adequate liaison if off campus.

SEMESTER: _____

COURSES & CREDITS: _____

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 beginning of the residency period. **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.**