



MANUAL
FOR
DOCTOR OF MUSICAL ARTS
DEGREE
2015-1016

New Orleans Baptist Theological Seminary
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INTRODUCTION

New Orleans Baptist Theological Seminary offers a fully-accredited, academic Doctor of Musical Arts degree. This program is related directly to the official statement of purpose of the seminary:

New Orleans Baptist Theological Seminary exists to prepare God-called men and women for vocational service in Baptist churches and in other Christian ministries throughout the world through programs of spiritual development, theological studies, and practical preparation in ministry.

The *Manual for Doctor of Musical Arts Degree* is the official handbook for students enrolled in the DMA program and for related faculty and administration. While this manual intends to describe these programs and related procedures and policies, the seminary retains the right to change programs, policies, courses, schedules, teachers, requirements, and all other aspects of the curriculum at any time.

Students as well as faculty members will find this resource invaluable in understanding the format, policies, procedures, and related matters for the DMA degree at New Orleans Baptist Theological Seminary. Both students and faculty members are expected to master the contents of this manual and abide by its stipulations.

All DMA degree program forms may be obtained from the Division of Church Music Ministries Office.

I. ADMINISTRATION OF THE DOCTOR OF MUSICAL ARTS DEGREE

A. Faculty

Responsibility for making policy decisions for the DMA degree rests with the faculty of the graduate school of the seminary. The faculty has responsibilities such as

Establishing standards for admission, candidacy, and graduation

- Determining degree requirements
- Recommending candidates for degrees
- Establishing an annual calendar
- Reviewing degree programs

B. Curriculum Committee

The Curriculum Committee has responsibility to consider and recommend to the faculty all matters involving the standards of instruction, the determination of requirements for degrees, testing programs, class schedules, and in general the formulation of the educational policy regarding doctoral programs.

C. Doctor of Musical Arts Degree Director

The Doctor of Musical Arts Degree Director is the chief administrator of the DMA degree program. (*Hereafter in this document this position is referred to as "the DMA Director."*) The DMA Director is responsible for the administration and implementation of academic policies and curricular programs related to research doctoral programs as follows:

- Process applications for admission
- Chair the Doctor of Musical Arts Committee
- Certify applications and reports of doctoral progress
- Present matters for consideration to the Curriculum Committee
- Represent the DMA program to the Curriculum Committee
- Represent the DMA program to the Graduate Dean's Council and Provost's Council

D. Division of Church Music Ministries Faculty

The music faculty oversees, administers, and guides the operations of the Doctor of Musical Arts Degree. Primary responsibilities are as follows:

- Develop and evaluate entrance screening mechanisms, such as entrance examinations, research papers, and entrance interviews

- Provide comprehensive and cohesive management of the students in the program
- Develop, conduct, and evaluate mechanisms such as qualifying and oral examinations for evaluating the progress of students throughout the DMA degree program
- Approve directed study proposals and prospectuses
- Adjudicate recommendations concerning time extensions, inactive status, transfer of credits, terminations, etc.
- Make programmatic and operational decisions relating to the DMA degree
- Acknowledge withdrawals from the program
- Acknowledge terminations from the program

2. Review and Approval of Proposals and Prospectuses

After initial approval of the proposal by the student's guidance committee, the music division is responsible for final approval of the research proposal as outlined in Section III-L. If the research proposal is not approved, it will be returned to the student with notations of deficiencies. When approved, the student will be given authorization to proceed with the Prospectus Development course.

Faculty members of the Division of Church Music Ministries represent the faculty in providing feedback on the dissertation prospectus. They will review the prospectus and give feedback to the guidance committee as to whether or not the prospectus shows promise of contribution to the respective academic discipline. In addition, the music faculty evaluates the prospectus to ensure that the student has appropriately addressed the relevant issues related to the prospectus and adequately demonstrated the form and style required of a doctoral dissertation.

E. Doctor of Musical Arts Committee

The DMA degree will be supervised by the Doctor of Musical Arts Committee (DMA Committee). The membership of the DMA Committee will be composed of the Division of Church Music Ministries faculty, a member of the Faculty at large, the Associate Dean of Research Doctoral Programs (ex officio), the Associate Dean of Professional Doctoral Programs (ex officio), the Provost (ex officio), the Graduate Dean (ex officio), and the Associate Graduate Dean (ex officio).

Administrative Responsibilities

The DMA Committee has the responsibility to

- Provide administrative oversight for the DMA degree program
- Recommend significant policy changes in the DMA degree program
- Implement and interpret existing policies regarding the DMA degree program
- Consider petitions and appeals from students in the program or applying for the program

- Review the doctoral program prerequisites specific to the academic discipline and recommend changes to the DMA Committee

F. Faculty Guidance

From the time of admission to the DMA degree program through the Qualifying Exam, the DMA Director will serve as the faculty advisor to the student concerning enrollment in classes, program matters, and preparation for the qualifying examination.

Upon successful completion of the qualifying examination, the DMA Director in consultation with the Division Chair, will assign a faculty advisor to guide research (usually according to concentration) and assign another music faculty member to become a two person committee. This committee will provide direction, supervision, and evaluation of the student from the completion of the Qualifying Exam through the dissertation defense. The committee is charged with the responsibility of assuring the quality of the student's research and of upholding the high standards of both the institution and the field of research. The committee represents the faculty in its relationship to the student.

When the dissertation is submitted for defense, the DMA Director appoints a third faculty member from outside the Division of Church Music Ministries as a dissertation reader. The student or the guidance committee may request that an external reader outside the NOBTS faculty be assigned as the third reader.

1. Program Components

The DMA Director (in consultation with the music faculty) in the Residency and Senior Residency stages, and the guidance committee in the Candidacy stage, advises and consults with the student throughout the doctoral program.

- a. Based upon the application and interview, the faculty may advise or require the student to take (for credit or audit) certain doctoral seminars or master's-level courses in order that the student may gain a comprehensive foundation in the major field of study and be enabled to pursue quality research in the chosen discipline.
- b. Based upon the application and interview, the faculty may advise or require the student to pursue additional technical training in an area (such as statistics, or computer research) necessary for quality research in the chosen field of study, especially at the dissertation research stage.
- c. The guidance committee conducts and evaluates the oral comprehensive examination.

2. Dissertation Guidance, Review, and Evaluation

The guidance committee provides guidance, direction, and evaluation through all stages of research, from the topic selection through the final presentation of the dissertation for binding. The committee will

- a. Provide guidance to the student in the selection of a dissertation topic
- b. Approve or reject the research proposal
- c. Review the initial draft of the prospectus, request and secure appropriate revisions, and forward the document to Music Division Faculty for review
- d. Grant final approval of the prospectus
- e. Approve any departure from the title, methodology, or outline delineated in the prospectus
- f. Conduct and evaluate the oral defense of the dissertation (the NOBTS faculty reader from outside the division is included at this stage)
- g. Make the final decision regarding the acceptability of the dissertation

3. Role of the Guidance Committee Chair

The chairperson represents the student to the guidance committee and the guidance committee to the student. All matters to be addressed by the guidance committee should be presented to the chairperson.

G. Student Responsibilities

The student has final and ultimate responsibility for performance throughout the doctoral program. This responsibility is to be fulfilled in the following areas:

1. The student must adhere to the applicable dates published in the *Graduate Catalog* and the guidelines outlined in this manual for registration and submission of various program documents, such as examination applications, petitions and requests, and the dissertation.
2. All written materials submitted to NOBTS must be the work of the student, who is responsible and accountable for content, form, style, and editing.

3. The student should maintain regular contact with the DMA Director for direction and counsel for coursework through the Qualifying Exam. Once the exam is passed, the student should consult with the guidance committee chair before registering each semester.
4. The student is encouraged to audit master's-level courses in the field of study.
5. The student must secure and maintain an email address and viable telephone access throughout the program.
6. The student is responsible to maintain current information on address, phone, email etc. with the seminary via NOBTS online. Updated information also should be shared directly with the DMA Director and the Division of Church Music Ministries Office.

