Welcome to the University of Wisconsin-Madison. This document gives you an overview of graduate studies in the School of Music, with topics listed alphabetically. For information and forms specific to your degree program, refer to the School of Music website http://www.music.wisc.edu/. Graduate students are subject to rules and regulations from several sources, including the Graduate School and the School of Music. Teaching Assistants, Project Assistants and Fellows need to be aware of conditions of their funding and benefits. Most funding-related questions can be answered by James Doing, Jr. in the School of Music Graduate Admissions and Funding Office, gradadmissions@music.wisc.edu

1. ADVISING
Music Theory, Music Composition, Music Education, Historical Music History and Ethnomusicology students will meet most often with their Major Professor for advising. Performance students meet with their Major Professor as well as the Director of Graduate Studies (DGS), 5552 Humanities, for course and career advising. We recommend that you meet with your Major Professor or the DGS at least once a semester, preferably before you register.

2. COMMITTEES: EXAM, RECITAL, THESIS, AND DISSERTATION
(See also EXAMS and RECITALS sections)
All SOM graduate students have TWO Committees, groups of faculty who grade your recital(s), grade your exams or thesis, and sign your Warrants (see GRADUATION). The makeup of the two Committees depends on your degree program. Please see the charts below, as well as the information below the charts.

MASTERS DEGREES: TWO COMMITTEES

<table>
<thead>
<tr>
<th>Degree</th>
<th>Areas</th>
<th>Committee includes</th>
<th>Orals?</th>
</tr>
</thead>
<tbody>
<tr>
<td>MM</td>
<td>performance composition</td>
<td>major prof. music history prof. music theory prof.</td>
<td>no</td>
</tr>
<tr>
<td>MM</td>
<td>education</td>
<td>maj. prof. &amp; at least two other members determined by area</td>
<td>no</td>
</tr>
<tr>
<td>MA</td>
<td>history ethno theory</td>
<td>determined by major prof.</td>
<td>yes</td>
</tr>
</tbody>
</table>

Recital/Thesis Committees (3 Faculty Members)

<table>
<thead>
<tr>
<th>Degree</th>
<th>Areas</th>
<th>Committee includes</th>
<th>Must be tenure-track?</th>
<th>Number of signatures on warrant</th>
</tr>
</thead>
<tbody>
<tr>
<td>MM</td>
<td>performance composition</td>
<td>maj. prof. plus 2 others (one must be from MAJOR area)</td>
<td>not necessary</td>
<td>NA</td>
</tr>
<tr>
<td>MA</td>
<td>history ethno* theory*</td>
<td>determined by major area</td>
<td>yes</td>
<td>NA</td>
</tr>
</tbody>
</table>

*Exam/thesis committees are the same
Master of Music (MM) students in Music Performance:

- The Music History and Music Theory professors on your Exam Committee should be instructors with whom you have taken courses.
- The Music History professor on your Exam Committee grades your Music History exam. All MMs take the same Music History exam, however.
- All three Exam Committee members sign the degree warrant.
- Both committees should be formed in consultation with your Major Professor and registered with the Music Graduate Office at your Summary Review, a meeting with the Graduate Coordinator, Marina Drake msdrake@wisc.edu to check that you have completed degree requirements—see SUMMARY REVIEWS) during your last semester of study.
- Comprehensive Exams (one in the Major area and one in Music History) are usually taken in the last semester of coursework.

Master of Music (MM) students in Composition:

- Prepare a project which should show a certain level of ambition and rigor, either in the size or scope of the creative work chosen (e.g., a chamber opera, string quartet, or larger ensemble work).
- The project may be based on pre-existing text, or other materials, but the bulk of the project must be original creative work, done by the MM candidate.
- The project should be discussed fully with the Major Professors before starting.

Master of Music (MM) students in Music Education:

- Have one committee, consisting of three tenure-track (i.e., Assistant Professor, Associated Professor or Professor) faculty members, namely: The Major Professor and at least two other members determined by Music Education faculty.
- Consult with your Major Professor and refer to the chart above.

