Please note: This handbook is designed to assist and inform the graduate student of policies and procedures regarding the graduate program in The University of Southern Mississippi School of Music. Please consult with your major professor and the Director of the School of Music for additional information. The student has final responsibility for consulting the Graduate Bulletin for all university policies and procedures regarding graduate study and to ascertain that he/she has complied with all applicable requirements for graduation. Faculty advisers assist students in developing their programs, but these advisers cannot waive or vary degree requirements as they appear in the Graduate Bulletin. Students must read the "Doctoral Degree Requirements" section of the Graduate Bulletin, what follows pertains to School of Music practices and policies, and it amplifies Bulletin statements.
The Doctor of Philosophy in Music Education

Admission Requirements

Acceptance into the doctoral degree programs of the School of Music requires expectations beyond those in the Graduate Bulletin. See "Acceptance into the School of Music," this booklet. Members of all under-represented groups are strongly encouraged to apply.

Regular Admission

Students seeking regular admission to doctoral-level programs at The University of Southern Mississippi must:

- Have a graduate grade-point average of at least 3.5 (A = 4.0) on the previously-earned master's degree
- Have no less than 3 years of documented, successful music teaching in the public or private sectors
- Submit test scores of the General Test of the Graduate Record Examinations
- Submit a video of your teaching
- Submit at least three strong letters of recommendation. These letters should speak to your abilities as a teacher, musician, leader, and scholar.
- Complete a personal interview, preferably on campus. Technology can be utilized if an on-campus interview is not possible
- Submit a scholarly writing sample (a previously-written music education research document or an original paper on a topic in music education of at least 3-5 pages length, on any music topic).

Conditional Admission

Students who are unable to meet regular admission standards may be considered for conditional admission. For details concerning conditional admission, see "Admission Requirements and Procedures," Graduate Bulletin, The University of Southern Mississippi. Please note: The Graduate Record Examination is required for both conditional and regular admission.

Acceptance into the School of Music

Admission to graduate study does not imply acceptance into the School of Music for doctoral-level study. A maximum of nine (9) hours of graduate work earned before one has gained admission to the School of Music can be applied towards a degree.

To gain acceptance, one must:

- Possess a master's degree in music and have experience teaching K-12 music.
- Take Diagnostic Entrance Examinations the Thursday and/or Friday before school begins.
Examinations

Diagnostic Examinations
All entering doctoral students are required to take a Diagnostic Entrance Examination consisting of three parts: music theory, music history and literature, and expository writing. The purposes of this examination are (1) to determine if the student has foundation-level deficiencies that need to be addressed in order for him/her to be successful in doctoral-level courses, on the qualifying examinations, and on the comprehensive examinations; and (2) to provide information that will guide the student and his/her advisor in selecting useful and appropriate academic courses.

Those who do not pass the diagnostic examination in one or both of these areas must:

• Enroll in the appropriate course(s) (i.e., MUS 620: Graduate Theory Review and/or MUS 630: Graduate History Review) during the first semester of full-time study and earn a grade of “B-” or better in that/those courses. Exceptions to this requirement may be granted for the summer semester only and will be considered on an individual basis. Undergraduate music theory and/or history courses may be required as prerequisites to further study in graduate music theory or history. Students who do not pass the music theory review, or the history review (or required undergraduate courses) will not be allowed to enroll in further study in music history or music theory until the grade of “B-“ or better is earned in the required course(s). NOTE: Only the MME (Online) students may enroll in MUS 620X and MUS 630X for graduate credit. Resident students must enroll in MUS 620 and MUS 630.

• MUS 620, MUS 630 and undergraduate courses will not be counted toward hours earned for the Doctoral degree.

• Students who do not pass the expository writing section of the Diagnostic Examination may be advised to take an appropriate writing course in The English department and will be required to take MUS 500 (“Writing about Music”), even if it is not one of their degree requirements.

• Students with deficiencies may be required to take additional course work beyond the minimum required in the degree program.

Qualifying Examinations
All students complete a Qualifying Examination consisting of three written components (music theory, music history, and the student’s major area). This examination must be completed near the end of the student’s first semester of full-time doctoral study. The purpose of the Qualifying Examination is to determine if, after a semester of doctoral course work (which may include review courses) and of independent study, the student is academically qualified to proceed with doctoral study. The exam will aid in the formation of the students’ plan of study.