H. Graduate Catalog

The seminary publishes the *Graduate Catalog* for each academic year. The student enrolled in a doctoral program is encouraged to read carefully through the *Graduate Catalog* each year. In particular, the student will find helpful current information regarding the academic calendar, current fees, financial aid, etc.

Note the following paragraph regarding the purpose of the *Graduate Catalog*:

This Catalog is intended to describe the seminary, its programs, and its life. It is not a contract. The seminary retains the right to change programs, policies, courses, schedules, teachers, requirements, and all other aspects of its ministry at any time. (*Graduate Catalog* for 2015-2016, p. 2)

I. Academic Appeals

A student may appeal an academic decision of a faculty advisor or guidance committee to the DMA Committee. An appeal of a DMA Committee decision may be made to the Curriculum Committee.

II. POLICIES AND PROCEDURES

A. Admissions

Application and admission policies are described in the current *Graduate Catalog*. Application forms and other information may be obtained from the DMA Director or the Division of Church Music Ministries Office.

B. Acceptance and Enrollment

Once accepted into the DMA degree program, a student must begin his or her program of studies and enroll for seminars in the next regular semester. In the event that an applicant is approved for admission to a doctoral program but cannot begin studies, the applicant's slot will be vacated and the application will be returned to the applicant pool for consideration in the next semester.

C. Active Status

Students enrolled in the DMA degree program must maintain active status by registering and paying the required fees each semester until graduation. Failure to register for a semester and pay enrollment fees by the deadlines established by the seminary will result in termination from the program.

Even when active status is maintained, if no consistent progress toward completion of the degree is accomplished, the continuation of the student in the program is subject to review by the DMA Director or guidance committee, which may recommend termination to the Division of Church Music Ministries.

D. Inactive Status

Inactive status may be granted to a student who has temporary extenuating circumstances which hinder progress toward the degree. The following guidelines are operative for recommending and approving inactive status:

1. Inactive status is considered for circumstances beyond the control of a student, such as family, medical, financial, or professional crises which would otherwise force the student to terminate his or her program of study. Inactive status is not granted to study for the qualifying examination or the oral comprehensive examination, nor normally during the writing of the dissertation. Inactive status is not intended to relieve the student of paying fees, not to provide temporary hiatus from the program, nor to delay for unsubstantial reason the timely pursuit of the degree.

2. The granting of inactive status will extend the time allowed for completing the degree program by the length of the inactive period.
3. A request for inactive status should be submitted in writing to the DMA Director or guidance committee chair. The letter should detail the rationale for the request and the semester for which the inactive status is requested. The request should be submitted as early as possible, but no later than Monday of the week prior to the beginning of classes in the fall or spring semester.

The DMA Director or the guidance committee chair in consultation with the other member of the committee, will forward a recommendation to music faculty, which will make a final decision. The DMA Director will notify the student of the outcome.
4. Inactive status is granted on a semester basis for a maximum of two semesters.
5. Students granted inactive status must pay the inactive status fee for the semester(s). (See *Graduate Catalog* 2014-2015 p. 196-197 for current fees.)
6. The semester following inactive status, the student must register and pay all fees according to the seminary schedule.

E. **Missionary Status**

Foreign missionaries may request missionary status before returning to the mission field. A request for missionary status should be submitted in writing to the DMA Director/guidance committee chair. The letter should detail the proposed schedule for completion of the degree program.

The DMA Director or guidance committee chair in consultation with the other member of the committee, will forward the letter with a recommendation to the music faculty, which will make a final decision. The DMA Director will notify the student of the outcome.

Missionary status is applicable only in those semesters when no work is being done in the program, including research and writing of the dissertation. During such semesters missionaries must register for inactive status. Missionaries would have to register as writing candidates for a minimum of two semesters while working on the dissertation.

Semester updates to the guidance committee chair and the DMA Director are required from those granted missionary status.

A one-time payment of the inactive fee will be required (see *Graduate Catalog* 2014-2015 p. 196-197).

F. Registration After Course Work

Students who are on active status but not enrolled in required course work for credit and who have not passed the oral comprehensive examination must register each semester for MUDC9010: Program Proficiency. Students who have passed the oral comprehensive examination must register each semester for MUWC9600: Writing Candidate until submission of the dissertation for graduation. Both program proficiency and writing candidate are charged the current cap as appears in the *Graduate Catalog*.

G. Program Length and Time Requirements

1. Program Time Limits

The DMA degree program demands a minimum of three and one-half years of study. All work for the degree must be completed by the seventh anniversary of the date of initial registration.

2. Weekly Time Requirements

Although there is no set amount of time required for research, a general guide is that students need to allocate from 6 to 7 hours of research time per week for each seminar. Thus, students taking a full load of two seminars (3-4 credit hrs.) and one colloquium or research class (3 credit hrs.) should plan to be engaged in research a minimum of twenty hours per week.

The course load (for research, colloquium, and seminar meetings) of students who are not able to allocate the necessary time to research is subject to review by the music faculty. The faculty might recommend or require a reduced course load.

H. Time Extension for Graduation

The period allowed for the completion of the degree program is seven years from the time of the initial registration. An extension of time may be considered in the case of extenuating circumstances which would result in the submission of the dissertation after the deadline for graduation in the final semester of a student's program. For a student to be eligible for an extension, the guidance committee must conclude that work on the dissertation has been substantial and that the document will be in acceptable form for evaluation by the deadline in the following semester. Extensions normally are limited to one additional semester to complete doctoral work.

A request for an extension of time for graduation must be submitted in writing by the student to the guidance committee chair prior to the end of the last semester. The request should contain the rationale and extenuating circumstances for the request.

The guidance committee will make an assessment of progress on the dissertation to verify that it is substantially complete and has the potential to be in acceptable form for final evaluation by the submission deadline in the next semester. Normally students are required to meet with the committee and bring documentation (such as pages written) of work completed.

After a thorough assessment, the committee will make a recommendation about the request for an extension. The chair will forward a copy of the student's request along with the guidance committee recommendation to the DMA Director. A final decision will be made by the Division of Church Music Ministries. The DMA Director will notify the student of the final decision.

I. Fees

The fee schedule is printed in the current *Graduate Catalog* and is subject to change without prior notice.

Inconsistent payment of fees may jeopardize continuation in the doctoral program. Students should give careful attention to keeping accounts current.

J. Transfer of Credit for Courses Taken at Other Institutions

1. General Criteria

The music faculty will consider accepting a maximum of 8 hours of work from another institution toward a student's DMA program, providing that the work done is eligible for credit in a DMA degree program in the institution in which the credit is offered. Such an institution must be accredited by the Association of Theological Schools or the Council for Higher Education Accreditation and/or a regional accrediting agency (such as the Southern Association of Colleges and Schools); the institution must also be accredited by the National Association of Schools of Music.

2. Courses Taken Prior to Entrance into the DMA Program

To request credit for courses completed prior to entrance into the doctoral program at NOBTS, a student should submit a written request and description of the courses (preferably syllabi) with the application to the doctoral program. The music faculty will determine the number of hours to be transferred and how the credit would be applied. If the student is accepted into the doctoral program, the DMA Director will notify the student in the acceptance letter regarding the request for transfer of courses.

The course will be transferred to the student's transcript during his or her first semester in the program. The transfer will not limit the student from taking the maximum allowable load during the semester of the transfer.

3. Courses Taken During the DMA Program

A student who has completed at least two seminars in the concentration field may request permission to take a maximum of 8 semester hours at the doctoral level at another accredited institution to be applied toward the degree requirements at NOBTS. In order for credit for courses taken during the doctoral program at NOBTS to be considered, a student should work with the DMA Director or the guidance committee chair to make a proposal to the music faculty. If the music faculty approves, the proposal should be forwarded to the DMA Director before the course is taken.

