

**UNIVERSITY OF HAWAI‘I AT MĀNOA**  
**GUIDE FOR PH.D. MUSIC EDUCATION COMPREHENSIVE EXAM**

**Comprehensive Examination Committee**

Students should notify their academic advisor of their intention to take the comprehensive examination at the beginning of the semester in which the examination will take place. Students will work with their advisor to select members for the examination committee. The date of the comprehensive exam will be scheduled by the student in consultation with the committee. This committee will be the same as the dissertation committee. The chair of the committee must be a full member of the graduate faculty from the music education area. The committee will consist of a total of FIVE faculty members; TWO (including the chair) must be from the music education area and ONE must be from outside the music department. This faculty member must also be a full member of the graduate faculty. All committee members must be graduate faculty of UH-Mānoa unless prior arrangements have been made via a petition through the graduate chair that is approved by the Graduate Dean.

**Music Education Ph.D. Comprehensive Examination**

All students are expected to complete all advised course work (minimum 30 credits) before taking the comprehensive examination. This examination consists of written and oral components as listed below:

**Research in Music Education:** The student must submit a proposal of his/her dissertation **ON THE FIRST DAY** of the written examination. The proposal should include the first three chapters of a dissertation: Chapter one: Introduction; Chapter 2: Review of Literature; Chapter 3: Methodology; and References. The paper must be written following APA style.

**Written examination:** This exam will be taken on two consecutive days (No comprehensive exam may be scheduled during the summer session or the first or last two weeks of the Fall/Spring semester). Students may not access or bring references in any form with them to the comprehensive examination. The examination questions will be written by the advisor and approved by the committee.

**Possible topics may include:** Research; Psychology of Music; Measurement and Evaluation; History; Sociology; Technology; Curriculum; Early Childhood/Adolescent; Contemporary Trends; Culturally Responsive Teaching in Higher Education; and Teacher Training.

**Publishable research article:** The student will write a publishable article based on research literature, 12 - 25 pages in length. A topic in music education will be assigned on the second day of the written exam; the paper will be due one week later.

**Oral Examination:** Upon completion of the written components, an oral examination will be scheduled three to four weeks later. During the oral examination, the student will defend his/her answers on the written examination, the dissertation proposal, and the research article. The oral examination will be administered and evaluated by all members of the committee.

**Result:** The examination sections will be marked pass or fail. Any student who fails any parts of the examination must retake the failed parts within a year. The Graduate Division further stipulates that any student who fails the comprehensive examination twice will be dropped from the program. Upon passing the comprehensive examination, the student officially becomes ABD and a Ph.D. candidate.

## **The Dissertation**

After passing the examination, students must be continuously enrolled in MUS 800 in order to maintain their full-time status, or risk being dropped from the program. The student is expected to work closely with the committee chair at all stages of research and writing. It is the student's responsibility to inform the remaining committee members of his/her progress. To ensure committee members have sufficient time to read and make comments, a completed draft of the dissertation must be in the hands of all committee members a minimum of **30 days** before the proposed date for the oral defense of the dissertation.

## **Dissertation Defense**

The date of the oral defense will be determined and scheduled by the student in consultation with the committee. The Graduate Division requires all students be enrolled during the semester they will graduate. It is the candidate's responsibility to consult the Graduate Division for details and procedures. The chair will notify the Graduate Division three weeks before the oral examination so the date can be announced publicly on the University Events Calendar. The candidate is responsible for posting notices of the defense in relevant departments across campus.

## **Final Submission**

Once the student passes the dissertation defense, he/she must complete all revisions and amendments as directed by the committee. Students should continue to work closely with the chair on this process and should consult with the Graduate Division website for final preparation guidelines for the final copy. Check with the Graduate Division concerning filing for graduation, filing fees, and procedures for the commencement exercises.

For more details, please visit: <http://manoa.hawaii.edu/graduate/content/graduation>.

## **Time allowed**

Ph.D. students are required to complete all requirements within seven years of initial enrollment. In unusual circumstances, an extension may be granted. Please note the Graduate Division discourages multiple extensions. For more details, please visit: <http://manoa.hawaii.edu/graduate/content/time-allowed-completion-degree>.