Master of Arts (MA) students in Ethnomusicology, Music History, and Theory:

- Form a 3-member Exam/Thesis Committee in consultation with the Major Professor.
- The M.A. thesis offers an opportunity to write an original document under the supervision of a faculty member. Consult with your thesis advisors to determine timelines for revisions and submission of the final version as well as to discuss other parameters of the project such as length, format, and distribution of the completed work to other faculty members.
- Failure to finish the thesis by the agreed-upon due date will result in a grade of Incomplete. The removal of that grade may require additional tuition and fees and may jeopardize receiving the degree in accordance with SOM Satisfactory Progress requirements: Satisfactory Progress for Master’s Students and Satisfactory Progress for Doctoral Students

DOCTORAL DEGREES: COMMITTEES

PhD Students: Preliminary Exam Committee
(*Tenure Track Faculty ONLY: Assistant Professor, Associate Professor or Professor)

<table>
<thead>
<tr>
<th>Degree</th>
<th>Areas</th>
<th># of members</th>
<th>From</th>
<th>Prelim Warrant must be signed by (at minimum):</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD</td>
<td>history</td>
<td>min. 5</td>
<td>major &amp; minor areas</td>
<td>major prof &amp; minor prof.</td>
</tr>
<tr>
<td></td>
<td>ethno theory</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
DMA Students: Doctoral Performance and Research Committee
(*Formed semester of first recital, AT THE LATEST)
and
PhD Students: Dissertation Committee

<table>
<thead>
<tr>
<th>Degree</th>
<th>Areas</th>
<th>(5 minimum) Includes:</th>
<th>Must be Tenure-track?</th>
<th>Warrant must be signed by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMA</td>
<td>perf. comp.</td>
<td>major prof. PLUS a faculty member from ANOTHER area (MAY be Minor Professor), preferably an academic area</td>
<td>yes (5th and optional 6th members can be non-TT, or academic staff)</td>
<td>All committee members</td>
</tr>
<tr>
<td>PhD</td>
<td>history etno theory</td>
<td>major prof. PLUS a faculty member from ANOTHER area (MAY be Minor Professor), preferably an academic area</td>
<td>yes (5th and optional 6th members can be non-TT)</td>
<td>All committee members</td>
</tr>
</tbody>
</table>

DMA students:
- Before playing your first recital:
  - You must form a 5-member Doctoral Performance and Research Committee (DPRC) (in consultation with your Major Professor), and complete the Doctoral Performance & Research Committee (DPRC) Registration Form. File this form with the Graduate Office Coordinator, Marina Drake. Students who have not completed this form before playing their first recital will have a Hold placed on their enrollment and all records.
  - The Major Professor and three of the five Committee members must be UW Graduate Faculty (Assistant, Associate or Full Professor)---and one of those three must be from a graduate field of study outside the major instrument area, preferably from an academic area (e.g. music history, music theory, Ethnomusicology, and/or external minor).
  - Your Minor Professor does not have to be on the DPRC, but if your Minor includes any coursework from outside the School of Music, someone from the Minor department with expertise in the minor subject must be on your Committee.
  - You may also include other faculty, instructors, or academic staff (if appropriate) as the fifth or optional sixth committee member.

PhD students in Ethnomusicology, Music History and Theory:
- The Preliminary Exam Committee includes the Major Professor, the Minor Professor; and other members as determined by the area faculty.
- The Dissertation Committee, formed after preliminary exams have been passed, includes the Major Professor and has a total of at least five faculty members, one of which must be from an area outside the major (usually the Minor Professor). These five must sign your degree warrant (document required by the Graduate School that enables you to graduate).
• All doctoral committees must be composed of tenure track, i.e., Graduate Faculty members (Assistant, Associate or Full Professors).

