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INTRODUCTION

This handbook contains information about the Ph.D. program in Music Technology offered by the department of Music and Arts Technology (MAT) at IUPUI. Included is relatively detailed information about the degree requirements, minimum academic standards, advisory committees, the Study Plan, registration, examinations (Qualifying Examination, Preliminary Exam / Proposal Defense, and Dissertation Defense), and the Doctoral Dissertation. The information in this handbook applies to both students who were admitted to the Ph.D. program after having completed a master’s degree and to students admitted directly after their undergraduate program. When there is a difference in procedures, those students entering after having completed a master’s degree will be referred to herein as “Ph.D. students with a Masters.” Students entering directly after their undergraduate program are termed “direct Ph.D.” students.

A strength of the academic component of the Ph.D. program in MAT is that each student creates his/her own Study Plan, a document that defines each student’s academic program. The degree requirements afford flexibility for developing a plan that best suits students’ needs and goals. The information in this handbook is intended to assist you in setting up your Study Plan and Committees. A Preliminary Study Plan has to be filed early in the program. Advice on this Preliminary Study Plan can be sought from your Academic Advisor, which you will have identified in applying to the program. Further into the program you will establish your Doctoral Research Committee (DRC), chaired by your advisor, which will assist you in preparing your final Study Plan, advise you in your dissertation research, and conduct your Proposal and Dissertation Defenses.

All students will be given a personal official MAT Graduate Folder in Box for record keeping. This Box folder will be shared only with the student, their Major Professor, and the Graduate Coordinator. In this Box folder, students will find all necessary forms, timelines, checklists, and other supplemental documents and forms. All record keeping and non-eDoc submissions will be handled through this Box Folder. A list of the contents of this folder can be found in Appendix A.

PH.D. DEGREE REQUIREMENTS

A total of 60 credit hours of study are required specifically for the Ph.D. program. Students entering with a master’s degree are assumed to already have the equivalent of 30 credit hours of graduate study, while direct Ph.D. students must take an additional 30 credit hours of master’s equivalency, for a total of 90 hours. Direct Ph.D. students are strongly encouraged to take their first 30 hours in alignment with the Master of Science in Music Technology program. These students may apply to be awarded the master’s at the end of their second year of study, pending completion of degree requirements.
Table 1. Summary of Course Requirements

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<tr>
<td>Master’s equivalency credits</td>
<td>30 credits</td>
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<td>for direct Ph.D. students</td>
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<td>Research Courses</td>
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<td>Core Courses</td>
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<td>Dissertation</td>
<td>12 to 18 credits</td>
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COMMON COURSE REQUIREMENTS

REQUIRED RESEARCH COURSES

All Ph.D. students are required to register for 6 hours of Research Courses: MUS-N 521 Research Methods in Music and Multimedia and MUS N-531 Quantitative and Qualitative Research in Music.

REQUIRED CORE COURSES

All Ph.D. students must take the following MAT courses within the core: MUS-N523: Historical Foundations of Music Technology and MUS-A540: Music Engineering Technology.

GRADUATE SEMINAR REQUIREMENT

All MAT Ph.D. students must enroll in and attend the MUS-A500 Graduate Music Technology Seminar each semester of their residency. As such this does not need to be listed on the Study Plan.

MINOR

All students will take 12 credits in a Minor area formulated and approved as part of their Study Plan in consultation with their Advisory Committee. These hours may be taken in the Department of Music and Arts Technology, other departments in the university, or a combination of courses from different units. To register for courses outside of MAT students must qualify according to the admission criteria for the hosting department's graduate studies regulations. The Advisory Committee will include an individual from the minor area of scholarship to give guidance, ensure the student’s eligibility, appropriate course selections, and participate in preparing qualifying and oral examinations.
ELECTIVES

At least 12 credit hours of elective courses are to be taken either from departmental offerings, or outside the department or school. These must be in disciplines supporting your dissertation and career focus and be approved by your advisor.

DISSERTATION

Completion of 12 to 18 dissertation credits is required as part of the Ph.D. program. Typically, these credits can only be taken after successfully passing the Preliminary Examination / Proposal.

UNDERGRADUATE CREDIT HOURS

A maximum of 6 credit hours of two advanced-level (300- or 400-level) undergraduate courses taken in the first calendar year of a direct Ph.D. student’s program are allowed on the Study Plan.

- Students must request permission to include undergraduate courses on their Ph.D. Study Plan. They are required to provide a short written academic justification for the inclusion of the undergraduate courses.
- The student’s advisory committee and the MAT Graduate Coordinator must specifically approve undergraduate courses on the Study Plan.
- Credit for undergraduate courses may not be transferred from another institution. The courses must be taken while the student is enrolled in the Ph.D. program, and the student must earn a grade of “B” or better in these courses to fulfill graduation requirements.
- The computation of a student’s GPA will include the grades earned in these undergraduate level courses.

OTHER REQUIREMENTS

ENGLISH REQUIREMENT

All graduate degree-seeking international students whose English is not their first language must take the English Placement Test (English language proficiency examination) administered by the IUPUI English as a Second Language (ESL) Program before they are permitted to enroll for classes after admission. Students tested with English language deficiencies are required to take all of the remedial courses determined by the ESL placements and receive passing grades on those courses. Students with incomplete ESL requirements will not be approved for graduation. There may be unusual circumstances that merit a student to retake the ESL placement test. The IUPUI English Placement policy allows one retake of the ESL examination, to be taken, preferably, within the first semester. If the test scores show no significant improvement, the results of the previous test will stand, and students will be required to take the assigned courses.