The proposal should include the following:

- a. Appropriate information about the course (course description, syllabus, assignments, etc.)
- b. A request as to how the credit will be applied
- c. A rationale for the proposal (how it would enhance the student's doctoral program)
- d. Verification that the course fits the general criteria noted above

The proposal would need the recommendation of the DMA Director or student's-guidance committee chair and the approval of the music faculty. It should be submitted by November 1 for the following spring semester or April 1 for the following fall semester. The approval of The music faculty must occur prior to the student's taking the course.

The DMA Director will notify the student in writing regarding the final decision by the music faculty. Before credit is given, the Division of Church Music Ministries Office must be notified of the completion of the course and an official transcript must be received.

K. Withdrawal from the Program

1. A student desiring to withdraw from the DMA degree program first should seek counsel from the DMA Director or guidance committee chair. Circumstances may warrant a request for inactive status. Other factors may necessitate complete withdrawal.
2. Request for withdrawal should be submitted in writing to the guidance committee chair.

The DMA Director or guidance committee chair in consultation with the other member of the committee, will forward a request to the music faculty. The Director will inform the Registrar of the withdrawal. The student's program will cease, and the guidance committee will be vacated. The DMA Director will send the student a letter confirming the withdrawal.

L. Termination of Doctoral Program

Termination of doctoral work MAY result from

- Failure to pass required leveling coursework
- Failure to maintain proper grade point average
- Failure to register and pay fees
- Failure to be actively engaged in doctoral work
- Failure to obtain guidance committee approval of the prospectus by the last day of the 12th consecutive semester in the program
- Failure to pass the Qualifying Examination on the first attempt
- Failure to pass the oral Qualifying Examination on the first attempt
- Failure to pass the oral defense of the dissertation on the first attempt
- Failure to make satisfactory progress in the program
- Failure to maintain ethical standards of the seminary (including plagiarism)
- Separation or divorce
- A grade of "C" in one course/seminar

- Failure to attain candidacy by the last day of the 11th consecutive semester in the program

Automatic termination of doctoral work WILL result from

- Failure to pass the Qualifying Examination on a second attempt
- Failure to pass the oral Qualifying Examination on a second attempt
- Failure to pass the oral defense of the dissertation on a second attempt
- A grade of “C” in two courses/seminars

Normally, a recommendation for termination of the doctoral program will be initiated by the DMA Director or guidance committee chair, or the guidance committee. The DMA Director or guidance committee chair will meet with the student for evaluation of the student’s continued participation in the program and then make a recommendation to the music faculty. The DMA Director will seek input from the student to present with the recommendation to the music faculty. A recommendation that the student continue in the program should include stipulations for continuance, if any. The music faculty will make the final decision, and the DMA Director will notify the student in writing.

M. **Readmission to the Program**

1. A student whose doctoral program has ended and who desires to resume doctoral studies must submit a new application and complete the admission process. Any new admission requirements instituted since the original enrollment must be fulfilled. At least one year must elapse between termination and readmission. An application will not be accepted from an applicant whose doctoral program was terminated at the initiative of the institution and who subsequently was denied readmission to the program.
2. In the interview with the music faculty, the applicant will be questioned concerning the circumstances of withdrawal/termination, the desire for readmission and continuation, the academic pursuits during the period of absence, and other pertinent information necessary in determining the acceptability for readmission of the student.
3. Depending upon the length of time since withdrawal/termination and other factors considered in the interview, the music faculty may make one of the following final recommendations:
 - a. Admission at the status achieved prior to withdrawal
 - b. Admission with the recommendation that additional seminars, the qualifying examination, and/or other degree requirements be completed
 - c. Admission to the program without credit for previous work
 - d. Recommendation against readmission

4. The DMA Director will inform the applicant of the decision.

N. Change of Concentration

1. A student desiring a change of concentration must first consult the DMA Director/guidance committee chair.
2. Prerequisites for admission into the new concentration field must have been completed before a change can be considered.
3. A written request for a change of concentration shall be presented to the DMA Director, who will inform the new guidance committee chair of the request. The letter should include the rationale for the proposed change.
4. The DMA Director will confirm with the new faculty advisor the availability of vacancies for doctoral work in the proposed concentration.
5. The music faculty will evaluate previous master's-level and seminar work. In addition to considering the request for a change of concentration, the music faculty may make recommendations concerning the student's preparation for entering the new concentration field and the acceptability of previous seminar work toward the degree requirements. The student must complete an entrance examination in the proposed concentration and the interview portion of the admission procedures.
6. Any seminars taken previously in the new concentration field may or may not be applied toward the fulfillment of the degree requirements.
7. The music faculty will make the final decision.
8. The DMA Director will inform the student of the decision in writing.
9. A new guidance committee chair will be appointed by the DMA Director in accordance with the new concentration.

III. PROGRAM COMPONENTS: RESIDENCY, SENIOR RESIDENCY, AND CANDIDACY

The DMA degree program offered at NOBTS follows a curriculum which utilizes seminars or other studio or class work, supervised reading colloquia, a variety of examinations, and the development of an acceptable dissertation. Adequate preparation for and superior performance on the course work and examinations are mandatory for continuance to the next stage of the student's program.

Recitals, the qualifying examination and the oral comprehensive examination, comprise concentration elements and delineate milestones in the programs.

The course work, the examinations, and the dissertation are structured to lead to the completion of the concentration components of the doctoral program: residency, senior residency, and candidacy.

A. Program Stages

The DMA program has three stages:

1. Residency: Successful completion of four DMA seminars, two supervised reading colloquia, and six hours of concentration study
2. Senior residency: Successful completion of nine additional hours of concentration study, one additional supervised reading colloquium, and a qualifying examination
3. Candidacy: Dissertation research and writing

B. Seminar Structure

Seminars generally are offered on a semester basis consisting of three, ten-hour Workshop Intensives. The meeting time is established by the DMA Director in consultation with the Division of Church Music Ministries Office. Adjustments to the schedule may be made by the professor in consultation with the members of the seminar, in which case the professor should advise the DMA Director, the Graduate Dean, and the Registrar concerning the schedule revision.

Seminars and seminar requirements are structured by the professor leading the seminar in consultation with the DMA Director.

C. Seminar Attendance

Students enrolled in seminars are expected to attend all of every meeting of the seminar and to be prepared for participation in the discussion.

Missing a seminar meeting may result in a failing grade or withdrawal from the seminar. If an emergency situation arises, the student should contact the professor immediately to discuss options. The professor should communicate the request to the DMA Director. At the discretion of the professor and the Director, the student may be allowed to use an alternate form of distance communication such as Skype or FaceTime. If the student is allowed to continue in the seminar, additional work can be assigned to compensate for the absence. Repeated absences in multiple seminars may be grounds for dismissal from the program.

D. Seminar Examinations

Seminar examinations, when given, generally are administered during the final meeting of the semester. Variations are allowable if the professor deems necessary.

E. Seminar Evaluation and Grades**1. Periodic Evaluation**

The professor will provide the student with verbal and/or written periodic evaluation regarding individual performance in the seminar. Attention will be given to total seminar participation, including the caliber of oral and written presentations and the quality of interaction with the professor and seminar colleagues. This evaluation may take place in the seminar meeting or in an individual session with the student.

2. Seminar Grades

Students are evaluated in seminar work according to the following scale:

- A - Excellent achievement
- B - Quality achievement
- C - Inadequate achievement

A student must maintain a 3.0 grade point average on a 4.0 scale. No seminar grade below "B" will count toward degree requirements. Thus, a student making a grade of "C" must take an additional seminar or course.

If a student makes a grade of "C" in a course or seminar, the student is placed on academic probation and the DMA Director and/or course professor will meet with the student for evaluation of the student's continued participation in the program. Either of the following may be recommended:

- The student may be allowed to continue in the program the next semester.
- The student may be dismissed from the program.

