

Doctoral Minor Field Proposal

Submit this form in one of these ways:

1. In any PDF reader, type entries into boxes on form, print, and deliver with the required signatures to Music Graduate Office.

2. Print form, fill out by hand, and deliver with the required signatures to Music Graduate Office.

Name _____ ID # _____

Degree/Major _____ E-mail _____

Proposed minor field _____

☐ **DM first minor field** (Music Education, Music History & Literature, Musicology, or Music Theory)

Courses: 12 credits as specified in the *Bulletin* and on the back of this form

Approval: Signature of chair or coordinator of graduate studies of department offering the minor

☐ **PhD or DME first minor field** (inside or outside the Jacobs School of Music; for Music Theory: MH&L or Musicology)

Courses: As required by the offering department (usually 12 credits)

Approval: Signature of chair or coordinator of graduate studies of department offering the minor

☐ **DM or PhD second minor field** (inside or outside the Jacobs School of Music; not required for Musicology or Music Education, option in place of general electives for the Other Required Credits requirement for all other students)

Courses: As required by the offering department (usually 12 credits)

Approval: Signature of chair or coordinator of graduate studies of department offering the minor

☐ **DM, PhD or DME individualized minor** (an individually-designed minor field; formal proposal required)

Courses: 12 focused graduate credits outside the major field

Approval: Signature of faculty member who agrees to serve as advisor for the minor

Courses (list all 12 credits)

| <u>Course Number</u> | <u>Credits</u> | <u>Course Title</u> |
|----------------------|----------------|---------------------|
| Ex.MUS-M 653 | 3 | Baroque Music |
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For a minor whose requirements are specified in the *Bulletin* (see the back of this form) this list of courses is **advisory**; you may take any courses that satisfy the requirements. (This includes the minors in Music Education, Music History & Literature and Music Theory.) For minors that require approval of the offering department or for guided electives, this list is **binding**; changes require a new form signed by the appropriate person.

Approvals

Signature: _____
(see above for required signature)

(Please print or type name)

Date: _____

Director of Graduate Studies, Jacobs School of Music

Date: _____

Db: _____ Degree Audit: _____ PStack: _____

Typical Timetable for PhD and DME in Music Education

The table below shows the primary requirements for the PhD and DME degrees in music education, including the time in the program when they are typically completed.

| | Proficiencies, Tool Subjects | Coursework | Public Lecture | Examinations | Dissertation | |
|----------------|---|---|--|--|---|----------------|
| Year 1 Fall | As soon as possible, complete keyboard proficiency, performance proficiency, and review courses (if necessary). Must be completed before starting qualifying exams. | Complete graduate review courses, courses required for major and minors. MUS-E 658 is normally taken in 3rd year of coursework. (Typically takes 6 semesters, but 5 possible with aggressive scheduling.) | | Take Graduate Entrance Exams | Be on lookout for possible topics | Year 1 Fall |
| Spring | | | | Retake Graduate Entrance Exams (opt.) Take Doctoral Styles Exam | | Spring |
| Year 2 Fall | | | | | | Year 2 Fall |
| Spring | | | Spring | | | |
| Year 3 Fall | | | Year 3 Fall | | | |
| Spring | | | Have Advisory Committee appointed. Pre-exam appointment with Director of Graduate Studies, preferably early in final semester of coursework. Minor and major field written qualifying exam(s). You may take a written qualifying exam if: [1] proficiencies are complete, [2] courses in the field to be examined are complete, and [3] in or past last semester of classes overall. First exam must be taken within 7 years of matriculation. Oral qualifying exam must be passed within one year of date first written exam is passed. | Write topic proposal, have approved by proposed research committee (required before major field written examination may be scheduled). | Spring | |
| Year 4 Fall | | | | | Research Committee formally appointed after oral qualifying exam passed (PhD) or when proposal is approved (DME). Write dissertation. Submit to Music Graduate Office with Research Director approval. Research Committee review (up to 8 weeks). Apply for graduation. Schedule defense (PhD students must schedule this at least 30 days in advance). Pass defense. Submit required copies (including required revisions) to University Graduate School (PhD) or Music Graduate Office (DME). Must be complete within 7 years of date of oral exam. | Year 4 Fall |
| Spring | | | | | | Spring |
| Year 5... | | | | | | Year 5 |