

GEORGIA STATE UNIVERSITY
Ph.D. in Teaching and Learning, Music Education
Handbook of Information & Procedures

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Ph.D. in Teaching and Learning with a concentration in Music Education

The information in these pages is a guide. Every effort has been made to be accurate and precise. Policies and requirements can and will change, and it is the students' responsibility to maintain compliance with all policies and procedures. Students are to follow official policy found in the current University Catalog and on the websites of the College of Education and Human Development and the department of Middle Secondary Education.

Overview

This post-master's degree emphasizes development of research skills and high levels of practice in the teaching and learning of music, particularly in school settings. Applicants must demonstrate strong potential for conducting successful research and a record of exemplary teaching. Students pursue studies in research methodology, music education, and a cognate area consistent with background and interests. This program is intended for those who wish to teach in colleges and universities or to work in the education programs of cultural and arts organizations. Students are expected to commit at least one academic year to full-time study, however it is possible to complete the program as a part-time student. In most cases, courses can be completed in evening and summer hours. An extensive original research project (dissertation) is required. The degree is offered by the College of Education and Human Development in cooperation with the School of Music.

Graduate Catalog. Detailed information about the Doctor of Philosophy (Ph.D.) requirements in Georgia State University's College of Education and Human Development can be found in the current edition of the university Graduate Catalog. For general information and a list of required courses, see Section 4180. For more detail on the Middle Secondary Education Department, return to Section 4170, select "Teaching and Learning (Ph.D.)," and scroll to "Music Education Concentration." The catalog is online, and can be accessed through at <https://catalogs.gsu.edu>

Application to the Degree Program. Please see the "Application Checklist" for detailed application and admission instructions.

Required for admission:

- Minimum 3.3 graduate GPA
- GRE scores (*note: a score report is critically important*)
- Letters of recommendation
- Statement of personal goals
- Scholarly writing sample
- Resume of academic and professional background

Recommended for admission:

- Interview with GSU Music Education faculty

Introductory Course. All Ph.D. students in education are required to take EDCI 8970 (Seminar in Teaching and Learning) during the first year of doctoral studies. The course is customarily taught in Spring semesters.

Milestones. Ph.D. students should regularly consult the GSU website and, with their advisors, carefully plan the steps and milestone required from first enrollment until graduation. The information can be found online at the College's website: www.education.gsu.edu (select the "Admissions & Student Services" tab, then "Graduate Student Services," scroll to and select "Graduate Student Resources," and, for example, select "Common Doctoral Forms & Policies" from the left-hand menu bar).

- Students should carefully review the *Ph.D. Program Flowchart* on page 20 of this handbook.

Program of Study/Doctoral Advisory Committee. By the end of the first year in the program or by the completion of 27 semester hours, Ph.D. students are required to establish their Doctoral Advisory Committee and submit their Program of Study form. The information can be found online in the current Graduate Catalog or online at the College's website: www.education.gsu.edu (select the "Ph.D. Students Advisory Committee").

Academic Advising.

- **Before the Comprehensive Examination.** The official academic advisor for doctoral students in music education is the Director of Graduate Programs in Music Education.
- **During Planning for the Comprehensive Examination and Prospectus Defense.** Your official academic advisor remains the Director of Graduate Programs in Music Education, in collaboration with the anticipated Chair of your Dissertation Committee.
- **Through Admission to Doctoral Candidacy.** Your official academic advisor for remains the Director of Graduate Programs in Music Education, in collaboration with the Chair of your Dissertation Committee. See page 16 of this Handbook for "Admission to Doctoral Candidacy."
- **After Admission to Doctoral Candidacy.** Your official academic advisor is the Chair of your Dissertation Committee.

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APPLICATION CHECKLIST

Be sure of the following before submitting your application:

1. You hold at least a master's degree in music, music education, or another relevant field. Your academic credentials must satisfy at least one of the following criteria:
 - a. An undergraduate degree in music education;
 - b. A graduate degree in music education;
 - c. At least one degree (undergraduate or graduate) in music with teaching certification in at least one state.