The DMA Director will present the joint decision to the music faculty for final approval. A recommendation that the student continue in the program should include stipulations for continuance, if any. In the event that the recommendation is to discontinue, the Director will seek input from the student to present with the recommendation to the music faculty. The music faculty will make the final decision, and the DMA Director will notify the student in writing.

Two seminar or course grades of "C" will result in the automatic dismissal of the student from the doctoral program.

F. Concentration Requirements

Upon acceptance into DMA study, the student will select a concentration area. The two possible areas of study are Worship/Hymnology and Performing Arts. Worship/Hymnology students must complete 5 concentration seminars and 3 colloquiums. Composition students must complete 1 Worship/Hymnology seminar, 3 colloquiums, and 1 large form, major work recital. Performing Arts students will be required to complete 3 concentration seminars and 3 recitals as follows:

Conducting/Organ/Piano/Voice: Three recitals. The first two recitals will display skill in breadth and/or depth of literature. The third recital will be a lecture recital and will demonstrate dissertation research.

G. Research and Writing Courses

MUDC9300 Introduction to Research and Writing

In this course students will be introduced to the literature and techniques of doctoral research in music. Special attention will be given to the development of research proposals and the presentation of research, including individual guidance in the form and style of research writing. Ideally, the course should be taken during the student's first year in the program.

MURP9100 Prospectus Development

In this one-week course students are given guidance in the development and writing of a prospectus for the dissertation. The course is typically offered twice per year, in January and June. Prerequisite: a research proposal must be submitted to the student's guidance committee by the April 1/November 1 deadline. The research proposal must be approved by the Division of Church Music Ministries by the last day of the semester.

H. Supervised Reading Colloquia

Worship/Hymnology and Composition students are required to take three semesters of supervised reading colloquia for the DMA degree program. These are guided reading studies that meet on workshop weekends throughout the semester. Supervised Reading Colloquia 1 and 2 must be completed prior to the Qualifying Examination. Supervised Reading Colloquia 3 must be completed after the Qualifying Exam but prior to the Oral Exam.

Applied students are required to perform 2 recitals in lieu of Colloquiums 1 and 2, but are required to take Colloquium 3 in preparation of the dissertation proposal.

Supervised reading colloquia are assessed on a pass/fail basis.

I. Qualifying Examination

1. Prerequisites

Prerequisite to this examination for Worship/Hymnology students is the completion of the four core seminars, two supervised reading colloquia, five concentration seminars, and the music research course.

Applied students are required to have completed the four core seminars, two recitals, three concentration seminars, and the music research course.

Composition students are required to have completed the four core seminars, two supervised reading colloquia, one Worship/Hymnology seminar, and the music research course.

2. Schedule and Application

The qualifying examination is scheduled by the seminary and is offered, upon request, in January and August. This written examination is given over a period of three days (three hours per day).

The semester prior to taking the qualifying examination, the student should submit the Application for Qualifying Examination or Oral Examination form to the DMA Director for signature and then forward the application to the Division of Church Music Ministries Office. The form must be received by November 1 for the January exam or April 1 for the August exam.

The DMA Director will compile a list of all students to be given the qualifying examination and notify the appropriate faculty.

3. Development and Content

After the student is approved to take the qualifying examination, the DMA Director will develop the examination in consultation with the other faculty members in the Division of Church Music Ministries.

The qualifying examination addresses the overall DMA study, especially the core courses. Students should consult with the DMA Director regarding specifics and other areas (such as seminar or course work) to be included in the examination.

4. Evaluation

The examinations are evaluated by the relative faculty members in the content areas, and the resulting rubrics are reported to the DMA Director. Final tabulation of the separate rubrics is reported on the Summary Rubric and is notated on the Qualifying Exam Report form with any additional recommendations. The faculty evaluation rubrics and comments should be sent to the DMA Director no later than the Friday after the qualifying exam. The DMA Director will advise the student in writing regarding the outcome of the examination, although the faculty advisor may do so orally prior to the written notification. The qualifying examination is graded on a pass/fail basis and carries one semester hour of credit upon successful completion.

A student who does not pass the qualifying examination may be given one additional opportunity. In the case of reexamination, the nature of the examination, written or oral, will be determined by the faculty members in the content areas. A second failure will result in the student's termination from the doctoral program.

Upon passing the qualifying examination, the student is admitted to the senior residency stage of the program. A two-member guidance committee, including a committee chair, is then assigned to the student.

J. Directed Study

1. Purpose

A directed study provides a unique opportunity for a student to work one-on-one with a professor. Directed studies enable a student (1) to engage in specialized research under a professor's supervision or (2) to cover an area not covered in the regular seminar offerings during a student's scheduled seminar work.

2. Student guidelines

- a. A directed study cannot be taken until a student passes the qualifying examination.
- b. Directed studies should be designed for 3 or 4 hours credit.
- c. A directed study counts as one of the two seminars allowed in the semester.
- d. A student who has taken one or more directed studies because a scheduled seminar for which the student enrolled did not make may request permission to take one directed study of his or her choosing during the senior residency stage of the program. The request for permission must be approved by the student's guidance committee professor and the DMA Director before a directed study proposal can be submitted to the music faculty. Once permission is granted, the student must follow all normal procedures for approval of a directed study.

3. Proposal process

- a. The student should make a preliminary inquiry with a professor regarding the professor's availability and the proposed area of focus.
- b. Prior to preparing a formal proposal, the student will need to pick up a directed study information sheet from the Division of Church Music Ministries Office.
- c. The student should work with the professor to prepare and submit a proposal.
- d. The proposal must be approved by (1) the professor directing the study, (2) the student's guidance committee, and (3) the DMA Committee.
- e. Directed studies to be taken during a regular semester must be approved by the DMA Committee no later than October or May prior to registration. The proposal must be submitted to the DMA Director no later than one week before the music faculty meeting.
- f. For directed studies taken during a regular semester, students must register during the regular November/May registrations.
- g. Directed studies to be taken in the summer must be approved no later than March. The proposal must be submitted to the DMA Director no later than one week before the music faculty meeting.

4. Content

- a. Directed studies should be designed to incorporate approximately 10 to 15 hours of work per week and must include regular meetings with the professor, the normal schedule being a weekly meeting of one hour (minimum of 16 hours).

- b. In most circumstances, directed studies should incorporate a paper suitable for presentation at an academic society or an article for publication in an academically oriented journal.
5. A proposal to the music faculty should include minimally the following:
 - a. Title
 - b. Description of the study
 - c. Research/course objectives
 - d. Textbooks
 - e. Requirements/assignments: reading, papers, projects, etc.
 - f. Schedule of meetings with the professor and content for each meeting
 - g. Evaluation procedure (grading)
 - h. Bibliography
6. Regularly offered seminars normally are not to be taken as a directed study. The purpose of the directed study is to pursue areas beyond the scope of regularly scheduled seminars.
7. Fees

Tuition for a directed study is the per credit hour fee (up to the cap) plus the supervisor's stipend of \$100/credit hour (in addition to the cap). See the *Graduate Catalog* for current matriculation fees.
8. Summer directed study seminars

All directed study seminar work should be completed one week before the beginning of the fall semester.

K. Dissertation Research and Writing

1. Purpose of the Dissertation

The dissertation is to be a research document in a candidate's concentration field containing no less than 25,000 nor more than 50,000 words. Permission to exceed the maximum length must be authorized by the student's guidance committee.

Students with recital requirements will not be expected to write as extensive a dissertation.

The purpose of the dissertation is to show

- ability to do independent and original research in the field of the candidate's graduate study
- mastery of a research methodology or methodologies

- competency to report logically the research conducted
- expertise in presenting the research in correct grammar and acceptable style

2. Selection of a Topic

Since selecting a research topic for a dissertation can be a difficult task, a student is advised to begin searching for a topic upon entering the doctoral program. The student should have an inquisitive mind which will lead to original research and thought in the selection of a topic rather than expect the chair to provide the topic.