3. COMMUNITY MUSIC LESSONS PROGRAM
You may register to teach private lessons to community members (including public school students and non-majors within the university) through the Community Music Lessons program, 4539 Humanities, CML@music.wisc.edu. The CML program serves as a teaching laboratory for university music majors. By registering to teach lessons, you can be paid on an hourly basis through the School of Music and use practice rooms for instruction. SOM and University policy prohibits any other form of teaching for personal profit anywhere on University property. Any violation of this policy may result in loss of practice room and locker access for the entire year. See the CML webpage at http://www.music.wisc.edu/cml/

4. COURSE LOAD (See also FORMS: SCHOOL OF MUSIC)
• A full-time course load is 8 to 12 graduate-level credits (300-level and above).
• If you need to take more than 15 credits—including undergraduate credits—you need to submit the Graduate School’s online Credit Overload Request form: https://grad.wisc.edu/acadpolicy/wp-content/uploads/sites/15/2014/04/Overload.pdf
• Assistantships, fellowships, other forms of financial aid, and international student status may require you to register for full-time study. Check your appointment letter or contact James Doing, Jr., the SOM Graduate Admissions and Funding Coordinator, at gradadmissions@music.wisc.edu

The minimum registration for graduate students (except dissertators) depends upon funding status, dissertator status, and citizenship status. Please refer to the chart below, “MINIMUM NUMBER OF GRADUATE LEVEL CREDITS PER SEMESTER.”

<table>
<thead>
<tr>
<th>MINIMUM NUMBER OF GRADUATE-LEVEL CREDITS PER SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Un-funded</strong></td>
</tr>
<tr>
<td>Full-Time Study</td>
</tr>
<tr>
<td>Part-Time Study</td>
</tr>
<tr>
<td>≥ 33.4% FTE</td>
</tr>
<tr>
<td>≥ 50% FTE</td>
</tr>
</tbody>
</table>

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.

5. COURSE REGISTRATION DEADLINES
It’s your responsibility to be aware of enrollment deadlines to avoid any fees and unwanted records on your transcripts. The University is strict about deadlines and allows few exceptions. Refer to the Registrar’s “Deadlines at a Glance” at [http://registrar.wisc.edu/](http://registrar.wisc.edu/) or use your UW Student Center.

6. DEGREE PROGRESS
All students should meet with the Director of Graduate Studies (DGS), at least once a year to ensure that you are on track to take exams and finish your degree, have signed up for the right courses, do not have any course deficiencies (such as Incompletes); and have not missed any deadlines. Contact the DGS at dgs@music.wisc.edu, (608) 262-9295.

7. DEFENSE and PRELIMINARY ORAL EXAM (See also COMMITTEES and EXAMS)
DMAs and PhDs: A two-hour Oral Exam must be held after you write your Preliminary Exams, and a two-hour Defense for your Research Project/Dissertation. For the Preliminary Oral Exam, at least 3 of your DPRC or Dissertation Committee members must be present. For the Project/Dissertation Defense, 1 committee member can be missing (as long as it’s not the Major Professor), and as long as the missing committee member is willing to sign the warrant. If a committee member is participating by Skype, s/he is considered to be present.

8. DISSERTATORS
See [FAQ for New Dissertators & Advisors](http://grad.wisc.edu/acadpolicy/#degreecompletionfee). Note: The Grad School requires dissertators to maintain continuous enrollment until you complete your degree. (This does not usually include summers, except in rare cases.) If you don’t maintain continuous enrollment, the Grad School will charge you a Degree Completion Fee. See [http://grad.wisc.edu/acadpolicy/#degreecompletionfee](http://grad.wisc.edu/acadpolicy/#degreecompletionfee)

9. DOCTORAL PROJECTS, DISSERTATIONS, AND DEADLINES (See also DEFENSE)
For information about the DMA Research Project and Proposal, the dissertation, dissertation/project defense, and related deadlines, see [http://www.music.wisc.edu/grad/](http://www.music.wisc.edu/grad/) (Click on “Forms & Information for Doctoral Students”) for these documents:

- **Dissertation & D.M.A. Research Project Proposal Registration**
- **D.M.A. Research Project Guidelines**
- **Human Subjects Protocol & Graduate Student Research** (Important!)
- **D.M.A. Research Project Abstract Instructions & Example**
- **Publish Abstract Only (PAO) Agreement Form**
- **Final Semester Information for D.M.A. & Ph.D. Students (Defense & Deposit)**