A special committee will be formed to evaluate the student’s performance on the qualifying exam. This committee will be comprised of all graduate music education faculty members, a faculty member from music theory, and a faculty member from music history. When possible, the designated history and theory faculty members will have had the student in class. All committee members will evaluate all portions of the exam, though area faculty will initially evaluate their questions. This committee evaluates the qualifying exam only and makes coursework recommendations for the plan of study. These committee members are not required to serve on the student’s advisory committee.

Dates:  
Fall  The second full week in November.  
Spring  The second full week in April.  
Summer  The second full week of July.

The exact dates of the examinations are determined by the Graduate Coordinator and are publicized as soon as the
Qualifying Exams (cont’d)

How are the exams graded? Each part of the examination is graded initially by the appropriate area faculty members followed by other committee members. Results of the individual parts of the Qualifying Examination will be reported in one of three ways:

• Student shows no deficiencies.
• Student shows deficiencies, which are noted along with appropriate means to remove these deficiencies.
• Qualifying Examination is judged unacceptable for one or both of the following reasons:
  • Student has inadequate knowledge of the subject.
  • Student cannot write and/or spell adequately.

What happens if there are deficiencies on the Qualifying Exam?

• Those who grade the examinations will make recommendations regarding the courses to be taken by the doctoral candidate.
• Students with deficiencies may be required to take additional course work beyond the minimum required in the degree program.
• Students with deficiencies may be required to take undergraduate courses for which no credit toward the doctorate will be gained.
• Doctoral students should consult their major professor and the Graduate Coordinator regarding Qualifying Examination policies beyond those listed in the Bulletin.

When a student performs unacceptably on one part of the Qualifying Examination:

• The graduate music education faculty must meet with the appropriate faculty to determine if the student will be allowed to continue in the program.
• If the student is to continue, the recommendations of the appropriate area faculty regarding course work must be discussed and determined.
• The recommendations regarding remedial coursework (if there are any) is given to the Graduate Coordinator and communicated to the student.

A failing grade on any part of the Qualifying Examination results in the following:

• Students retake the part(s) of the exam they failed within one calendar year of taking the prior exam.
• In those instances where a second examination is expected, the major advisor will inform the student, in writing, as to the specific or general areas which will be tested.

What happens with the second exam? (The Qualifying Examination can be retaken once.)

• All parts failed must be repeated simultaneously.
• If the second examination is judged unsatisfactory by the appropriate area faculty, in whole or in part, the student may not continue enrollment in the doctoral program.

When the student performs unacceptably on two parts of the Qualifying Examination:

• The graduate music education faculty must meet with the appropriate faculty to determine if the student will be allowed to continue in the program.
• In order to continue in the program, the student must retake both parts of the exam that were deemed unacceptable.
• If either part is judged unacceptable a second time, the student cannot continue in the doctoral program in music.
• Students who fail one or more sections of the Qualifying Examination must retake the exam on the next
Comprehensive Examinations
At the completion of all course work and examinations, the doctoral student is required to take a written Comprehensive Examination in music education and selected cognate area. Doctoral students should consult their major professor and the Graduate Coordinator regarding Comprehensive Examination policies beyond those listed in the Bulletin.

Dates:

- **Fall**: The second full week in November.
- **Spring**: The second full week in April.
- **Summer**: The second full week in July.

The exact dates of the examinations are determined by the Graduate Coordinator and are publicized as soon as the University's Academic Calendar is available. Students must register for the exam at least two months in advance at this email address: graduate.music@usm.edu.

How is the test prepared and graded? The examination in the student’s area of specialization will be prepared and graded by the student’s committee members from music education. The examination in student’s cognate area will be prepared and graded by student’s cognate committee member. All portions of each exam will then be graded by all of the other members of the student’s committee.

Results: The Graduate Coordinator must receive the results of the Comprehensive Examination in time to notify the University Registrar and the Graduate Office.

A failing grade on any part of the Comprehensive exam results in the following:
- Students must retake the part(s) of the exam they failed within one calendar year of taking the prior exam.
- In those instances where a second examination is expected, the major advisor will inform the student, in writing, as to the specific or general areas which will be tested.