Note: *Applicants lacking master's level work in music education may require additional hours to complete their programs.*
2. Your professional credentials include a minimum of three years of music teaching experience in P-12 schools or equivalent professional experience in music teaching and learning.
3. Your official academic transcripts have been sent per the instructions in the application. Your academic transcripts must confirm that your graduate GPA was at least a 3.3.
4. Your GRE is completed or scheduled with sufficient time for scores to be received by Georgia State University by the application due date.
5. Your letters of recommendation have been sent per the instructions in the application.
6. Your statement of personal goals is included in the application. This statement is critically important to the admissions committee.

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Ph.D. Assistantship Opportunities

The Georgia State University School of Music offers a number of Graduate Assistantships with tuition waivers to incoming graduate students. Highly exceptional Ph.D. applicants will be considered. Assistantships are awarded on a yearly basis, for the Fall and Spring semesters of the academic year.

A typical assistantship award consists of a full tuition waiver and a substantial stipend. The Ph.D. course work is configured such that recipients may simultaneously hold part-time, limited outside employment. Any outside employment must allow the student to fulfill the duties of the assistantship.

The duties and responsibilities of the Ph.D. assistantships in music education support two primary goals of the music education program:

1. Development of Ph.D. students to serve as faculty members in higher education settings. To that end, recipients will teach one undergraduate course in either the Fall or Spring semester, unless their service is not needed in a given year. Please see "Course Teaching and Course Credit" for more information.
2. Development of Ph.D. students to serve the unique needs of urban schools, teachers, and young people through multi-lateral partnerships involving community organizations, professional arts organizations, philanthropic leaders, and a variety of professional musicians. This builds on the acclaimed work of the music education program's Center for Educational Partnerships in Music (CEPM). A key element of the CEPM is the "Sound Learning" program that has, among other endeavors, facilitated educational partnerships between local schools, music teachers, and members of the Atlanta Symphony Orchestra. Each Ph.D. graduate assistant will be assigned to a leadership role in an affiliated program of the Center for Educational Partnerships in Music; this will involve work within area K-12 schools in collaboration with students, teachers, and professional musicians. Projects will include frequent interaction with the related GSU faculty supervisors.

The weekly hours required for assistantship will vary according to the preparation for undergraduate teaching and the implementation of partnership projects. Georgia State University's Ph.D. students in music education historically have found rich research opportunities through these activities, and some have proceeded to use these as source material for their dissertation work.

Ph.D. students who are awarded an assistantship in one year may request consideration for an assistantship in the following year. Assistantships typically do not extend beyond two years.

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COURSE TEACHING AND COURSE CREDIT

The music education program actively supports the preparation of Ph.D. students to become faculty members in higher education settings. To that end:

Preparation

All semesters of MUS 8960 (Proseminar in Music Education) include explorations of current issues and research concerning music teacher education and working in higher education settings.

All recipients of Ph.D. assistantship funding teach frequently, both in K-12 settings and as instructors of undergraduate music education courses. Ph.D. students who do not receive assistantship funding are strongly encouraged to speak with their academic advisor about opportunities for teaching undergraduate courses.

Internship

All Ph.D. students engage in an internship course (EDCI 9660) in higher education. The requirements for this course will vary and will be chosen in consultation with the faculty academic advisor, but the intent is that the Ph.D. student will work with a faculty member in the delivery of an upper-division undergraduate methods course.

Assistantship Teaching

Ph.D. students receiving assistantship funding are required to teach a section of a lower-division undergraduate music education course during each year of the award unless their service is not needed in a given year. If desired by either students or faculty, adjustments to the assistantship responsibilities may be made to accommodate additional semesters of assistantship-funded teaching. This requirement is subject to the needs of the Music Education area.

Ph.D. students are not required to register for course credit for classes they teach, but they cannot earn course credit without registering for the appropriate course. For those wishing to enroll for course credit when engaged in assistantship-funded teaching, the appropriate course is MUS 8950 (Advanced Practicum in Music Education). Please note that enrollment in MUS 8950 for this purpose does not constitute “elective credit” within the Program of Study.

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The Program of Study

From the University Catalog

CORE AREAS (18 semester hours minimum)

Research Core (15 hours). The purpose of the research core is to develop general and specialized research competencies, demonstrating expertise in at least one research method appropriate to the major field and/or dissertation research.