At all stages in selecting a dissertation topic, the student should stay in close contact with the guidance committee chair, and ideas should be discussed regularly.

The research topic should be characterized by

- originality — the student studies a research problem in a new or substantially different way than prior approaches
- individuality — the student takes primary responsibility for conceiving, conducting, and reporting research
- proper methodology— the research is characterized by exactness and precision
- contribution to the academic discipline — the topic is of interest to the academic guild

In selecting a topic, the student should ask and answer questions such as

- Will this topic sustain my interest over an extended period of time?
- Are the requirements of research in my range of competence?
- Will the research demand that I acquire proficiency in some new area such as a new methodology, language skills, or statistics?
- Is the topic manageable in size?
- What has been done already in this area?
- Does this research have the potential of making a contribution such as uncovering new facts, suggesting relationships previously unrecognized, challenging or modifying existing truths, affording new insights, or suggesting new interpretations of known facts?
- Will the research demonstrate mastery of the subject?
- Will the research demonstrate mastery of an appropriate methodology?
- Is this research topic compatible with the degree?
- Is this research topic compatible with the concentration?
- Are sufficient materials available for doctoral research?

Ideas for a dissertation topic might be found in a variety of places, such as

- Research papers written in college or seminary
- Seminar papers

- Seminar discussions
- Attendance at professional meetings
- Reading done for the qualifying examination, the oral examination, and seminar papers. Special attention should be given to footnotes, which often suggest possible topics and areas of needed work.

The student should examine carefully the subject in the appropriate reference works and dissertation abstracts before submitting the research proposal. Another search may be necessary prior to submitting the prospectus.

Note: when considering a topic related to the life or ministry of a living person, the student and guidance committee should exercise special care. Normally, a living person who is the subject of the dissertation should have made a significant contribution to the field, and there should be some sense of closure to that person's ministry or work on a given topic.

3. Approval of a Dissertation

Approval of a dissertation goes through several steps:

- a. The student and guidance committee chair agree on an appropriate topic.
- b. The student prepares a research proposal that is submitted to the guidance committee and Division of Church Music Ministries faculty for approval.
- c. In the course MUDC9303: Prospectus Development, the student begins the development of a prospectus.
- d. Prior to passing the oral examination, the candidate submits a prospectus to the guidance committee for preliminary review using the Oral Exam/Proposal Rubric.
- e. If acceptable to the guidance committee, the revised prospectus is sent to the DMA Director who forwards it to the music division faculty. The prospectus becomes the primary topic of the oral examination. The results of which are notated on the Oral Exam/Proposal Rubric.
- f. The guidance committee works with the student to finalize the document.
- g. The candidate schedules the oral defense of the dissertation with the guidance committee and successfully defends the dissertation.

L. Research Proposal

The research proposal is the student's first formal proposal to the guidance committee regarding the dissertation topic. As such, the research proposal is a formal document with a title page. The student must have completed successfully the qualifying examination before this document can be submitted. Further, approval of the research proposal must be secured prior to scheduling the oral comprehensive examination. This document is normally 3-6 pages in length, not including bibliography.

1. Components of the Research Proposal

The research proposal should include the following components:

- a. Research question
What research question will be answered because of this dissertation?
- b. Thesis statement (research problem, purpose statement)
Set forth the goal of the research. This is the conceptual core of the dissertation. This is not the place to discuss methodology.
- c. Hypothesis(es)
Give a statement of your research hypothesis. What do you expect to discover?
- d. Literature search
The validity of the study should be demonstrated by means of a comprehensive review of literature, including dissertation abstracts.
- e. Importance of the study
Include a description of the importance of the proposal. What will this research contribute to the academic discipline?
- f. Methodology
Give a brief description of the methodology to be employed. Discuss the data needed and how it will be interpreted. Identify key issues that are relevant to the research methodology.
- g. Competence of the researcher
Describe particular skills and competencies necessary for successful completion of the study. If the researcher does not have the needed competencies, he or she should describe how and when the competencies will be gained.
- h. Initial bibliography
The initial bibliography should include key works that have been examined and indicate awareness of concentration works in the field of inquiry.

2. Suggested Resources

Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams, *The Craft of Research*, 2d ed.

Paul D. Leedy and Jeanne F. Ormrod, *Practical Research: Planning and Design*, 8th ed.

John D. Cone and Sharon L. Foster, *Dissertations and Theses from Start to Finish*, 2d ed.

Fred Pyrczak and Randall R. Bruce, *Writing Empirical Research Reports*, 5th ed.

Donald Foster, Allen Scott, and Phillip D. Crabtree, *Sourcebook for Research in Music*, 2d ed.

Richard J. Wingill, *Writing About Music*, 4th ed.

Roger P. Phelps, *A Guide to Research in Music Education*, 3rd ed.

Vincent H. Duckles and Michael A. Keller, *Music Reference and Research Materials*, 4th ed.

3. Approval of Research Proposal

The student should submit two copies of the research proposal to the guidance committee chair by November 1 for the January Prospectus Development course and April 1 for the summer course. The guidance committee will review the research proposal for approval. Concentration changes in the direction of the dissertation after the research proposal has been approved will require re-submission to the guidance committee and division for approval according to the above procedure.

The DMA Research Proposal Evaluation Guide is from the DMA Director. Not all committees will use this form, but all will be evaluating the research proposal according to the criteria indicated. Students are advised to evaluate their work carefully in all of these areas prior to submission of the research proposal to the guidance committee.

4. Report of Decision

When a decision is made, the guidance committee chair should complete the Research Proposal Report form and submit it to the DMA Director. If the research proposal is approved, two copies of the final approved proposal should be submitted to the DMA Director with the report form.

The DMA Director must receive the Research Proposal Report and copies of the approved proposal by November 1 for the January Prospectus Development course and April 1 for the summer course. Decisions other than approval also should be forwarded to the DMA Director by the above mentioned dates.

M. Prospectus Development Course

The Prospectus Development course is offered during January and summer doctoral mini-terms, upon request. To be eligible for this course, a student must have passed the qualifying examination and have a research proposal approved by the Music Division, as described above. Students who submit a research proposal by the November 1 or April 1 deadline should register for the course during online registration. If the Division does not approve the research proposal, the student will be dropped from the course without penalty.

In this course, the student will be concerned primarily with producing a defensible prospectus for the dissertation. The course is graded on a pass/fail basis.

Prior to the course, the professor will send each student a syllabus listing assignments to be completed before the course. In order for the student to make the best use of time in the course and to prepare an acceptable prospectus, it is crucial that extensive work be done prior to the course as described in the syllabus.

The student is **not** allowed to present a prospectus to the guidance committee before satisfactory completion of this course.

N. Oral Comprehensive Examination

The oral comprehensive examination is a one-hour to two-hour examination scheduled after all seminars, supervised reading colloquia, Qualifying Exam, and any other required courses or recitals have been completed and a satisfactory research proposal has been approved by the guiding committee.

1. Schedule and Application

When ready to take the oral examination, the student should submit the completed Application for the Oral Examination form (obtained from the DMA Director) to the guidance committee chair for signature and return the application to the DMA Director at least two weeks before the examination. After the application has been approved by the DMA Director, the guidance committee chair will schedule the examination with the other member of the guidance committee and the student. Although the examination is conducted by the guidance committee, the examination is open to the faculty. The location of the examination is arranged by the guidance committee chair, who is then responsible to communicate both the exact time and place to the student, the other member of the guidance committee, the Division Chair, and the DMA Director.