SPEAK TEST FOR INTERNATIONAL GRADUATE TEACHING ASSISTANTS

All non-native speakers of English must be tested for their oral English proficiency before they are assigned duties that involve direct student contact (teaching assistants, laboratory assistants and tutors). Students must take and passed the SPEAK Test, a nationally standardized test, before they are given an academic appointment. Students
who fail to obtain the required minimum scores will need to take an ESL course, G020 "Communication Skills for International Teaching Assistants" (3 credit) and retake the test before they can accept their appointments.

**RESPONSIBLE CONDUCT OF RESEARCH COURSE REQUIREMENT**

All MAT Ph.D. students must satisfactorily complete the Responsible Conduct of Research course. This is an online course offered through Collaborative Institutional Training Initiative (CITI). The course should be completed during the first year of graduate studies. When the course has been completed the student should submit a copy of the certificates of completion to the MAT Graduate Coordinator and place the certificate of completion in the official MAT Box Folder. The link to the course is: https://www.citiprogram.org/default.asp?language=english.

**EXAMINATION REQUIREMENT**

The three major examinations that must be passed during the course of a Ph.D. program are the Qualifying Exam, the Preliminary Exam / Proposal Defense, and the Dissertation Defense/Final Examination. The purpose of the Qualifying Examination is to verify that students have advanced analytical and critical skills compatible with graduate level and Doctoral research. The purpose of the Proposal Defense is to determine whether a student is adequately prepared to conceive and undertake a suitable research topic. The Proposal Defense typically includes an oral presentation and a written proposal. The purpose of the Dissertation Defense and Final Examination is to determine if the dissertation research warrants granting the Ph.D. degree. Doctoral research must be original and merit publication in the scholarly literature. More information can be found below.

**RESIDENCY REQUIREMENT**

At least one-half of the total credit hours used to satisfy degree requirements must be earned in residence on the IUPUI campus. Course credits obtained via online instruction, taken at other IU campuses, or transferred from other institutions may make up the other half of the total credit hours. The total number of online courses themselves cannot exceed 36 credits, in keeping with IUPUI and National Association of Schools of Music (NASM) guidelines. Students entering with an MSMT or equivalent must earn at least 30 credits in residence.

**MINIMUM ACADEMIC STANDARDS**

The following standards are what a Ph.D. student must achieve throughout the academic program:

- Maintain a cumulative Study Plan grade point average of at least 3.0 out of 4.0 over the courses on your Study Plan, with no grade less than C. Courses in the core and major must be completed with at least a B grade.
- Earn grades of “Satisfactory” in thesis research credit hours.
- Make continuous and significant progress each semester toward completion of your degree requirements in consultation with the Major Professor and the Graduate Coordinator.
- Complete all degree requirements and graduate within the deadlines.

Students will be placed on academic probation if you complete any semester or summer session with a deficiency in any of the above standards. Should you remain on academic probation at the end of the succeeding semester or
summer session, and at the discretion of the Graduate Coordinator, you may be prohibited from registering for further graduate study. Students concerned about their academic progress should schedule an appointment with the MAT Graduate Coordinator.

The cumulative grade point average referred to above is calculated using the courses on the Ph.D. Study Plan. However, transfer courses and graduate-level courses taken while an undergraduate student are not included in the computation. In the case of a deficiency in the cumulative grade point average, courses may be repeated. If a course is repeated, only the most recent grade received will be used in computing the index.

University requirements state that no grade of “D” or “F” is allowed in a course on the Study Plan. Any Study Plan course in which a grade of “D” or “F” is received must be repeated and completed successfully; it cannot be dropped from the Study Plan.

**COMMITTEES**

**ACADEMIC ADVISORY COMMITTEE**

The purpose of the Academic Advisory Committee is to provide advice on the choices of courses on the Preliminary Study Plan. The Academic Advisory Committee consists of 3 faculty members (2 from the MAT department and one from the minor area) who sign the Preliminary Study Plan. A major professor need not be indicated on the Preliminary Study Plan. The Academic Advisory Committee serves until the student has selected a Major Professor and a Doctoral Research Committee. The two committees need not be the same.

**DOCTORAL RESEARCH COMMITTEE**

The Doctoral Research Committee consists of at least four members. The primary duties of this committee are to assist in the preparation of the final Study Plan, advise the student during the course of their dissertation research, and to conduct Preliminary and Final Examinations.

The major professor serves as chair of the Doctoral Research Committee. The selection of the Major Professor requires his/her consent and the approval of the MAT Graduate Coordinator. The student's research interests will guide the choice of a Major Professor. In some cases, the Major Professor may offer financial support as a research assistant. In the event that you want to change your Major Professor, please visit and discuss the planned change with the MAT Graduate Coordinator.