- ◆ Choose one course (3):
 - EPRS 8500 Qualitative/Interpretive Research in Education (3)
 - EPRS 8530 Quantitative Methods and Analysis in Education (3)
- ◆ Required (12):
 - A two course sequence (6 hours) in research methodology (see section 4180 of the Graduate Catalog for specific tracks/courses)
 - Two courses (6 hours) in advanced research methods as identified by the Doctoral Advisory Committee

Social Foundations of Education and Psychology of Learning Core (3 hours).

Choose one course. See the Graduate Catalog for specific courses.

MAJOR AREA (18 semester hours minimum)

The purpose of the major area is to increase students' knowledge base in the general area of education and in the primary content area selected for the program (i.e., music education). The minimum for the major core is 6 courses, which include:

Required Courses (9 semester hours, choose 3 courses)

- ◆ MUS XXX - Graduate methods course in area of focus (3)
- ◆ MUS XXX - Graduate music education elective course (3)
- ◆ MUS XXX - Graduate music education elective course (3)
- ◆ MUS 8980 - Advanced Research Project in Music Education (3)

Required Courses (9 semester hours, all specific to music education)

- ◆ EDCI 9660 – Internship (3)
- ◆ EDCI 9850 – Research Seminar (3)
- ◆ EDCI 9900 – Critique of Research (3)

COGNATE AREA (15 semester hours minimum)

The purpose of the cognate area is to provide opportunities for students to develop an extended knowledge base associated with music teaching and learning. Coursework in the cognate area should lead to the development and advancement of an understanding of the origin, history, philosophy (i.e., ontological, epistemological, and ethical), conceptual underpinnings, or appropriate applications of the major area of study.

...continued

Required Courses

- ◆ EDCI 8970 – Seminar in Teaching and Learning (3)
- ◆ MUS 8960 – Proseminar in Music Education (3)

Repeatable course taken four times:

- Semester A – Current Issues & Sociology of Music Teaching/Learning
- Semester B – Philosophy of Music Teaching and Learning
- Semester C – History of Music Teaching and Learning
- Semester D – Perception, Cognition & Creativity in Music Teaching And Learning

DISSERTATION (15 semester hours minimum)

- ◆ EDCI 9990 – Dissertation (3 to 9 variable hours, repeatable)
 - see page 8 for grading criteria

Additional Information Pertaining to the Program of Study

Acceptable MUS Courses

Courses with an MUS prefix are acceptable at the 6000 level and higher.

Acceptable Research Core Courses

Three EPSF courses may be used to fulfill research course requirements: 9280, 9850 and 9930. Students can select from these three EPSF courses, any EPRS course numbered 8660 or higher, EPY 8850, or EPY 8860. Your Doctoral Advisory Committee can additionally request permission from the Dean's Office for the inclusion of advanced research courses from other areas of study.

Minimum Hours

A minimum of 66 semester hours of coursework is required for the Doctor of Philosophy degree in Teaching and Learning with a concentration in Music Education. College of Education courses applied to this minimum must be at the 8000 or 9000 levels. School of Music courses applied to this minimum must be at the 7000 or 8000 level. At least 15 semester hours of dissertation are required. Students should plan their Program of Study to meet their objectives for the Ph.D. rather than to conform to the minimum number of credit semester hours.

The Program of Study must be approved by your Program Advisory Committee and filed with the College of Education and Human Development's Office of Academic Assistance within the first year following admission to the program or within the first 27 semester hours, whichever comes first. Changes to the Program of Study must be approved by the Director of Graduate Programs in Music Education. The process of changing the Program of Study is detailed on the CEHD website. **IMPORTANT:** Any change requests need to be accompanied by a Justification Letter explaining any choices that either need explanation or that require specific committee review & approval (i.e., waivers, changes to normal course sequences, etc.).

The minimum grade acceptable for coursework with MUS prefixes is B; for coursework with other prefixes, the minimum grade is C. An overall cumulative GPA of at least 3.5 is required to be eligible to take the comprehensive examination and for graduation. A minimum of 36 hours in the planned Ph.D. Program of Study must be earned at Georgia State University. The 36-hour minimum may not include credits transferred from other institutions, from another doctoral program within the College or University, from a specialist program, or from non-degree status.