2. Development and Content

In consultation with the other member of the guidance committee and other faculty as necessary, the guidance committee chair will develop and lead the oral comprehensive

examination. In general, the oral examination serves two purposes. It allows the student to address any unacceptable or insufficient content areas of all course work in both general church music studies and concentration fields and related background material identified as by the Qualifying Examination and deemed necessary by the DMA Director. The second purpose is to focus on the prospectus and the research, direction, and inclinations of the student in developing the prospectus to a full dissertation.

3. Evaluation

The examination is evaluated by the guidance committee immediately following the two hours of inquiry. In Qualifying Examination remediation, the evaluation is based on the student's overall knowledge of the field with respect to both breadth and accuracy; ability to maintain engaging dialogue on themes in the field; proficiency in communicating logically and clearly; and an understanding of concentration and divergent theories, developments, or methods in the field. In prospectus projections, evaluation is based on the student's ability to communicate the viability of the project, the availability of resources, familiarity with related research, possible results of the study, and further implications of the research. Attention will also be given to writing style, formal language usage, and correct grammar. All will be notated using the Oral Exam Rubric.

The guidance committee chair will communicate the outcome of the examination to the student in the presence of the other member of the guidance committee immediately following the examination and a brief period of reflection by the guidance committee. The results of the examination are reported by the guidance committee chair to the DMA Director on the Oral Examination Report form. The DMA Director will confirm the results of the examination to the student in writing and send a copy of the letter to the Division Chair, guidance committee, and Registrar. The examination is graded on a pass/fail basis and carries one semester hour of credit upon successful completion.

A student who does not pass the oral comprehensive examination may be given one additional opportunity if the guidance committee deems it warranted. A second failure will result in the student's termination from the doctoral program.

Upon passing the Oral Examination, the student is admitted to the candidacy stage of the program.

After the student passes the Oral Examination, the student must maintain enrollment by registering for dissertation writing (Writing Candidate) for the remainder of the program.

Failure to attain candidacy by the last day of the 11th consecutive semester of beginning the doctoral program is grounds for review and termination of the student's program.

O. Prospectus

Guidance for the preparation of the prospectus is given in the Prospectus Development course. Upon passing the Oral Examination the candidate may officially submit the prospectus to the guidance committee. Two copies should be submitted to the chair.

The student will present the prospectus to the guidance committee at least two weeks prior to the Oral Examination. Upon successful completion of the oral exam and all corrections posed during the oral have been made to prospectus and verified by the committee chair, the student may present the corrected document to the guidance committee for final approval.

1. Components of the Prospectus

a. Thesis (problem statement, purpose)

Give a clear statement of what the researcher seeks to accomplish—the goal of the research effort. Address questions such as, “What will the researcher discover? What will the research demonstrate?” Behind the thesis statement there should be a research question (either stated or implied). The readers should read this section and know the basic thrust of the research proposal. The thesis should have some element of “interpretation” and discovery of something “new.”

Some students divide the thesis or problem into sub-problems, but this is not required or even appropriate for all dissertations. When done, sub-problems should be research units (including interpretation of data).

b. Hypothesis or hypotheses

A hypothesis is a conjectural supposition of what the researcher expects to discover. There is no set number (or required set correlation to sub-problems when used). With empirical research these should be measurable; with some other forms of research they should be discoverable.

c. Thesis Setting (or Problem Setting)

Students should consider including some or all of the following:

- (1) Assumptions — underlying self-evident assumptions undergirding the research proposal (these look to the present, not the future)
- (2) Delimitations — circumscriptions placed on the study to eliminate ambiguity and to exclude certain inferred items one does not intend to be in the study.
- (3) Definitions of terms — key terms related to the proposal are defined. These are generally operable definitions, with some definitions possibly taken from the professional literature.

d. The State of Research (or Review of Related Literature)

This section should have an introduction that overviews the approach of the review and the structure of the review. A review of literature should focus on presenting a coherent argument that leads to a description of the study. At the end of the section, the reader should be able to conclude that there is the need for another study—the proposed dissertation.

For most entries the following should be included:

- (1) Description of the research methodology (type of research, description of sample population, etc.)
- (2) Summary of the conclusions asserted
- (3) Analysis and evaluation of the contribution of this research to the field

The review normally begins with the more general works and moves toward the more specific.

e. The Importance of the Study

The focus of this section should be the contribution of the research to the academic discipline. This section should logically be related to and emerge out of the review of literature.

f. Research Methodology

This section should be “customized” for each dissertation. There is no one outline. Each methodology should dictate its own outline.

The kinds of items that need to be addressed in this section are

- (1) Identification of the primary data and possibly key secondary data
- (2) Criteria for admissibility of the data
- (3) Where the data are located
- (4) How the data will be secured
- (5) How the data will be interpreted [statistical procedures generate data but do not interpret it]

Students consider all of the above items, but they should write the methodology section (narrative, not “fill in the blank”) specific to the methodology used, focusing on the above items as appropriate.

A key word is “replication.” A researcher in the field should be able to read this section and replicate the research. Thus this section should be a detailed blueprint.

The length of this section will vary considerably, depending on the particular dissertation.

An outline used by many in the social sciences (descriptive survey and experimental research) is the following:

- (1) Subjects — discussion of the identity and selection of the subjects
- (2) Measures— discussion of various instruments to be used. For a dissertation all instruments must have (a) validity and (b) reliability. These must be documented or the researcher must present a plan to demonstrate them. Without validity and reliability, the research is not valid for a dissertation.
- (3) Procedure — detailed outline of all procedures, such as distribution of surveys, assignment of random numbers, division of experimental and control groups, outlines of experimental treatments, etc.
- (4) Data analysis — what will be done with the data generated by the statistics. How will it be presented? What will the researcher be looking for in interpretation?

g. Qualifications of the Researcher

This section should focus on the student documenting that he or she has the specific qualifications needed for the proposed research. This not a resume.

h. Proposed Outline of the Dissertation

I. Selected Bibliography

2. Guidance Committee Approval of the Prospectus

An approved prospectus functions as a covenant between the candidate and the faculty. The candidate is assured that a satisfactory dissertation which follows the content and methodology of the prospectus, represents valid interpretation of data, and is written in acceptable style and form will be accepted by the faculty.

Once a prospectus has been approved by the guidance committee, a candidate may not change any word of the dissertation title nor make concentration changes in the outline or methodology without permission from the guidance committee. The chair may give permission to make minor changes.

The guidance committee will grant final approval or rejection of the prospectus. When the prospectus is approved, the guidance committee chairperson will submit the following to the DMA Director: (1) a Prospectus Approval Report form, (2) a copy of the approved prospectus.

When the prospectus is approved, the student will be given authorization to proceed with the dissertation. Notification will be made to the student by the DMA Director.

No research with human subjects may be done until the student receives notification from the DMA Director that the guidance committee has approved the prospectus.

4. Prospectus Approval Deadline

A student must have a prospectus approved by the guidance committee no later than the last day of the student's 12th consecutive semester in the program, although approval should be sought as soon as possible to allow adequate time for research and writing. Failure to meet this deadline is grounds for review and termination of the student's program.

P. Guidance Committee Assistance During Research and Writing

Throughout the research and writing process, students should work closely with the guidance committee chair. Minimally, students should report, in person or by Skype/FaceTime or similar face-to-face communication program to the guidance committee chair regarding progress on the dissertation at least once each month. Any exception must be approved by the student's guidance committee.

Q. Proofreading/Typing

The candidate should submit a dissertation to the faculty that is as free as possible from errors. The dissertation should represent the candidate's ability to do research and produce a work of good literary quality. Prior to submission of the dissertation, the candidate should proofread and edit the text regarding typing, form, style, clarity, content, and logic. The writing of a dissertation is a scholarly discipline and should be the work of the candidate in all respects.

A typist may be enlisted; however, the typist should not edit, correct, or rewrite any portion of the dissertation. The typist should be given a final copy of the text which indicates clearly the way the candidate desires it to be typed, including form. The candidate is responsible for making decisions regarding form and style.