In most cases, the Major Professor and the student select the other members who serve with the Major Professor on the Doctoral Research Committee. The following rules and guidelines will help you in selecting your committee members:

- Ph.D. research committees are required to have a minimum of four members.
- Chair:
  - Must be faculty from MAT Department
  - Must be on the IU Graduate Faculty List with endorsement to direct doctoral dissertations.
- Two or more members from MAT:
  - Must be on the IU Graduate Faculty List (one of the two must be endorsed)
Outside member (someone with no ties to IU) can serve as a 5th member (not one of the
minimum four and cannot serve as chair)

Non-tenure track faculty or other appointees such as adjunct instructors and research-track
faculty must obtain approval using the Graduate Faculty/Limited Status Request form (see
below).
  ▪ Cannot serve as chair
  ▪ Internal adjunct faculty can be one of the minimum four members
  ▪ External adjunct faculty can serve as a 5th member (not one of the minimum four)

Emeritus faculty
  ▪ If a committee member retires while on a committee, they may continue to serve,
    however they may not serve as chair. They can serve as a co-chair with another member
    who is onsite.
  ▪ They can serve as one of the four committee members

Limited Status Faculty — requires approval using the Graduate Faculty/Limited Status Request
form (see below).
  ▪ Cannot serve as chair
  ▪ Can serve as a member (not one of the minimum four)

Minor Rep:
  ▪ Must be from the minor department
  ▪ If more than one minor, a minor rep is required from each minor department
  ▪ Must be on the IU Graduate Faculty List.

Details about Membership to Graduate Faculty can be found at https://graduate.iupui.edu/faculty-
staff/membership.html.

**PH.D. PLANS OF STUDY**

**PRELIMINARY STUDY PLAN**

All Ph.D. students must file a Preliminary Study Plan using the Preliminary Ph.D. Study Plan form during their first
semester. This helps to ensure a logical curriculum early in the program, sets a clear pathway toward completion
of the student’s degree, and helps the school plan and monitor the overall graduate program. For this reason,
registration for subsequent semesters is not permitted until the Preliminary Study Plan has been filed. The plan
must be appropriate to meet the needs of the student’s chosen field as determined by the Academic Advisory
Committee and must be approved by that Committee. The Study Plan can be found here:
https://graduate.iupui.edu/forms/index.html.

Suggested steps in preparing the Preliminary Study Plan are as follows:

A. Review the Ph.D. coursework requirements in this handbook as well as course information that is available at
the IUPUI Bulletin to determine which courses are pertinent to the major area of study in order to fulfill the degree
requirements. Consult the University Schedule of Classes to determine the semester(s) in which the chosen
courses will be offered.
B. Explore graduate areas and faculty research interests to determine suitable candidates for the Academic Advisory Committee chair. Consult with at least three MAT faculty members, representing at least two of the four graduate areas, to develop a Study Plan. These meetings serve to advise on issues such as dissertation topics, course selection, and candidates for Committees.

C. Secure the agreement of a MAT faculty member to serve as the Academic Advisory Committee Chair. The Academic Advisory Committee Chair will advise on course selection and the make-up of the advisory committee, as well as informally approve the Study Plan. Although the Academic Advisory Committee Chair can become the Major Professor for the dissertation; there is no requirement for this arrangement.

D. Complete a draft version of the Preliminary Ph.D. Study Plan form for use in subsequent discussions with the Academic Advisory Committee Chair and potential Committee members.

E. Secure the agreement of two additional faculty members to serve on the Academic Advisory Committee and obtain their informal approval of the Study Plan. (Signatures are not required on the draft version of the Preliminary Ph.D. Study Plan form.) The choice of the two faculty members to serve on the Academic Advisory Committee must be approved by the committee chair.

F. Enter all required information on the final version of the Preliminary Ph.D. Study Plan form. After signing the form, obtain the signatures of the Academic Advisory Committee members. Maintain a copy of the form for personal record keeping and submit the original to the Graduate Office.

**FINAL STUDY PLAN**

For those students who enter the Ph.D. program with an MS degree (or equivalent), the final Study Plan should align with the procedures listed above regarding the reviewing of coursework requirements and exploration of faculty research interests. The recommended process for the Final Study Plan is as follows:

A. Secure the agreement of a MAT faculty member to serve as the Major Professor and the chair of the Doctoral Research Committee. Confer with the Major Professor to obtain advice on course selections, the make-up of the Doctoral Research Committee, and ultimately their informal approval of the Study Plan.

B. Employ the online Electronic Study Plan program to compose a draft Study Plan. Ensure that courses that satisfy all requirements. Place the proposed Study Plan in the online folder provided by the Graduate Coordinator. Additionally, the folder should also contain pertinent documentation regarding committee membership, courses completed, dissertation proposal and research content, and other related items. Print out a copy of the research draft for use in discussions with members of the Doctoral Research Committee. The Graduate Office website can provide instructions and information regarding this process at: [https://graduate.iupui.edu/forms/index.html](https://graduate.iupui.edu/forms/index.html).

C. Noting requirements, listed above, relative to the formation of the Doctoral Research Committee, secure the agreement of three additional faculty members (or two faculty members and one special member) to serve on the Doctoral Research Committee and their informal approval of the Study Plan. The choice of the members to serve on your Doctoral Research Committee must be approved by the Major Professor.