10. DOCTORAL MINORS
The School of Music requires all doctoral students to declare a Minor course of study.

- Minor requirements generally range from 9 to 12 credits total.
- Go to: [http://www.music.wisc.edu/grad/](http://www.music.wisc.edu/grad/) and click on “Forms & Information for Doctoral Students” and read School of Music Doctoral Minors and Doctoral Minor Description, Guidelines, & Agreement Form
- The **Doctoral Minor Description, Guidelines, & Agreement Form** must be completed and received by the SOM Graduate Office, and approved by the Major Professor, Minor Professor and the SOM Director of Graduate Studies (DGS) before the end of the **THIRD** semester of enrollment in the Doctoral Program. You will NOT be able to take Preliminary Exams until this form is completed and approved.
- You may choose an “Option A” Minor from outside the School of Music. Or: You may create a distributed (“Option B”) Minor by combining coursework from two or three departments, one of which is outside the School of Music. An Option A or Option B Minor must be approved by the DGS. Note that a collection of unrelated courses will not be approved.
11. E-MAIL AND EMAIL LISTS

- E-mail is the primary form of communication for the School of Music as well as the university, so remember to check your wisc.edu account regularly.
- Activate your wisc.edu email account as soon as possible by going to the Memorial Union computer room or any other DoIT supported computer lab to open your mailbox for the first time. DoIT help is available by phone: (608) 264-4357, or check their webpage: http://www.doit.wisc.edu/students/
- If you have not received messages by the end of the second week of classes you should check with DoIT.
- The SOM has two email lists: SOMgradinfo@lists.wisc.edu, (automatically includes all registered students, but only the Grad Office staff can send to this list) and mus-grads@lists.services.wisc.edu (anyone can join this list and can post to this list, but you must be added as a member first. To be added to the musgrads list, email Marina Drake, the Graduate Office Coordinator, msdrake@wisc.edu

12. EXAMS (See also COMMITTEES and WARRANTS, and chart, below)

- **MMs:**
  - Take Comprehensive Exams in their final semester of coursework.
  - The Music History professor on your Exam Committee grades your Music History exam.
  - All MMs take the same Music History Exam.
  - Sample MM Comprehensive Music History exams are available in the Graduate Office.
  - The Major Area Comprehensive Exam is intended to indicate the student’s currency in the field, and can be in the form of a written essay. The exam can be a combination of oral and written questions.
- **DMAs:**
  - Take the Preliminary Exams in the final semester of coursework. The Preliminary Exam consists of a written Major Area examination, an optional Minor Exam (at the discretion of the Minor Professor, except in the case of Musicology) and a 2-hour oral examination.
  - All doctoral students must take preliminary exams (a.k.a. “prelims”), as required by the Graduate School and the National Association of Schools of Music (NASM). These should be taken during the semester when ALL coursework degree requirements (except for the dissertation or final project, and in some cases, recitals) will be completed. This INCLUDES language study, coursework in the minor field, and residency requirements. In other words, the courses may be in progress when you take the exams but must be completed successfully for you to advance to dissertation status.
  - All DMA and PhD students must also defend their written exams at a two-hour oral exam, with at least 3 committee members present. This is required by the Graduate School.

**Comprehensive Exams** and **Preliminary Exams** take place in mid-November and mid-April. Exact dates for the proctored exams for MMs and DMAs will be sent out by email.

- For Fall semester exams/graduation, let the Graduate Coordinator, Marina Drake, msdrake@wisc.edu know that you plan to take exams by October 1st.
- For Spring semester exams/graduation, let the Graduate Coordinator, Marina Drake, msdrake@wisc.edu know that you plan to take exams by March 1st.

- The Grad Office schedules and administers proctored exams at set times for MMs and DMAs.
- Most MM and DMA students take proctored exams. Some write take-home exams. Consult with your Major Professor, or see the chart, below.
- MAs and PhDs take separate exams. These are scheduled, administered and proctored entirely by their Committee. (Consult with your Major Professor.)
- Do not schedule anything else on exam days. Comprehensive (MA & MM) and Preliminary (DMA & PhD) exams are mandatory and take precedence over all other activities. Teaching assistants should find substitutes to teach their classes during exam week.
- You must be registered the semester you take exams or graduate.
Exams are not given during summer months.