Course Registration Following Completion of the Program of Study

- Students should carefully review the *Ph.D. Program Flowchart* on page 20 of this handbook.
- **Semester of the Comprehensive Examination.** It is typical for students to take the Comprehensive Examination during the final semester of courses. It is possible to take the exam during the penultimate semester of courses with agreement of the Director of Graduate Programs in Music Education. Course enrollment is not required, so long as the student complies with GSU's continuous enrollment policy.
- **After the Comprehensive Examination.**
 - Students should remind the Chair of their prospectus committee to complete and submit the "Comprehensive Examination Report" form. See page 16.
 - If required course work has been completed, students may enroll in EDCI 9990 in the semester following completion of the Comprehensive Examination. If EDCI 9990 is not desired, then EDCI 9660 (Internship, repeatable) may be substituted.
- **Grading for EDCI 9990.** Per CEHD policy, the following applies beginning Spring 2024:

Dissertation. Involves the research and writing of the doctoral dissertation. Dissertation may extend beyond one term (Repeatable). Requirement: A grade of "IP" [in-progress] is required and expected for ongoing work. A grade of "S" [satisfactory] is required in the final semester of dissertation enrollment, typically the semester of dissertation defense.
- **Semester of the Prospectus.** Course enrollment is not required, so long as the student complies with the University continuous enrollment policy.
- **After the Prospectus.**
 - Students should remind the Chair of their prospectus committee to complete and submit the "Recommendation for Doctoral Candidacy" form. See page 17.
 - Students enroll in EDCI 9990 (Dissertation) in the semesters following approval of the prospectus through completion of the dissertation defense. Students must remain in compliance with the University's continuous enrollment

policy; it currently requires a minimum of six credits earned in two of each three consecutive semesters.

- **Semester of Dissertation Defense.** Students must be registered for at least 3 semester hours of dissertation research (i.e., EDCI 9990) during the semester of the dissertation defense. It may occasionally occur that students successfully defend the dissertation at the end of one semester and then complete all required revisions such that the Dissertation Advisory Committee can sign and file all necessary paperwork by the first day of the following semester. In these specific cases, students may not be required to register for courses during the semester of graduation. Students should consult carefully with the chair of the Dissertation Advisory Committee in such situations.

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Doctoral Residency

The purposes of the residency are:

- to provide close and continuous involvement with faculty, professional colleagues, and other graduate students;
- to provide a supervised opportunity for development in the areas of scholarship, teaching, and service; and
- to provide a period of time for concentrated study and coursework, reading, reflecting, and research appropriate for the advanced degree.

Doctoral students must complete five of the following six elements for their Residency Program Plan. Some of these fulfill prerequisites for the Comprehensive Examination (see pp. 10-11):

1. Participate in ongoing research and scholarly experiences.
2. Submit a research/scholarly manuscript to a peer-reviewed journal as primary or lead author (or as an author with substantial contribution to the research study and manuscript).
3. Participate in identifying and applying for a grant/fellowship.
4. Present at a research/scholarly conference.
5. Engage in university teaching internship.
6. Serve the institution and/or profession.

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The Comprehensive Examination

Each Ph.D. student will engage in the comprehensive examination during the final semester of course work as determined by the faculty academic advisor. The comprehensive examination occurs over a period of three to four weeks. The first two weeks involve written projects, and the final weeks include the oral portion of the exam. The final portion of the exam, the oral presentation, occurs on or before the final day of classes in Spring and Fall semesters. Any revisions may extend the exam period beyond this timeframe.

Detailed information about the Doctor of Philosophy (Ph.D.) requirements in Georgia State University's College of Education and Human Development can be found in the current edition of the university Graduate Catalog. The relevant section is currently Section 4180. This section includes information about the Comprehensive Examination, assembling the appropriate faculty committee, and registering for courses after successful completion of the Comprehensive Examination. The catalog is online, and can be accessed through:

<http://www.gsu.edu/enrollment/catalogs.html>

Prerequisites. The Comprehensive Examination has two non-curricular prerequisites as outlined below. Both are necessary for applicants seeking faculty positions in higher education. These two prerequisites may additionally contribute toward the required Doctoral Residency:

I. Publication

The acceptance and/or publication of an article in a peer-reviewed journal prior to the date of the exam.

Manuscripts in first-round review* do not meet this requirement, nor do manuscripts that have been rejected. Students with manuscripts in second-round review** may petition the graduate music education faculty to approve the manuscript as meeting the requirement. In these cases, all versions of the manuscript, reviewer comments, and author responses may be requested for review by the music education faculty. Book reviews and letters do not fulfill the parameters of this requirement.