D. Finalize the online Study Plan program following any changes that resulted from discussions with members of your DRC. Submit the final version of the plan electronically. The final Study Plan will be automatically routed to the DRC and the Graduate School for their approvals. If the Final Study Plan fails to gain any of the required
approvals, the reason for the rejection will be explained in an e-mail message. Subsequently, any required changes can be made, and the revised plan can be resubmitted for approval.

To check on the status of the approval process at any stage, contact the Major Professor and Graduate Coordinator. Generally, approvals take several weeks, and an email will be sent when approval has been obtained from the Graduate School.

### CHANGING THE STUDY PLAN

- There may arise conditions that make it desirable to change Study Plan depending on how the student’s studies and research progresses throughout the Ph.D. degree. Generally speaking, minor changes to the Preliminary Study Plan, an internal MAT document, will not require filing a new Preliminary Plan. The MAT Graduate Coordinator will indicate if a new Preliminary Study Plan is needed. However, any change to the final Study Plan, a Graduate School document, needs to be submitted for approval. The online Study Plan program is used to submit a request to change the final Study Plan. Since any change in the courses or committee membership on the current Study Plan will require the approval of your Doctoral Research Committee and the MAT Graduate Coordinator, the student should first discuss the desired changes with the Doctoral Research Committee and provide a reason for each change. Limitations to changes of the final Study Plan are: A course may not be removed from the Study Plan once a grade of “D” or lower has been received in the course.

- The deadline for submitting a request to the MAT Graduate Coordinator to remove a course from the Study Plan in which the student is currently enrolled is the end of the ninth week of the semester, or the end of four and a half weeks in a summer session.

If the MAT requirements for the Ph.D. program are modified, there is no need for students to revise their previously approved Study Plan to conform to the new rules. All approved Study Plans remain valid. Students have the option to change their Study Plan to conform to the new rules but are not required to do so.

### NON-IN-PROGRAM COURSE CREDITS FOR DIRECT PH.D. STUDENTS

#### UNDERGRADUATE CREDITS

As noted above, a maximum of 6 credit hours of advanced-level (300- or 400-level) undergraduate courses taken in the first calendar year of a student’s program are allowed on the Study Plan. Refer to Common Course Requirements section for other restrictions applying to such credits.

#### TRANSFER CREDITS

A maximum of six graduate-level credit hours earned at regional campuses of Indiana University or at a NASM-accredited university may be applied toward the Ph.D. degree and entered on the Ph.D. Study Plan. However, courses transferred from a regional campus or another university may not be used to satisfy the core course requirement. All courses transferred must be graduate-level courses, must not have been used to meet the requirements for another degree, and must have been completed with a grade of “B” or better. Grades from transfer courses are not included in computing the grade point average.
EXCESS COURSE CREDITS

Up to 12 credit hours of graduate-level courses taken at IUPUI before a student was admitted to the direct Ph.D. program may be applied toward the Ph.D. degree and entered on the Ph.D. Study Plan. Allowed courses include those taken:

- as excess undergraduate-degree credit (no more than 6 credits)
- in non-degree status
- while seeking a degree in another Purdue and Indiana University department or school, if the student subsequently requests to transfer to a MAT Ph.D.

SPECIAL APPROVAL REQUIREMENTS

Without exception, the MAT Graduate Coordinator and the Academic Advisory Committee must explicitly approve all undergraduate, transfer, and excess course credits used on the Ph.D. Study Plan. The steps to follow in requesting approval to include such credits on the Ph.D. Study Plan are:

- Add the course to the Study Plan.
- Provide the MAT Graduate Coordinator with a short written academic justification for including a 300- or 400-level course on the Study Plan.
- If the proposed transfer course or a non-MAT course was taken at IUPUI, present a copy of the catalog description of the course to the Academic Advisory Committee members and send the catalog description to the MAT Graduate Coordinator.
- If the student is transferring a course from another university, the MAT Graduate Coordinator will also require an original transcript showing the grade earned and documentation that the course taken was not used to fulfill requirements for any other degree.

REGISTRATION

FIRST SEMESTER REGISTRATION

After consulting with three or more faculty members, prepare a tentative list of courses for the first semester and meet with the MAT Graduate Coordinator to discuss these courses. Make sure to check the official Schedule of Classes for the coming semester to verify that the selected courses are being offered and that their meeting times do not conflict. Also, as previously noted and if justifiable, 6 hours of undergraduate credit taken in the first calendar year are allowed on the Study Plan of direct Ph.D. students. Graduation requirements include the satisfactory demonstration of proficiency in written English, and it is strongly recommended that you complete these during the first semester.

The MAT Graduate Coordinator will approve the registration. The student will register for courses through https://one.iu.edu/. The Graduate Office staff will enter registration for variable credit courses. A fee statement will come from the Bursar if there is sufficient time before the beginning of the semester. Otherwise, the student should acquire it from the Bursar’s Office. Payment of this fee statement completes the registration process. The registration will be cancelled if payment is not made by the deadline determined by the Registrar’s office.
Information regarding billing and deadlines can be found at the Bursar’s Office at https://studentcentral.iupui.edu/pay-bill/index.html.