What happens with the second exam? (The Comprehensive Examination can be retaken once.)
- All parts failed must be repeated simultaneously.
- If the second examination is judged unsatisfactory by the Advisory Committee, in whole or in part, the student may not continue enrollment in the doctoral program.

Advisory Committee
After two semesters of full-time residence or after twenty-four (24) hours of graduate credit have been earned, the student and in consultation with area faculty select those who will serve as the student's Advisory Committee. Music education doctoral committees must include four members: 1) the area major professor, 2) another professor from music education, 3) a professor from the student’s cognate area 4) another professor whose expertise can best aid the student in the development of their dissertation. Note: The major professor, second member from music education, and cognate area professor will write questions for the student’s comprehensive exam. Changes to this formula must be pre-approved in writing by the School of Music Director.

Plan of Study
The student, graduate music education faculty, and other members of student’s advisory committee shall develop a Plan of Study based upon Qualifying Examination information together with course requirements and cognate area interests. In those cases where a student is required to take additional course work beyond the minimum required by the degree, the Advisory Committee will counsel the student and plan the program of studies. The degree Plan of Study must be completed and appropriate paperwork filed with the Graduate School before the completion of the
second semester of enrollment or twenty-four hours of graduate credit have been earned.

Dissertation

Defense of the Dissertation Prospectus
A formal defense of the Dissertation Prospectus is required. With the major advisor’s approval, the student will schedule a date in consultation with the entire Advisory Committee. At the defense, the student will respond to questions about the prospectus. The prospectus shall be distributed to the Advisory Committee a minimum of two weeks prior to the scheduled defense date. The student is responsible for distributing the prospectus to the Advisory Committee in the required time frame. If this deadline is not met, the student forfeits the defense date and must reschedule the date at the convenience of the committee while still meeting the two-week minimum for distributing the prospectus.

- The dissertation topic must be approved by the student's major professor and Advisory Committee and must be an original and significant contribution to knowledge in the chosen field. Dissertation topics dealing with human subjects must gain approval from the Human Subjects Protection Review Committee.
- Once a topic has been approved, the student must enroll in MED 898 in each semester/term until the degree is completed.
- A separate bulletin outlining University requirements concerning the preparation of dissertations is available in the Graduate Office, McCain Library room 205, (601) 266-4369.
- Additionally, instructions specific to the development of an approved topic must be followed. See required pamphlet, “Prospectus Guide,” available from the School of Music.

The Dissertation Defense
After the dissertation has been completed and after all required course work has been completed, but at least four weeks before the candidate is scheduled to receive the degree, a final oral examination on the dissertation and related fields will be conducted by the student's advisory committee. The examination will be open to all members of the graduate faculty.

Scheduling the Dissertation Defense
The major professor must advise the student when the dissertation is acceptable for distribution for the dissertation defense. The Advisory Committee shall have seen drafts of the dissertation for comments, edits and revisions several times prior to final distribution. The Advisory Committee will set a mutually agreeable date for the defense with the student. The final draft of the dissertation must be in the hands of the Advisory Committee a minimum of three weeks prior to the defense date. If this deadline is not met, the student forfeits the defense date and must reschedule the date at the convenience of the committee while still meeting the three-week minimum for distributing the prospectus.

Application for Degree

The doctoral student must complete the following steps one semester prior to the semester of graduation. For specific deadlines, see www.usm.edu/graduatstudies/deadlines.php.

- Obtain a copy of the Application for Degree Cover Sheet at www.usm.edu/graduatstudies under “Application to Graduate” materials.
- Log in to SOAR and download the GRD11 (Advising Transcript) at www.usm.edu/soar. The path is SA Self Service, Learner Services, Academics, View Degree Progress Report, Print the Degree Progress Report.
• Complete the Cover Sheet and take it to the Graduate Coordinator for signatures.
• Pay fees at the Business Office and then take the document to the graduate degree auditors in the Graduate Studies Office located in the McCain Building 205.