*First-Round Review: The manuscript has been submitted but there has not yet been any reviewer feedback or editorial decision.

**Second-Round Review: The initial manuscript was reviewed and a revision was requested to reflect reviewer feedback. The revised manuscript has been submitted.

- The list of journals approved for this purpose includes, in alphabetical order: *ACT* (MayDay Group), *American String Teacher*, *British Journal of Music Education*, *Bulletin* (CRME), *Choral Journal*, *Contributions to Music Education*, *International Journal of Arts & Education*, *International Journal of Community Music*, *International Journal of Music Education*, *International Journal of Research in Choral Singing*, *Journal of Band Research*, *Journal of General Music*, *Journal of Music Teacher Education*, *Journal of Research in Music Education*, *Journal of String Research*, *Music Education Research*, *Music Educators Journal*, *Philosophy of Music Education Review*, *Research Studies in Music Education*, *Teaching Artist Journal*, *UPDATE: Application of Research in Music Education*, *Visions of Research in Music Education*
- A student may request approval of another peer-reviewed journal by petitioning the graduate music education faculty through the Director of Graduate Programs in Music Education.
- A student may request approval for submission of a research-based manuscript to state MEA magazines (e.g., *Georgia Music News*). Petitions must be submitted to the Director of Graduate Programs in Music Education before the manuscript is submitted to the magazine. The Director of Graduate Programs in Music Education will then query the magazine's editor to determine if a peer-review process can be made available.

II. Presentation

The acceptance and/or presentation in any peer-reviewed conference at the state level or higher.

The presentation may be of any type or format; if part of a multi-presenter session, the contribution must be substantial and individual. Determinations of "substantial and individual" will be made by the GSU graduate music education faculty. Peer-reviewed poster sessions are included in this category.

Scheduling. The first step is to schedule the date for the oral comprehensive examination (see Week Three below). This must be done in consultation with the faculty academic advisor.

Week One: Written Project (Research Methodology, Analysis & Interpretation)

- 2500 minimum words (approximately 8 pages) in strict accordance with the current edition of the *Publication Manual of the American Psychological Association*
- The above minimum word count does not include the required title page and references.
- The paper topic will be assigned by Friday at noon and due via email by Monday at 11:59 PM.

Week Two: Written Project (Music Education Pedagogy and Research)

- 2500 minimum words (approximately 8 pages) in strict accordance with the current edition of the *Publication Manual of the American Psychological Association*
- The above minimum word count does not include the required title page and references.
- The paper topic will be assigned by Friday at noon and due via email by Monday at 11:59 PM.

Week Three: Oral Examination

- Duration: 90 minutes
- Scheduling:
 - Typically 7-10 days following submission of the Week Two paper.
 - On or before the final day of classes in Fall and Spring semesters.
 - Revisions may extend into the final exam period for that semester.
- **Prepared Teaching Demonstrations**
 - The Ph.D. student will be assigned five topics for teaching/presentation to the committee. The five topics will correspond to the four semester topics of MUS 8960 (Proseminar in Music Education) plus the topic of research methodology.
 - Four of the five assigned topics will be presented during the exam. One of the four will relate to research methodology, and the other three will be chosen at random.
 - The student will speak without notes, but is required to utilize some form of visualization in each presentation (PowerPoint, Keynote, posters, whiteboards, handouts, etc.). It is hoped that the student will prepare a variety of visualizations among the different topics.
 - Presentations will last between 8 minutes (minimum) and 10 minutes (maximum).
 - The Committee will question the student about each teaching presentation.
 - The five topics will be presented to the Ph.D. student concurrent with the assignment of the written project in Week One (above).
- Following successful completion of the Comprehensive Examination, Ph.D. students are required to form their Dissertation Advisory Committee. Students should carefully review the *Ph.D. Program Flowchart* on page 20 of this handbook.

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Prospectus: The Preparatory Courses

Each Ph.D. student will prepare a dissertation prospectus during the final semesters of course work in the program. The dissertation prospectus will be presented to the Doctoral Committee in both written and oral formats. Following distribution of the written document, the Ph.D. student will “defend” the prospectus in an oral lecture involving presentation software. The purpose of the defense is to ensure that the Ph.D. student is ready to begin formal work toward the dissertation project itself. Any required methodological review by the Georgia State University Institutional Review Board (IRB) can commence only after the prospectus has been successfully defended.