**SUBSEQUENT SEMESTER REGISTRATIONS**

It is recommended that students select the courses and register as early as possible, since school decisions to cancel low-enrollment courses may affect the course options. Advanced registration for the Fall semester and Summer session begins around March 15 and ends respectively on the second Monday of Fall classes and the Friday before summer session begins. Registration for the Spring semester begins around October 15 and ends on the second Monday of Spring classes. Look for the announcement of specific registration dates as the cited dates approach.

All current MAT graduate students must register and pay their tuition and fees during the registration period. Note that late registration incurs a substantial penalty fee.

As stated above, residential students are required to register for MUS-A 500 (Graduate Music Technology Seminar) or MUS-N 899 (Dissertation Research). If this is the final semester, check the “Candidate” box marked “Yes” (#6 on the course registration form). If the student is uncertain if they will finish the degree requirements, they are still advised to check the “Candidate” box. This is a critical step as the student will not graduate if they are not listed on the candidate list, even if they have completed all requirements. After registration, check SIS to verify that the registration is correct. Report any errors to the MAT Graduate Coordinator.

In the situation when a student registers for “Exam Only” or “Degree Only”, the student must check with the MAT Graduate Coordinator to ensure that all necessary qualification or degree requirements are met. The student must have been registered for at least one credit hour of MUS-N 899 (research) in the previous semester. The deadline for “Exam Only” or “Degree Only” registration is one week before classes begin.

**ACADEMIC LOADS**

To qualify for full-time student status in a Fall or Spring semester, the student must satisfy one of the following criteria:

- Be registered for a minimum of 8 credit hours;
- Hold a research or teaching assistantship (1/4 time or greater) and be registered for at least 6 credit hours.

All international students must be full-time in order to maintain their visa status.

MAT Teaching Assistants may register for a maximum of 9 credit hours of non-thesis coursework.

The Ph.D. degree is 90 hours beyond the bachelor’s degree or 60 hours beyond the master’s degree. Students are encouraged to register for the maximum allowable number of credit hours of courses and/or research each session to satisfy this requirement. The Academic Advisory Committee Chair, the Doctoral Research Committee Chair, and/or the Graduate Coordinator will help the student determine the proper number of research credit hours.

**DROPPING AND ADDING COURSES**
To drop or add a course, use eDrop/eAdd via ONE.IU. Changes in variable credit courses will require the Graduate Office to enter the changes. Subsequently, be sure to confirm that a dropped or added course has been officially recorded by checking One.iu/SIS.

Courses dropped during the first two weeks of classes will not appear on the permanent record. Courses dropped during weeks 3 and 4 will be recorded as a “W” grade on the permanent record. Courses dropped during weeks 5 through 9 require the signature of both the instructor and the MAT Graduate Coordinator, the instructor must assign a grade of “W,” “WF,” or “WN.” The end of this period is the final deadline for withdrawing from a class. A “W” simply records the fact that the student withdrew after the second week of the semester. A “WF” records that the student was failing a graded course. “WF” grades are not included in computing the GPA. A “WN” records failing status in a course being taken Pass/No Pass. “W,” “WF,” and “WN” grades are recorded on the permanent record.

Courses added during weeks 2 through 4 require the approval and signature of the instructor and personnel in the MAT Graduate Office. Courses may be added during weeks 5 through 9, but only under extraordinary circumstances. Courses added after the 4th week require the approval and signature of the instructor and the MAT Graduate Coordinator, the head of the department where the course is offered for non-MAT courses.

**EXAMINATIONS**

The three major examinations that must be passed during the course of a Ph.D. program are the Qualifying Examination, the Preliminary Exam/Proposal Defense, and the Dissertation Defense/Final Examination. The purpose of the Qualifying Examination is to verify that students have a graduate level understanding in their Primary and related areas of study and that they are ready to pursue doctoral level research. The purpose of the Proposal is to determine whether a student is adequately prepared to conceive and undertake a suitable research topic. The Proposal typically includes an oral presentation and a written thesis proposal. The purpose of the Dissertation Defense and Final Examination is to determine if the dissertation research warrants granting the Ph.D. degree. Doctoral research must be original and merit publication in the scholarly literature.

**QUALIFYING EXAMINATION**

The Qualifying Examination (QE) is a written examination required of all MAT doctoral students. It is a comprehensive, open-book exam. One of the functions of this test is to determine if the student has advanced analytical and critical thinking skills based on their understanding of topics in Music Technology. Students are required to take this test sometime in years 2-4, as specified by the IUPUI Graduate Office. The QE may only be taken after the minimum coursework requirements have been fulfilled. In music technology, typically, this equates to 8 courses if the student enters the Ph.D. program with a master’s degree or 18 courses for direct Ph.D. students. Questions on the exam are “topics” based and the students will be required to answer four (4) questions covering topics germane to Music Technology. One (1) of the questions will be dedicated to the student’s Primary Area of study and another question (1) will be dedicated to the student’s Minor Area of study. The other two questions (2) will stem from topics in Music Technology. The examination is four hours in length.

Students may re-take the entire or necessary portions of the exam one time, after which they will be required to take remedial courses before a third attempt. After a failed third attempt, students will be required to meet with
their graduate committee for consultation on academic progress. If a viable solution cannot be reached, the committee will recommend cessation of the Ph.D. studies.