<table>
<thead>
<tr>
<th>SCHOOL OF MUSIC GRADUATE EXAMS</th>
<th>Major Exam</th>
<th>Minor Exam</th>
<th>History Exam</th>
<th>Oral Exam/Defense</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MM*</td>
<td>2 hours</td>
<td>n/a</td>
<td>YES (1 hour)</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>MM Music Education</td>
<td>At discretion of faculty</td>
<td>n/a</td>
<td>NO</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>MAs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA Ethnomusicology</td>
<td>NO</td>
<td>n/a</td>
<td>NO</td>
<td>Yes (defend thesis)</td>
<td>No exam; thesis written instead</td>
</tr>
<tr>
<td>MA Music History</td>
<td>6 hours (in 3rd semester)</td>
<td>n/a</td>
<td>n/a</td>
<td>Yes</td>
<td>Defend exam, not thesis. Major advisor and committee administer exam.</td>
</tr>
<tr>
<td>MA Theory</td>
<td>NO</td>
<td>n/a</td>
<td>NO</td>
<td>Yes (defend thesis)</td>
<td>No exam. Thesis only.</td>
</tr>
<tr>
<td>Doctoral Students:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DMA*</td>
<td>2 hours if proctored. Take-home at discretion of faculty</td>
<td>At discretion of Minor Professor.**</td>
<td>n/a</td>
<td>2 hrs with 3 committee members present at minimum</td>
<td></td>
</tr>
<tr>
<td>PhD Music History***</td>
<td>6 hours plus 2 hours. One-day exam taken over two-day period.</td>
<td>Opt/included in Major Exam</td>
<td>NA</td>
<td>2 hrs with 3 committee members present at minimum</td>
<td></td>
</tr>
<tr>
<td>PhD Ethnomusicology***</td>
<td>Discretion of Committee</td>
<td>Opt/included in Major Exam</td>
<td>NA</td>
<td>2 hrs with 3 committee members present at minimum</td>
<td></td>
</tr>
<tr>
<td>PhD Theory***</td>
<td>Discretion of Committee</td>
<td>Opt/included in Major Exam*</td>
<td>NA</td>
<td>2 hrs with 3 committee members present at minimum</td>
<td></td>
</tr>
</tbody>
</table>

*Composition students and Piano Performance and Pedagogy students always write take-home exams.  
**Exception: Music History Minors always take a Minor Exam.  
*** Major Advisor and Exam Committee administer all aspects of these exams, including scheduling, etc.

**Doctoral Preliminary Exams (See also Exams)**

All Doctoral Students:

After you pass your written exams, you will have a 2-hour oral exam with at least 3 of your DPRC (Doctoral Performance and Research Committee) members present. It is your responsibility to schedule this with your DPRC.

**DMA:**

Preliminary exams for DMA students consist of a major area exam of at least two hours, and may include both written and oral components. Questions in the minor area may be submitted at the discretion of the Minor Professor and may constitute a separate 2-hour exam, or may be incorporated into the Major area exam. This is true for both Options A and B Minors. (See DOCTORAL MINORS section, above.)

**Historical Music History PhD:**

Music History PhD students write exams specific to areas of study determined by their committees. Students generally write for 6 hours the first day and 2 hours the second day. Questions from the minor
area are normally required as part of the exam. Your Major Professor schedules and administers the exams and can provide you with more specific information regarding format and procedures.

**Ethnomusicology PhD:**
Ethnomusicology PhD students write exams specific to their areas of study during the preliminary exam week. Questions from the minor area are normally required as part of the exam. Your Major Professor schedules and administers the exams and can provide you with more specific information regarding format and procedures.

**Music Theory PhD:**
Preliminary exams for Music Theory PhD students take place during the posted exam week but are scheduled and administered by the professors involved. Questions in the minor area may be submitted at the discretion of the Minor Professor.