An NOBTS DMA proofreader/doctoral style consultant will be enlisted for a sum of \$200 paid to the seminary; however, the role of the proofreader will be limited to indicating typographical errors, incorrect form, incorrect grammar, and poor style. The proofreader will

not function as an editor, rewriting sentences or paragraphs. A candidate is not allowed to enlist or hire someone other than the designated DMA reader. Since the dissertation is part of the academic requirements leading to a doctoral degree, a candidate should present the best finished product of which he or she is capable.

The candidate should assume all responsibility for the final product. A candidate should be prepared to certify that the dissertation represents his or her own work in every aspect, except for guidance given by or authorized by the guidance committee.

The document should be completed at least one month before submission of the dissertation. The student should contact the consultant at least two months before planning to present the chapter for review, as review slots are scheduled on a first-come-first-served basis. The review slot should be treated as a deadline; if the chapter is submitted after the scheduled date, there is no guarantee that the material can be reviewed for the upcoming dissertation deadline. The document should be in final form, with no known errors. A document can be submitted for review only one time.

The consultant will review the document and mark the copy noting typographical errors, grammatical errors, and problems related to the appropriate style guide and NOBTS form and style preferences. The marked copy will be returned to the student along with a Form and Style Assessment Report indicating the kinds of errors noted. The student should incorporate suggestions into the chapter and the remainder of the dissertation. Turnaround time after the consultant receives the document is usually seven days. The consultant may require a meeting with the student.

A copy of the Dissertation Rubric is provided to the guidance committee. The guidance committee chair will discuss the report with the student if necessary. A copy of the report also will be filed in the Division of Church Music Ministries Office.

R. Submission of the Dissertation for Defense

At least four months must elapse between guidance committee approval of the prospectus and submission of the dissertation for defense. The student should contact the Doctoral Form and Style Consultant to confirm the anticipated submission date at least one month before submission.

The student or the guidance committee may wish to request an external reader as the third faculty reader. A student who wishes to request an external reader should submit a request to the guidance committee chair. If the guidance committee chair approves the request, he must forward an External Reader Request Form to the DMA Director no later than the September 1 or February 1 preceding submission of the dissertation. A student may contact the proposed external reader informally; but a formal invitation must be issued by the DMA Director, who will notify the guidance committee and student of the response.

Four plain-paper copies of the completed dissertation (in four separate boxes) must be submitted unbound to the Division of Church Music Ministries Office. The Dissertation Fee and Order Form and appropriate payment should accompany the dissertation copies. The student will receive confirmation of the submission.

Copies of the dissertation will be forwarded to the guidance committee and the Doctoral Form and Style Consultant if dissertation and diploma fees have been paid. The consultant will do the following:

1. Check to be sure items indicated in the chapter review have been corrected.
2. Review and mark the dissertation copy noting typographical errors, grammatical errors, and problems related to the appropriate style guide and NOBTS form and style preferences.
3. Provide a Form and Style Assessment Report to the guidance committee and to the student, if the guidance committee permits.

Within two weeks, the guidance committee will make a preliminary assessment of the dissertation, considering content as well as the consultant's Form and Style Assessment Report, to determine whether a defense will be allowed. The guidance committee should indicate its decision on the Dissertation Defense Agreement Form and forward it to the DMA Director no later than the October 15 or March 15 following submission of the dissertation. Defenses should be held within the next four weeks.

If a defense is not allowed, the submission will count as a failure. The guidance committee chair should report the failure to the DMA Director on the Report of Dissertation Defense Form.

S. Oral Defense of the Dissertation

Once the dissertation has been submitted to the Division of Church Music Ministries Office and the guidance committee has decided to allow a defense, the DMA Director, in consultation with the Division Chair, will forward a copy of the dissertation to the external reader or assign a faculty reader (third member of the committee) and notify the student and guidance committee chair. At that time the candidate should take the initiative to contact the guidance committee chair to arrange the oral defense of the dissertation.

The guidance committee chair should notify the DMA Director of the date, time, and location of the defense when it is scheduled. The oral defense of the dissertation should occur prior to November 15 or April 15.

The oral defense of the dissertation is two hours in duration and deals with the dissertation and related subject matter. The defense is conducted by the guidance committee; however, any faculty member may attend.

T. Dissertation Evaluation

1. Criteria for Evaluation

At the time of the oral defense of the dissertation, the evaluation of a dissertation generally is divided into two categories:

- Content — this includes such items as thoroughness of research, validity of interpretations, coherence of argument, overall quality of the document, and contribution to the field of study.
- Form and style — this includes such items as typing, grammar, writing style, quality of reproductions, and form.

2. Options

The guidance committee has three options regarding evaluation of the dissertation:

- a. Pass — based upon an acceptable defense and a dissertation that, as submitted, meets acceptable professional standards of publication
- b. Fail — the dissertation is not acceptable in content and/or form and style

Any one of the following requires that a guidance committee fail a dissertation:

- Inadequate oral defense of the dissertation
- Substantial weaknesses in content or form and style
- More than the maximum allowable number of corrections as noted above in 2.a.
- Changes requiring the rewriting or reprinting of substantial sections

In the case of rejection of the dissertation, the guidance committee may or may not decide to look with favor upon its re-submission. If a re-submission is allowed, a period of three months must elapse before it may be presented again. Another oral defense of the dissertation may or may not be required.

c. Fail with Program Continuance option

A student whose dissertation defense is satisfactory but whose dissertation does not pass for minor content and/or form and style reasons may, with the approval of the guidance committee, be allowed to register for MUDC9000: Program Continuance the following semester while making corrections to the dissertation (if the student is not out of time). Tuition for Program Continuance is a reduced fee (see the current *Graduate Catalog*).

In such a case:

- (1) The dissertation may be re-submitted to the Division of Church Music Ministries Office no sooner than two months after the dissertation defense and no later than two months prior to the following graduation date.
- (2) The guidance committee and the assigned dissertation reader will read the resubmitted dissertation and meet to make a final decision.
- (3) A second dissertation defense will not be required.

A student who does not meet the re-submission deadline and wants to continue in the program (provided time is left) will have to pay the full matriculation fee the following semester.

In the case of a re-submission, the guidance committee should not give the candidate a comprehensive list of corrections. Rather, the committee should give the candidate counsel and then expect the candidate to work through the dissertation to find and correct all problems of content, form, and style.

No more than one re-submission is allowed. A second failure of a dissertation results in automatic dismissal from the program.

Re-submission does not involve a commitment as to the time of graduation. If final presentation of the dissertation exceeds seven years after the initial registration for the degree and an extension of time is not granted, candidacy for the degree is forfeited.

3. Reporting

- a. If the guidance committee passes the dissertation, the guidance committee chair should sign the Report of Dissertation Defense Form, secure the signature of the other committee members and the Division Chair, and forward the form to the DMA Director. After the DMA Director signs the form, copies will be made for insertion into all copies of the dissertation.

The guidance committee chair also should complete the Dissertation Review Report Form and forward it to the DMA Director.

- b. If the guidance committee fails the dissertation, the guidance committee chair should complete the Dissertation Review Report Form, noting the outcome of the defense and option for re-submission, if any. The form should be forwarded to the DMA Director, who will write the student confirming the committee's decision.

U. Final Dissertation Submission

Following a successful oral defense of the dissertation, the student will make any necessary corrections and submit the following to the guidance committee chair no later than three weeks prior to graduation:

1. Four required copies of the final corrected dissertation on 100% cotton paper, unbound, in four separate boxes (One copy will be returned to the candidate bound.)
2. Additional personal copies for binding (up to 2, in separate boxes) on 100% cotton paper (if request and payment were made upon initial submission of the dissertation)
3. The completed, signed Doctoral Dissertation Agreement Form (including the copyright authorization) at the back of the UMI Dissertation Services booklet *Publishing Your Dissertation*
4. Title page (plain-paper copy—to accompany UMI form)
5. Abstract (plain-paper copy—to accompany UMI form)

The guidance committee chair verifies the corrections, completes the Guidance Committee Chair's Dissertation Checklist Form, and forwards the materials to the DMA Director no later than two weeks prior to graduation. For details, students should consult the Graduation Checklist sheet from the Division of Church Music Ministries Office.