Each topic/question on the QE will be evaluated as follows: ≥ 70% - Pass and < 70% Fail. In their second or third attempt, students will only retake the topics that they failed previously. It is not necessary to retake topics that were passed in previous attempts.

Therefore, the results of the QE will fall within one of the four categories:

- Pass (all four questions passed)
- Partial pass (at least one question was failed for the first attempt)
- Partial pass with remediation (at least one question requires remedial courses before third attempt)
- Consultation (at least one question failed after remedial courses)

In all cases (including Pass) the overall and individual question scores are transmitted to members of the student’s advisory committee.

When remediation is required or recommended, the student’s advisory committee is to meet to determine the best type of remediation among the following options:

1. Passing a specified course(s) with a grade of B or better
2. Auditing a previously taken course(s) for a set period of time (say 5-7 weeks) while assembling a set of relevant course notes and completed homework problems
3. Other options as approved by the Graduate Committee and Graduate Coordinator.

Disagreements in the remediation plan will be settled between the advisory committee, the Graduate Coordinator, and if necessary, the Department Chair. When something other than passing a course is required, the student’s major professor will be responsible for having the student submit a report of completed work to the Graduate Committee. Each student must complete the QE process, including any remedial work, before he/she is permitted to take the Ph.D. Preliminary Examination.

Once coursework (including the Minor) is complete and the QE has been passed, the student will complete a “Nomination to Candidacy (eDoc) form.” This form must be approved by the University Graduate School at least eight months before graduation. Additionally, students will submit the “Nomination of Research Committee eDoc.” This Research Committee eDoc must be approved no less than six months before the Defense.

**PRELIMINARY EXAM AND PROPOSAL DEFENSE (PE/PROPOSAL)**

The Preliminary Exam and Proposal Defense (Proposal) is given to determine whether a student is adequately prepared to conceive and undertake a suitable dissertation research topic. Students may not schedule their until after they have passed the QE, submitted their final Study Plan, and compiled their Doctoral Research Committee. The PE/Proposal is comprised of a written research proposal, an oral presentation, and an oral examination covering the content of both the student’s proposed research.

The research proposal shall be a document that fully lays out the proposed research. The document will contain three components: a comprehensive literature review, a set of research questions / hypotheses with proposed work plans, and preliminary project design(s)/result(s) that points to project outcomes. Although there is no official length requirement, a suggested length may be approximately 10,000 words.
Students must complete the PE/Proposal at least two academic sessions (counting regular semesters and summer sessions) for which they are registered before taking the Dissertation Defense/Final Examination. It is recommended for the PE/Proposal to occur within 12-18 months after passing the QE. Since one goal of the PE/Proposal is to provide research direction and feedback, it should be taken early enough to allow the Doctoral Research Committee to make an effective contribution. The written dissertation proposal must be submitted to members of the Doctoral Research Committee at least two weeks before the examination. It is the responsibility of the student to schedule the Proposal in consultation with all Doctoral Research Committee Members.

To schedule the PE/Proposal, the student will work with the Doctoral Research Committee in finding a date and time for the proposal defense. The time window should be 2 hours, to allow time for the presentation, questions, discussions with students, and deliberations of the committee. The student should work with the Graduate Coordinator and MAT staff to secure a room. After the date has been secured, the student should submit a document to the Box account to officially record the title, abstract, and time/date/room.

During the PE/Proposal, the student is typically expected to exhibit:

- A clear understanding of the research problem;
- An awareness of pertinent background literature and current efforts in the research area of interest;
- Some preliminary project design(s)/result(s) that points to project outcomes; and
- A plan to execute the remainder of the thesis research. Once the Preliminary Examination is successfully passed, the Doctoral Research Committee certifies the result of the examination by signing the “Report of the Preliminary Examining Committee” furnished by the MAT Graduate Office. If the Preliminary Examination results in failure, at least one academic session (Fall, Spring, or summer) must elapse before a re-examination is permitted.
- To ensure timely academic progress, the Preliminary Examination is to be taken by Ph.D. students with an MS after no more than six semesters in the Ph.D. program and by direct Ph.D. students after no more than eight semesters in the program. If this deadline is not met, students must request an extension of the deadline using a form available in the MAT Graduate Office. The reason(s) for the delay in taking the Preliminary Examination and specific actions planned to remedy the situation must be indicated on the form. The form must be signed by all members of the Doctoral Research Committee and the MAT Graduate Coordinator. A completed form is required each semester past the deadline before registration for the subsequent semester is allowed.
- A graduate level understanding of the Primary area of study as outlined by the Study Plan.

At the conclusion of a passed PE/Proposal, the student, along with the Major Professor and Doctoral Research Committee, will establish the research scope necessary for the Dissertation Defense/Final Examination. The student is responsible for officially applying for candidacy using the form provided by the Graduate Office.

If the student does not pass the PE/Proposal, the student must meet with the Major Professor and the Graduate coordinator to determine if enough academic progress has been shown to warrant a second attempt. A failed second attempt will result in the student leaving the program.

PH.D. DISSERTATION AND FINAL EXAMINATION (DEFENSE)

The Ph.D. Dissertation and Final Examination (Defense) must be prepared according to a preset format and processed (revised, signatures obtained, bound, distributed) following specified procedures. Detailed information
about these deadlines, submission methods, formatting, and the Defense can be found at http://graduate.iupui.edu. Be sure to select information about IU degrees.

