

MM and MA Programs: Satisfactory Progress

The Graduate School of the University of Wisconsin Madison sets minimum requirements for satisfactory progress that all graduate programs in all disciplines must abide by (see www.grad.wisc.edu/catalog/degreqG.html). Each department has the option to set additional standards for satisfactory progress. The following are the School of Music requirements that go beyond the minimum Graduate School requirements. They fall into four broad categories: GRADES, COURSE LOADS, TIME CONSTRAINTS, and EXAMS.

GRADES

The student must maintain an over-all grade point of at least 3.25 in graduate courses completed at UW-Madison School of Music for credit toward the Masters degree. If the GPA falls below 3.25, the student will have the next term in which he/she is enrolled to raise the GPA to the minimum level before progress will be considered unsatisfactory. Any course in which a grade of BC or lower is earned will not be accepted for credit counting toward graduation, but the grade will still be factored into the cumulative GPA.

- a) After the first semester in which the cumulative GPA falls below 3.25 the Director of Graduate Studies will notify the student in writing. At the end of the second successive semester in which the cumulative GPA falls below 3.25 the student will be placed on Probation effective the next semester. This action suspends all financial aid awards (loans and work-study are not affected). A student who does not raise the GPA to 3.25 or above in the Probation semester will be withdrawn from the Graduate School and the School of Music.
- b) Incompletes—(same as Graduate School Requirements –see www.grad.wisc.edu/education/acadpolicy/guidelines.html#104). Exceptions only by petition to the School of Music Graduate Committee and Director of Graduate Studies.

COURSE LOAD

Students who receive University funding (TA, PA, or any kind of Fellowship) are required to take a certain minimum number of credits each semester based on the percentage of funding awarded. Exceptions to the following can be made only upon recommendation of the Graduate Committee and approval of the DGS (Director of Graduate Studies):

- a) The minimum credit load for a TA or PA with a 33.33% or less appointment is 8 credits of graduate level courses applicable to the degree.
- b) The minimum credit load for a TA or PA with a 33.34%-50% appointment is 6 credits of graduate level courses applicable to the degree.
- c) The minimum credit load for a student with any type of Fellowship (e.g. Collins, University Fellowship, AOF Fellowship, etc.) is 8 credits of graduate level courses applicable to the degree.

N.B. There are two common exceptions to the above credit minimums: 1) When, in the final semester of completing a degree, the funded student does not need to take the full minimum credit limit to complete the degree requirements. In such a case, a reduced load may be taken but must be no fewer than 2 credits.

MINIMUM NUMBER OF GRADUATE LEVEL CREDITS PER SEMESTER

MINIMUM NUMBER OF GRADUATE-LEVEL CREDITS PER SEMESTER

	Unfunded	Fellow	TA/PA	International (funded, unfunded)	Dissertator
Full-Time Study	Minimum 8 cr.	Minimum 8 cr.	Minimum 8 cr. (below 33.4%)	Minimum 8 cr. (5 cr. w/ ESL)	<i>Must be</i> 3 credits
Part-Time Study	2-7 cr.	<i>Must be</i> <i>Full-Time</i>	<i>Must be</i> <i>Full-Time</i>	<i>Must be</i> <i>Full-Time</i>	<i>Must be</i> 3 credits
≥ 33.4% FTE	---	---	6 cr.	8 cr.	3 cr.
≥ 50% FTE	---	---	4 cr.	8 cr.	3 cr.

Source: Grad School's Academic Guidelines:

<http://www.wisc.edu/grad/education/acadpolicy/guidelines.html#42>

** Fellows and International Students must be enrolled in 8 credits each semester they are enrolled (with the exception of Dissertators at 3 credits).*

**If you hold a TA/PA appointment in the summer, see this page:*

<http://www.wisc.edu/grad/education/acadpolicy/guidelines.html#171>

** In the semester you take your exams (comprehensive exams for master's, preliminary exams for doctoral), you may enroll for the minimum number of credits needed to complete your degree requirements. A minimum enrollment of two graduate credits each semester is required by the Graduate School in order to maintain enrolled status. This does NOT apply to Fellows, who must be enrolled in 8 credits every semester. International students must receive permission from ISS before dropping below 8 credits.*

Students who are U.S. citizens and do not receive University funding are under no obligation to take any certain number of credits each semester except that they must complete the degree by the general time limit allowed for MM or MA degrees (see TIME CONSTRAINTS below). 8-12 credits is considered to be full-time, 2-7 credits is part-time. The Graduate School mandates a 2 credit minimum.

TIME CONSTRAINTS

The following time limits apply to the Masters degrees in the School of Music. Exceptions to the following can be made only upon recommendation of the Graduate Committee and approval of the DGS (Director of Graduate Studies):

1) All MM and MA students with University funding (TA, PA, or Fellowship, etc.) must complete all requirements for the Master's degree within four semesters (not counting summer sessions or MA thesis credits), or six semesters if the funding appointment is more than 33.33% (see box- "Minimum Number of Graduate Level Credits Per Semester" above). Exceptions can be made only upon recommendation of the Graduate Committee and approval of the DGS (Director of Graduate Studies).

2) Part-time and unfunded MM and MA students who have not completed the degree in seven years should submit a letter of intent and statement of progress to the DGS (Director of Graduate Studies). The letter should include a statement of intent to complete the degree, factors that have impeded progress, what work they need to complete to finish the degree, as well as how and when they intend to complete the degree. Exceptions can be made only upon recommendation of the Graduate Committee and approval of the DGS (Director of Graduate Studies).

EXAMS

Failure of one or more parts of the Comprehensive Exam or an unsuccessful defense or completion of a thesis, project, or recital is considered not to be making satisfactory progress.

Each student's work will be reviewed every semester by the Graduate Coordinator based on standards and requirements set forth in this document or in the Graduate School regulations (www.grad.wisc.edu/catalog/degreqG.html). If satisfactory progress is not being made, a signed statement from the Director of Graduate Studies will be sent to the student and the major professor informing them of possible ramifications, such as probation, loss of funding or termination within the program.