All personal bound copies of the dissertation will be shipped to the address indicated on the Dissertation Fee and Order Form. The dissertation fee also covers a circulation copy and a reference room copy of the dissertation for the library.

V. Graduation

1. Graduation Application

The student may submit the Application for Graduation upon submission of the dissertation (no later than October 1 or March 1).

2. Cap and Gown Order

The doctoral cap and gown should be ordered early in the student's anticipated final semester as a writing candidate. These may be ordered through the LifeWay Christian Store or another suitable supplier. Students desiring an alternative supplier should contact the DMA Director degree programs for the proper colors for gown trim, hood, and tassel.

3. Graduation Practice

Attendance is required at graduation practice, and students should bring their hoods to the Registrar's Office prior to practice.

4. Graduation Ceremony

Participation in graduation exercises is required of all students unless permission is granted to graduate in absentia. Requests for permission to graduate in absentia should be made in writing to the Registrar. Permission is granted only in the cases of extenuating circumstances or emergencies.

IV. MISCELLANEOUS POLICIES

A. Non-degree Students

1. Students with a master's degree from an institution accredited by the Association of Theological Schools or a regionally-accredited graduate school and the National Association of Schools of Music may apply to take one doctoral seminar as a non-degree student.
2. An individual desiring non-degree status must make application as a non-degree student. Non-degree students may be admitted to one doctoral seminar provided they have met the following requirements:
 - a. A combined score of "0" or higher on the following five-point sliding scale that includes grade point average (GPA) and the Graduate Record Examination (GRE) verbal and analytical writing scores:

	-2	-1	0	+1	+2
GPA	below 3.0	3.0-3.25	3.26-3.5	3.51-3.75	3.76-4.0
GRE Verbal	below 146	146-152	153-156	157-160	above 160
GRE Writing	below 4.0	4.0	4.5	5.0-5.5	6.0

- b. The completion of all prerequisites for the seminar
 - c. Positive recommendation by the Music Division faculty
3. Should a non-degree student who has successfully completed a doctoral seminar subsequently seek admission to a doctoral program, the Seminary is under no obligation to accept the previous credit toward any doctoral program. Should a student seek such credit, a formal written request must be submitted to the DMA Director. The final decision will be made by the DMA Director in consultation with the student's probable guidance committee chair, the Division Chair, and the Registrar. The DMA Director will notify the student of the decision.

B. Visiting Student

1. A student who is enrolled in a doctoral program at another accredited seminary, college, or university may enroll in doctoral seminars for credit or audit at New Orleans Baptist Theological Seminary as a visiting student.

2. An individual desiring visiting student status must make application as a non-degree student and meet the following requirements:
 - a. Provide a letter to the DMA Director stating the desire and rationale for doing seminar work at NOBTS
 - b. Provide a letter from the appropriate academic officer at the student's institution indicating approval to do seminar work at NOBTS
 - c. Complete all prerequisites for the seminar(s)
 - d. Secure a positive recommendation by the Division of Church Music Ministries
 - e. Secure final approval by the DMA Committee
3. The visiting student must pay the applicable matriculation and student fees at the level of doctoral students.

C. Visiting Scholar

1. A professor who is employed at another accredited seminary, college, or university and who has attained the DMA or Ph.D. or the equivalent may apply to New Orleans Baptist Theological Seminary for the status of visiting scholar.
2. An individual desiring visiting scholar status should submit a request to the DMA Director. The DMA Director will forward a copy of the request to the Division Chair. The Division Chair will consider the request and make a recommendation to the DMA Committee. The DMA Director will inform the applicant of the Committee's decision in writing and send copies of appropriate materials to the Registrar.
3. A visiting scholar may audit doctoral seminars and master's-level courses (with the permission of the professor) without the payment of fees.
4. A visiting scholar who desires credit for a seminar will need to register as a special student. The individual will be charged a matriculation fee equal to one-half of the normal semester cost for doctoral students.
5. A visiting scholar may apply for student housing through the normal channels of the Housing Office.

D. Library Manual

All doctoral students should consult the *Library Manual* for details and regulations concerning such policies as maintaining carrels, checking out books, renewals, utilizing computer facilities, and interlibrary loans.

E. Library Carrels

During their orientation session, new doctoral students may request assignment of a study carrel that may be retained throughout the duration of their doctoral studies. These carrels are assigned on a first-come, first-served basis. At times shared carrels may be necessary due to space limitations and the number of doctoral students making requests.

If available, work space in Sellers Music Building may be provided.

F. Teaching Assistants

1. Faculty members may enlist a teaching assistant from among the available doctoral students for assistance in grading, teaching classes in the absence of the professor, researching various subjects, and performing other service functions.
2. Normally a faculty member will contact and request a student within the Division of Church Music Ministries and concentration field of study to function in this capacity. Teaching assistants who are nominated by a faculty member are recommended by the Division of Church Music Ministries and voted on by the full faculty.
3. Teaching assistants are paid a modest stipend on a monthly basis (four months per semester) during the period of service.

During the tenure as a teaching assistant for a given faculty member, the student will complete the proper paperwork for the business office payroll procedures, including entrance and exit interviews, W-4 forms, and monthly payroll sheets.

G. Southern Baptist Doctoral Teaching Fellowship

1. Fellowship

The Southern Baptist Doctoral Teaching Fellowship provides financial assistance and teaching opportunities to qualified doctoral students through funds generated by the Cooperative Program of the Southern Baptist Convention. Students who qualify for the program are guaranteed at least one teaching opportunity during their doctoral studies. Remuneration will be based on the current seminary scale for adjunctive faculty. Once approved for the fellowship, continued participation past the initial semester will be based on the needs of the seminary and the interests of the student.

2. Eligibility

To be eligible for this fellowship a student must be currently enrolled in the DMA program and must have completed the Seminary orientation for new adjunctive faculty prior to the beginning of the semester when the classes will be taught. Students who

have completed the M.M. degree or its equivalent will be eligible to teach either in Leavell College or the graduate program. Students who have not completed the M.M. degree or its equivalent will be eligible to teach only in Leavell College. All requirements for adjunctive faculty, including adherence to the current Baptist Faith and Message and the New Orleans Baptist Theological Seminary Articles of Faith, apply to this fellowship.

3. Application Process

Interested students should submit a completed application form to the DMA Director. Application forms are available from the Division of Church Music Ministries Office. Each application will be reviewed by the DMA Director and the faculty of the appropriate concentration and voted on by the Division of Church Music Ministries. The DMA Director will then forward the completed application with the Division of Church Music Ministries recommendation to the appropriate Dean for approval by the Provost and President. Upon final approval of the application, the DMA Director will assign a faculty mentor for the student. Normally this mentor will be the student's guidance committee chair.

Although applications are accepted throughout the year, students should keep in mind that the process of scheduling teaching assignments begins in January. Applicants who are approved will be scheduled as teaching opportunities become available.

4. Implementation Process

Once the student attends the Seminary orientation for new adjunctive faculty, the faculty mentor will work with the student through the normal scheduling process for the graduate and undergraduate courses to find a teaching opportunity that meets the interests and abilities of the student and the needs of the seminary. Prior to the beginning of the semester in which the student will teach, a syllabus for the course and a textbooks requisition form must be presented to the faculty mentor for approval. During the semester that the student teaches, periodic meetings will be scheduled to discuss the progress of the class and any problems encountered by the student. At least once during the first semester the student teaches, the faculty mentor will sit in on a class and then meet with the student to provide feedback.