Only work of high quality and superior scholarship will be deemed acceptable. A typical prospectus document is approximately fifty pages in length, though this is a highly variable parameter. The prospectus document characteristically consists of the first three chapters of the anticipated dissertation, but in all instances must include the following information: Context, problem, purpose, research questions & procedural outline (Chapter 1), Review and analysis of related literature (Chapter 2), Plan of Methodology & Analysis (Chapter 3).

Ph.D. students **must** consult and carefully follow the current edition of the “Guide to Creating Your Dissertation.” This can be found online at the College’s website: <https://education.gsu.edu>, selecting from the left-hand column.

Detailed information about the Doctor of Philosophy (Ph.D.) requirements in Georgia State University’s College of Education and Human Development can be found in the current edition of the university Graduate Catalog. The relevant section is currently Section 4180. This section includes information about the Prospectus and Prospectus Defense, assembling the appropriate faculty committee, and registering for courses after successful completion of the Prospectus.

Much of this information is also found at the College’s website: www.education.gsu.edu (select the “Admissions & Student Services” tab, then “Graduate Student Services,” scroll to and select “Graduate Student Resources,” then select from the left-hand column).

The final three semesters of course work in the music education concentration have been developed to assist Ph.D. students with preparation of the prospectus document. The sequence:

Course 1 (Fall): EDCI 9900 – Critique of Educational Research

- development of prospectus literature review

Course 2 (Spring): MUS 8980 – Advanced Research Project in Music Education

- development of prospectus methodology & related field testing

Course 3 (Fall): EDCI 9850 – Research Seminar

- writing of prospectus document & preparation for prospectus defense

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Development and Timeline of Prospectus/Dissertation Defenses

Your prospectus/dissertation chair will let you know when they believe that your proposed dissertation study is ready to submit to your Dissertation Advisory Committee. Along with your prospectus, you will need to draft an abstract of your proposed research, which must be approved by your prospectus/dissertation chair and the Department Chair for Middle Secondary Education (MSE).

- Students must be registered for at least one academic credit during the semesters in which they defend the prospectus and then defend the dissertation.

Dissertation Advisory Committee. Following successful completion of the Comprehensive Examination, Ph.D. students are required to form their Dissertation Advisory Committee. Questions about membership on that committee can be addressed with the Music Education Coordinator or the respective Graduate Advisor in the College of Education and Human Development. The Dissertation Advisory Committee functions in an advisory capacity through the development of the prospectus. The Dissertation Advisory Committee becomes official with the Dean's signature on the Prospectus Announcement.

Consultation with Your DAC During Prospectus and Dissertation Development. It is expected that students will consult regularly with members of their Dissertation Advisory Committee before submission of the prospectus and dissertation documents.

- **Note:** Faculty members are not expected to be available for reading prospectus and dissertation documents, or revisions, during semester breaks or summer session.

Pages 1 and 2 of the Prospectus Document. Follow the template on pp. 17-18 of this Handbook when preparing the first two pages of your prospectus document.

Submitting the Prospectus and Dissertation Documents. The appropriate Defense Announcement and a printed copy of the prospectus or dissertation must be submitted in hard copy to the MSE Department Chair for review and signature at least thirty calendar days (one month) prior to the presentation.

Students are required to type the names of faculty and administration members listed on all forms. Handwritten versions will be rejected. The spaces needing to be typed (not handwritten) are indicated by blue shading on the fillable PDF forms that can be downloaded on the CEHD homepage: www.education.gsu.edu (select the "Admissions & Student Services" tab, then "Graduate Student Services," scroll to and select "Graduate Student Resources." See options in the left-hand column). If your browser does not display a fillable PDF, then switch to another browser (Chrome is preferred).

Timeline.

1. **Four Weeks** prior to the presentation:
 - a. Defense Announcement: Complete the correct form (either prospectus or dissertation) and obtain the correct signature:
 - i. Prospectus: Director of Graduate Programs in Music Education (your “major advisor”)
 - ii. Dissertation: Chair of your Dissertation Committee
 - b. Deliver physical hard-copy versions of the announcement AND the full document to the MSE Department Chair. The Department Chair may respond to you with a statement of concerns. It is your responsibility to allow sufficient time in the event revisions are required.
2. **Fifteen** days prior to the presentation:
 - a. Submission to the Associate Dean for Graduate Study in electronic form, accompanied by the appropriate Defense Announcement (with signatures). See Page 16. This step should occur automatically, but students should remain vigilant to be certain that all happens as planned.
 - b. Submission to OAA (Carla Woods) in electronic form to coedissertations@gsu.edu
 - c. Submission to the Prospectus/Dissertation Committee in the format preferred by each individual member.