Once the dissertation is prepared and all other requirements have been completed, the student must present and defend their work in a Dissertation Defense and Final Examination. As noted previously, there must be at least two academic sessions (counting regular semesters and summer sessions for which the student is registered) between the Preliminary Examination and the Final Examination. The Final Examination Committee is typically just the student’s Doctoral Research Committee. However, the Dean of the Graduate School reserves the right to appoint additional committee members.

Schedule your Defense, as outlined in IUPUI Graduate Office website, with your Major Professor, your Doctoral Research Committee, and the Graduate Office. The IUPUI Graduate Office specifies the following:

- At least two weeks (14 days) before students plan to defend the dissertation, students must submit a draft of the acceptance page and signed formatted abstract to the IU Graduate School recorder in the IUPUI Graduate Office. (https://graduate.iupui.edu/theses-dissertations/submission/doctoral.html)
- At least four weeks before students plan to defend the dissertation, students must give the members of your committee their copies of the work and the date of the defense. (https://graduate.iupui.edu/theses-dissertations/defense/index.html)
- At least 40 days before the scheduled defense, students must submit the Ph.D. Defense Announcement Submission eDoc (https://apps.iu.edu/kr-prd/kew/EDocLite?edName=UGS-Ph.D.Defense.ParentDoctype&userAction=initiate&casticket=ST-310290-bVQ2Ael4RMbjDKkLiR6fcasprd08). The defense announcement must be submitted and program-approved no later than 30 days before your defense.

Any requests to schedule a Final Examination less than three weeks in advance must be approved by the MAT Graduate Coordinator and will be approved only in exceptional circumstances.

If students are to receive the Ph.D. degree during the session in which the examination is taken, the results of the examination must be received by the Graduate School before the posted deadline (approximately one week before the last day of classes in the session). Those students who are registered for “Exam Only” must complete their Final Examination by the eighth week of classes (fourth week of a summer session).

The time and location of the Final Examination will be posted to the entire MAT faculty, and publicly posted in the MAT Department in the ICTC Building. University regulations permit visitors to attend the Defense. Such visitors are permitted to ask questions of the candidate, after having been recognized by the Major Professor, but they may not be present while the Final Examination Committee deliberates on its decision.

Three possible results are 1) pass, 2) pass with revision/changes requested, 3) fail. Typically, revisions/changes will be needed in order to obtain passing signatures from the committee. When members on the Final Examination Committee approves and provides signatures, the student’s Defense status will be “pass.” No more than one dissenting vote is acceptable in certifying the candidate to receive the Ph.D. degree. If the examination is unsatisfactory, at least one semester or summer session must elapse before the Final Examination is repeated.

**SPECIAL CIRCUMSTANCES**
FORMAL REVIEW AND FORMAL REVIEW EXAMINATION

The MAT Graduate Coordinator is required to conduct a Formal Review of a Ph.D. student’s program when there are signs of less than satisfactory progress in completing the coursework, research, and dissertation. The most common indications of less than satisfactory progress are two consecutive grades of “U” in MUS-N 899 (Dissertation Credits) and failure to complete all degree requirements by the specified time limit. Students must take the Defense before the end of their sixth calendar year in the doctoral program (seventh year for direct Ph.D. students) or within five calendar years after passing the PE/Proposal, whichever comes first.

The Formal Review could include any or all of the following components:

- A written explanation by the student of the circumstances that have led to the academic problems and a proposed remedy;
- Interviews with the student, members of the Doctoral Research Committee, other faculty, students, or staff who have knowledge of the student’s program;
- A Formal Review Examination conducted by the student’s Doctoral Research Committee.

The format of the Formal Review Examination is the same as that of the Preliminary Examination and Proposal, including a new written proposal and an oral presentation. This new proposal and presentation should successfully demonstrate a revised plan and path for progress to complete the required dissertation research. The purpose of this examination is to provide the student’s Doctoral Research Committee with information needed to formulate a recommendation. Responding to two consecutive grades of “U” in MUS-N 899, the committee might recommend for example:

- Continuation of the student’s program with specific changes designed to promote renewed research progress;
- Require terminating the student’s doctoral program upon receipt of another grade of “U” in MUS-N 899;
- Changing the student’s project or transferring to a new Major Professor.

In cases where the time limit for taking the Final Examination is the cause of the review, the committee must recommend for or against a one-year program extension. The role of the Doctoral Research Committee is to consider all available evidence and recommend an outcome.

The MAT Graduate Coordinator will inform the student, the Doctoral Research Committee, and the Graduate School of the decision for, or against, the student’s continuation in the program.

RESEARCH IN ABSENTIA

Under circumstances often beyond their control, graduate students sometimes find it necessary to attempt completing their research in absentia. Experience has indicated that it is very difficult to complete research in absentia status, and it is seldom a recommended course of action. Research in absentia should only be considered if a student appears to be within one year of completing his/her research.