**Master’s Comprehensive Exams (See also Oral Exams/Defense, below)**
Master’s students (except Music History students) generally take comprehensive exams during exam week in the last semester of completing degree requirements.

**MM:**
Students in performance and composition write two exams administered over two days: the major exam (typically 2 hours, consisting of questions from your Major Professor) and the music history exam (1 hour). These exams are scheduled and administered by the Graduate Office. There is no music theory exam for MM students; instead, a professor in the music theory area will sign your warrant (document required by the Graduate School that enables you to graduate), indicating successful completion of music theory coursework as part of your degree requirements. MM students generally do not have oral exams; students in Music Education write a take-home exam. Usually, MM students take comprehensive exams in their last semester; check with your Major Professor.

**MA:**
Music History students write a 6-hour exam in their third semester of study, followed by an oral exam (defense). These exams are scheduled and administered by the professors involved. Music Theory and Ethnomusicology students do not take written comprehensive exams, but instead defend their theses in an oral exam (defense).

**Oral Exams/Defense:**
MM students do not take oral exams. Ethnomusicology and Theory MA students defend a thesis at an oral exam/defense. Schedule a 2-hour oral exam/defense for approximately 2 weeks after the written exam, and before the degree deadline for that semester. Refer to the Registrar’s “Deadlines at a Glance” at [http://registrar.wisc.edu/](http://registrar.wisc.edu/). Reserve the Faculty Lounge by contacting the Facilities Manager, Patrick Coughlin at prcoughlin@wisc.edu. At least 3 committee members must be present at the oral exam (defense).

13. FOREIGN LANGUAGE STUDY
All doctoral degree programs and the Master’s degree programs in Music History and Ethnomusicology require reading proficiency at the intermediate level of at least one language. All doctoral students taking preliminary exams MUST have completed or be in the process of completing language study requirements for their degree. I.e., the course(s) may be in progress when you take the exams but must be completed successfully for you to advance to dissertator status, and **you must successfully pass your language proficiency exam before defending your prelims.** Voice students are required to study at least one year each of conversational Italian, German and French as part of the degree requirements for the MM degree in Voice. For the DMA degree, students are required to complete one year each of conversational Italian, French and German plus reaching the intermediate level in TWO of these languages. **Voice and Opera students should consult with their Major**
Professors about the foreign language requirement for their degrees. There are several ways to fulfill the language requirement. Check your degree worksheet on the SOM website for specifics.

14. FORMS
- University System Forms to add or drop classes, audit, credit overload etc., are all online through the Graduate School’s webpage [http://info.gradsch.wisc.edu/education/forms/index.html](http://info.gradsch.wisc.edu/education/forms/index.html)
- For School of Music Forms and informational handouts, go to [http://www.music.wisc.edu/grad/](http://www.music.wisc.edu/grad/) (Click on “Forms & Information for Master’s Students” or “Forms & Information for Doctoral Students.”) Includes Satisfactory Progress documents, Recital Ballots, MM Recital Information, DMA Recital Information, Independent Study Approval Form, Special Topics Approval Form, Registration of Doctoral Performance and Research Committee (DPRC) Form, Dissertation/Doctoral Research Project Registration Form, Doctoral Minor Declaration Form, SOM Doctoral Minors/Coursework List, and the Course Equivalency Review Form (to petition to receive credit for courses taken at other institutions).

15. GRADES (See also SATISFACTORY PROGRESS)
Music graduate students must maintain a cumulative grade point average (GPA) of 3.25. You must receive a B or better for a class to count towards your degree requirements. If you receive a BC in a class, you will need to repeat that class or take an equivalent class in order to fulfill your degree requirements. Incompletes should be cleared as soon as possible, at least by the next non-summer semester. The Graduate School will not issue a degree warrant (document required by the Graduate School that enables you to graduate) if there is an Incomplete grade.