Application for Degree (cont’d)

When completed, in addition to the documents described above, the student’s file in the Graduate Office should contain the following:
• Graduate Committee Request Form
• Plan of Study
• Results of Qualifying Exams Form
• Results of Comprehensive Exams Form
• Dissertation Prospectus Approval/Admitted for Candidacy Form
• Results of Oral Defense of Dissertation Form
• Statements of proficiency in language and/or a substitute body of knowledge

Policies

Continuous Enrollment
Doctoral students are expected to enroll continuously after they have taken required coursework until they complete their degree using the guidelines listed below.
• Students must enroll for a minimum of one (1) credit hour of Dissertation (MED 898) each semester, including summers, until the student graduates.
• The semester the student defends their dissertation they must enroll in three (3) credit hours of Dissertation (MED 898).

If a student does not successfully defend their dissertation by stated Graduate School deadlines, they will be required to enroll for three (3) credit hours of MED 898 the following semester.

Failure to enroll for the appropriate hours will result in the student being discontinued from USM and require that the student reapply for admission to the program.

Special Problems Courses (MUS/MED 692, 792)
Students cannot enroll in special problems courses without appropriate approval. To gain permission, students must complete a Special Problems Form (found on the School of Music website).

Residency Requirement
Minimum residency requirements are set by the Graduate School as either two successive semesters with a minimum of twelve (12) hours each or three successive semesters with a minimum of nine (9) hours each.
Ph.D. Degree Plan: Music Education

Acceptance into the Ph.D. program requires that student meet expectations beyond those stipulated in the Graduate Bulletin; see Acceptance into the School of Music on page 2 of this handbook.

### Required Courses

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Course Number</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Music History</td>
<td>Must be above the Review Class level</td>
</tr>
<tr>
<td>3</td>
<td>Music Theory</td>
<td>Must be above the Review Class level</td>
</tr>
<tr>
<td>3</td>
<td>REF 601</td>
<td>Educational Research</td>
</tr>
<tr>
<td>3</td>
<td>MED 701</td>
<td>Quantitative Research</td>
</tr>
<tr>
<td>3</td>
<td>MED 755</td>
<td>Psychology of Music</td>
</tr>
<tr>
<td>3</td>
<td>MED 702</td>
<td>Qualitative Research</td>
</tr>
<tr>
<td>3</td>
<td>MED 725</td>
<td>Foundations of Music Education</td>
</tr>
<tr>
<td>3</td>
<td>MED 828</td>
<td>Music Administration</td>
</tr>
<tr>
<td>3</td>
<td>MED 745</td>
<td>Music and Special Learners</td>
</tr>
<tr>
<td>3</td>
<td>PSY 621</td>
<td>Theories of Learning</td>
</tr>
<tr>
<td>3</td>
<td>MED 825</td>
<td>Doctoral Seminar in Music Education</td>
</tr>
<tr>
<td>3</td>
<td>MED 826</td>
<td>Doctoral Seminar in Music Education</td>
</tr>
<tr>
<td>12</td>
<td>MUS 898</td>
<td>Dissertation</td>
</tr>
</tbody>
</table>

The remainder of the course work will be determined in the light of the student's qualifying examination, his or her interests, and the counsel of the major professor and graduate advisory committee. In planning this program, the following additional minimum distribution of graduate courses (including master's degree work) is required:

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Elected concentration (Conducting, Psychology, Special Learners, General Music)</td>
</tr>
</tbody>
</table>

The remainder of the program in approved electives. A G.P.A. of 3.0 is required for graduation.

### Research Tools

Research Tools are to be determined by the advisory committee of the Ph.D. candidate. Classes can include but are not limited to foreign language, research and statistics.

*Note: Although the Graduate Bulletin states that sixty-three (63) semester hours beyond the bachelor’s degree are required for doctoral degrees, it should be clearly understood that some candidates will be unable to receive a degree on the basis of this minimum. The distinction implied by the degree and the traditions related to it require comprehensive knowledge and demonstration of a high degree of proficiency in the major field and related areas of study as well as the ability to conduct advanced research.*

### Advisory Committee for the Ph.D.

2 members of the Music Education faculty
1 outside member in the candidate’s elected field of concentration/cognate
1 outside member whose expertise will aid the student in the design and completion of the study. Any USM faculty member willing to serve is eligible.

### Comprehensive Exams for the Ph.D.

Comprehensive exams for the Ph.D. will include three sections of written tests.