Note: No changes are to be made to the document after this date. Any subsequent changes need to be presented at the defense for approval by the committee, as first agreed to by your prospectus/dissertation chair.

Prospectus Defense Scheduling. You must schedule your prospectus defense during the fall or spring semesters or negotiate a day/time with your committee. Note: faculty members are not expected to be available for defenses or reading revisions of the prospectus during the summer session.

Admission to Doctoral Candidacy. Upon approval of the prospectus by all members of the Dissertation Advisory Committee, and so long as all course work will have been completed by the end of the current semester, the committee and MSE Department Chair will sign a Recommendation to Doctoral Candidacy form attesting to agreement among committee members. You are now considered a *doctoral candidate*; you are also identified as “All But Dissertation” or ABD.

Dissertation Defense Scheduling. You must schedule your dissertation defense during the fall or spring semesters, or negotiate a day/time with your committee. The last date to defend and graduate in the same semester is typically either November 1 (Fall) or April 10 (Spring); specific dates are published on the CEHD website.

Timeline to Degree Completion. The time from prospectus defense to dissertation defense and degree completion is typically not less than one calendar year.

MANUSCRIPT TITLE

by

FIRST NAME LAST NAME

A Dissertation Prospectus
Submitted for Review: Month, Day, Year

Presented in Partial Fulfillment of Requirements for the

Degree of

Doctor of Philosophy

in

Teaching and Learning

in

Music Education

in

the College of Education & Human Development

in conjunction with
the School of Music in the College of The Arts

Georgia State University

Atlanta, GA

20XX

ABSTRACT

Write your abstract on this page. The first page of your prospectus text begins on page 3.

College of Education & Human Development

Georgia State University

DOCTORAL PROGRAM FLOWCHART

Name _____ Panther ID _____ First Term _____

This Doctoral Flowchart suggests a recommended time sequence for doctoral students. All academic coursework, successful completion of comprehensive examinations, successful presentation of prospectus and admission to candidacy must be completed within 7 years from the earliest course listed on approved program of study. Your faculty advisor and members of your advisory committee will help you determine your program of study. Once admitted to candidacy, remaining requirements must be completed within the nine year time limit for completion of degree. All doctoral forms are available [online](#).

DATE	REQUIREMENTS
	Select initial advisory committee by end of 1st year or 27 semester hours.
	Plan program of study by end of first year or 27 semester hours.
	Submit Program of Study/Doctoral Committee form by end of first year or 27 semester hours, whichever comes earlier. Transcripts for any work taken at other institutions should be attached.
	Discuss Residency Plan with faculty advisor.
	Take doctoral comprehensive exams at or near completion of all coursework.
	Submit report of doctoral comprehensive examination form.
	Select dissertation advisory committee.
	Obtain copy of the <i>Guide for Preparation of Prospectuses and Dissertations</i> from the GSS website.
	Submit one copy of complete prospectus, original Announcement of Prospectus Presentation form after passing comprehensive exams and at least fifteen (15) calendar days prior to the prospectus presentation to the associate dean.
	PROSPECTUS PRESENTATION.
	Confirm with faculty advisor that all residency activities have been completed.
	Committee recommends to doctoral candidacy after completion of all coursework, passing comprehensive exams, completing all residency requirements, and successful presentation of prospectus.
	Submit Recommendation to Doctoral Candidacy form.
	Submit Application for Graduation and graduation fee two terms before graduation
	Prepare dissertation after admission to doctoral candidacy.
	Submit original Announcement of Dissertation Defense form at least fifteen (15) calendar days prior to dissertation defense to the associate dean for graduate studies and research. Email a copy of dissertation to coedissertations@gsu.edu .
	Obtain signatures of Dissertation Advisory Committee and Department Chair on acceptance page of dissertation. Submit to Office of Graduate Student Services (300 CEHD).
	Contact Carla Woods in GSS to complete final checkout.