Permission for research in absentia status must be obtained from the Graduate School. The request for research in absentia is initiated by the student’s Academic Advisor on a form (Graduate School Form 12) available on the Graduate School website. The Graduate School must receive the request form at least one month prior to the beginning of the initial absentia session. Research in absentia is not permitted until after a student has completed
all course work, passed the Preliminary Exam and Proposal, and made substantial progress on the Ph.D. dissertation research. In addition to the Graduate School regulations governing research in absentia, as outlined in the Graduate School Bulletin, the MAT department requires that the official request form be accompanied by a statement clearly identifying the reason(s) for the request, be approved by all members of the Doctoral Research Committee and the MAT Graduate Coordinator.

When approved, permission to register for research in absentia will be valid for an initial period of one calendar year. A request for an extension beyond the approved year of research in absentia initiates a Formal Absentia Review by the MAT Graduate Coordinator. As part of the Formal Absentia Review, the student must submit a written progress report and a complete explanation of why the deadline for completion within one year was not met. In addition, the Doctoral Research Committee must be convened to conduct a Formal Absentia Review. The committee will recommend a) a one-year extension of the research in absentia status, b) termination of the research in absentia status (requiring the student to return to IUPUI), or c) termination of the student’s doctoral program. Students granted an extension of the one-year limit must submit a written progress report to their Doctoral Research Committee and to the MAT Graduate Coordinator prior to all subsequent registrations for research in absentia. Additional requests for an extension of research in absentia status are subject to the same review procedures. A student must register for research in absentia every semester (summer sessions not included) from the initial approval until all requirements are completed.

It should be noted that if the student’s research merely requires the use of facilities that are available elsewhere, but not available at IUPUI, the student should not apply for research in absentia.

RE-ENTRY INTO THE PH.D. PROGRAM

If a Ph.D. student fails to register at IUPUI for three or more consecutive academic sessions, the student must submit a new application for re-entry into the doctoral program and obtain approval from the MAT Graduate Coordinator and the Graduate School before any subsequent registration will be permitted.

A student seeking to re-enter the Ph.D. program is required to submit a new application as well as updated transcripts (if the applicant has pursued any academic studies in the interim). The student may also be required to submit a new personal statement and new letters of recommendation.

Additionally, the IU Graduate School policies state that course credits earned by a student whose graduate study and/or professional activity has been inactive for five years or more cannot be used on a Study Plan for an advanced degree. A Study Plan approved prior to such a period of inactivity is deemed invalid. Likewise, a PE/Proposal passed prior to such a period of inactivity will be deemed “expired” and must be repeated.

Of note, it is not necessary to submit a new application following a period of research in absentia since at IUPUI, research in absentia is considered to be registration.

PETITIONS TO THE GRADUATE COMMITTEE

All graduate students have the right to petition for exceptions to any existing rules if the circumstances are sufficiently unusual to warrant special consideration. The first step is to request an appointment with the MAT Graduate Coordinator to see if a resolution can be found at that level. If not, the student may file a petition with the MAT Graduate Committee. The petition is to be delivered in writing to the Chair of the Graduate Committee and is to contain the approval (or disapproval) of each member of the student’s advisory committee.
APPENDIX A: FOLDER FOR STUDENT

Upon matriculation into the Ph.D. program, the Graduate Coordinator will create a Box folder to serve as a repository of documents. This folder will serve as both a place to find required documents and a place to submit completed documents.

The folder consists of:

- **Required Documents**
  - Progression Checklist
  - Program of Study spreadsheet for Study Plan
  - Sample of E-Doc for Nomination of Doctoral Research Committee
  - Sample of E-Doc for Application for Candidacy
  - Sample of E-Doc for Defense Announcement
  - Academic Advisory Committee Appointment Form
  - Ph.D. Minor Form

- **Miscellaneous Documents**
  - Sample of E-Doc for change of Doctoral Research Committee
  - Change from single to double major form
  - Termination of study form
  - Leave of Absence (LOA) request form
  - Return for Leave of Absence (LOA) form
  - Ph.D. Academic Advisory Committee Change Form
  - Course Substitution Form
  - Course Revalidation Form
  - Transfer Report Form

- **Completed Forms**
  - Any submitted and/or completed forms from above.

APPENDIX B: COURSE OFFERINGS

Required courses in the Department of Music and Arts Technology

- MUS-N521 (3 credits) Research Methods in Music and Multimedia
- MUS-N531 (3 credits) Quantitative and Qualitative Research Methods in Music

The Ph.D. core:

- MUS- (N 523) (3 credits) History of Music Technology
- MUS- (A 540) (3 credits) Music Engineering Technology

Elective or Major Course Offerings in MAT:

- N512 (3 credits) Foundations of Music Production
- N513 (3 credits) Principles of Multimedia Technology
- N514 (3 credits) Music Methods Technology
- N515 (3 credits) Multimedia Design Applications in the Arts
- N516 (3 credits) Advanced Interactive Design Applications in the Arts
- N519 (3 credits) Digital Sound Design for Multimedia I
- N520 (3 credits) Digital Sound Design for Multimedia II
- N525 (1-3 credits) Techniques of Interactive Performances
- E536 (3 credits) Acoustics in Music and Technology
- E536 (3 credits) Advanced Digital Music Systems
- E536 (3 credits) Synthesizers and Controllers
- E536 (1-3 credits) Experimental MAT courses
- Independent study by approval of Major Professor and Graduate Coordinator