

Planning a Doctoral Program and Appointment of a Guidance Committee

Each graduate student admitted to a doctoral program has the responsibility to form a guidance committee with the approval and the assistance of the department or school chairperson or director or designated representative.

For the Doctor of Musical Arts (DMA) degree, the guidance committee will consist of at least four (4) regular MSU faculty, at least two of whom, including the committee chairperson, possess the DMA degree. In practice, exceptions to this regulation are readily granted at the student's request.

The guidance committee shall be formed within the first two semesters of doctoral study, or within two semesters beyond the master's degree or its equivalent. *Effective Fall Semester 2009, each DMA student is required to assemble a guidance committee, meet in person with the committee as a whole, and develop and submit a guidance committee report (GCR) prior to registering for the third (3rd) semester of classes. Any student who fails to complete these tasks will have an administrative HOLD placed on their university account and will not be allowed to register for a third semester until the report is submitted. Holds on your account effect enrollment, financial aid, library access, etc.*

Prior to the guidance committee meeting, the student must meet individually with the history and theory faculty members of the committee to determine which courses in those areas will be required for the degree. The committee chair or student must submit the GCR report to the Office of the Associate Dean for Graduate Studies, which will then be responsible for obtaining signatures from the committee members. (Students turn in a handwritten form to the Graduate Studies Office. Anne Simon will make a printed copy and contact the committee members to come sign the form.)

Doctor of Musical Arts (DMA) degrees:

At least two faculty members in the student's area, one faculty member in the area of music theory, and one faculty member in the area of musicology must be members of the student's guidance committee. In instances where additional expertise would be beneficial it is recommended that the guidance committee include an additional faculty member from within/outside the College of Music. The Associate Director for Graduate Studies will sign off on the completed GCR form.

Doctor of Philosophy (PhD). degrees in Music Education:

The student's major professor, two other faculty members in the area of music education, and one faculty member from the student's cognate area must be members of the student's guidance committee. The Associate Director for Graduate Studies will sign off on the completed Guidance Committee Report form.

Guidance Committee Report:

After the committee has met, the chairperson of the guidance committee or the student shall file a guidance committee report with the Graduate Studies Office, listing all degree requirements. A copy of this guidance committee report shall also be given to the graduate student. This guidance committee report, as changed or amended in full consultation between the graduate student and the committee, and approved by the Associate Dean for Graduate Studies, shall be regarded as the statement of program requirements. The program will not be considered binding unless signed by the student.

The guidance committee report includes a statement of the student's proposed program. In the report, the committee also recommends whether to accept any graduate credit beyond the master's degree level that was taken at other institutions; whether any study may be done *in absentia*, and under what conditions; what language examinations or alternative program, if any, the student must complete; and which member of the committee should later direct the research that is to form the basis of the student's dissertation. Committee members do not need to sign the form at the meeting. Students turn in a handwritten form to the Graduate Studies Office. Anne Simon will make a printed copy and contact the committee members about signing the form.

Responsibility of the Guidance Committee:

Once designated, the guidance committee has the responsibility to meet periodically to oversee the graduate student's progress for as long as the graduate student continues in good standing. Any desired or required changes in the membership of the guidance committee may be made by the graduate student with the concurrence of the Associate Dean of Graduate Studies, or by the unit with the concurrence of the graduate student in accordance with University, college, and unit policy. The membership of the guidance committee, with the concurrence of the graduate student, may be changed as appropriate to the dissertation topic. Guidance committee chairpersons on leave shall provide for the necessary guidance of their advisees during their absence.

The guidance committee is responsible for insuring the adequacy of the overall program, in keeping with the general policy that three or more academic years of study and research beyond the bachelor's degree are required.