16. GRADUATION
Degree and preliminary warrants are paper documents issued and required by the Graduate School that enable you to graduate or become a dissertator. These documents/warrants are requested from the Graduate School by the SOM Graduate Coordinator, Marina Drake.
- Warrants MUST be obtained PRIOR TO Master’s comprehensive exams and degree completion, doctoral preliminary exams, and the oral defense of the doctoral dissertation or research project.
- Warrants cannot be requested until all Incomplete grades have been cleared.
- All coursework degree requirements must be completed before students can graduate or achieve dissertator status, including Language. (If you are uncertain, see your Degree Requirements Worksheet on the SOM website, at [http://www.music.wisc.edu/areas/](http://www.music.wisc.edu/areas/)

After passing written exams (and oral exam or defense, if required), students are responsible for picking up the warrant from the Music Graduate Office, obtaining signatures from committee members listed on the warrant, and returning the original, signed warrant to the Music Graduate Office. The Graduate Coordinator checks again for completion of degree coursework and clearing of any incomplete grades, and forwards the signed warrant to the Graduate School.

During the Summary Review meetings and individual SR appointments, the exam process and committee makeup will be reviewed, and paperwork will be completed in order to request a warrant (document required by the Graduate School that enables you to graduate) from the Graduate School. The Summary Review will take place twice: once in the semester(s) in which you plan to take exams, and again the semester you graduate. MM students taking Comprehensive exams and DMAs taking Preliminary exams will be required to attend mandatory “Summary Review” meetings. The Graduate Coordinator will send emails early in the Fall and Spring semesters about Summary Reviews, graduating, and taking exams. MA students, PhD students taking prelims and all graduating doctoral students will be notified by email to sign up for individual SR appointments with the Graduate Coordinator.

17. INDEPENDENT STUDY
- You may make special arrangements with a professor to study material outside of current course offerings by using the Independent Study course number MUSIC/660-799.
- All SOM graduate students who are taking a 660-799 (Independent Study) course need to fill out an Independent Study (799) Approval Form (at http://www.music.wisc.edu/grad/) before permission will be put into the computer system enabling the student to register for the course. (The transcript only says “Independent Study,” and the form specifies what the student actually did for the course.)
- This work may fulfill a degree requirement only with prior approval of the student’s advisor.

18. INTERNATIONAL STUDENTS
For help with visa, employment, personal and academic issues, international students should go to the International Student Services Office, Room 217, in the Red Gym at 716 Langdon Street. This big red brick building is located next to the Memorial Union.

19. PLAGIARISM, OR ACADEMIC MISCONDUCT
Graduate students should be aware that the university holds graduate students to a high standard of academic integrity and believes that misconduct may warrant university discipline in addition to sanctions imposed by an instructor. Graduate students who have been found by their instructors to commit academic misconduct can expect that the Division of Student Life will consider whether to impose a further disciplinary sanction of university probation, suspension, or expulsion. Chapter 14 of the University of Wisconsin Administrative Code defines academic misconduct as follows:

Academic misconduct is an act in which a student:

1. seeks to claim credit for the work or efforts of another without authorization or citation;
2. uses unauthorized materials or fabricated data in any academic exercise;
3. forges or falsifies academic documents or records;
4. intentionally impedes or damages the academic work of others;
5. engages in conduct aimed at making false representation of a student's academic performance; or
6. assists other students in any of these acts. UWS 14.03(1)

Examples of academic misconduct include but are not limited to:

1. cutting and pasting text from the Web without quotation marks or proper citation;
2. paraphrasing from the Web without crediting the source;
3. using notes or a programmable calculator in an exam when such use is not allowed;
4. using another person's ideas, words, or research and presenting it as one's own by not properly crediting the originator;
5. stealing examinations or course materials;
6. changing or creating data in a lab experiment;
7. altering a transcript;
8. signing another person's name to an attendance sheet;
9. hiding a book knowing that another student needs it to prepare for an assignment;
10. collaboration that is contrary to the stated rules of the course; or
11. tampering with a lab experiment or computer program of another student.

See also http://grad.wisc.edu/acadpolicy/#misconductacademic.

20. RECITALS
- MM Only:
  - Prior to the first recital, MM students must form a Recital Committee composed of three faculty members including the Major Professor, one faculty member from outside the performance area,
and one other faculty member. Each student determines the committee membership in consultation with the Major Professor. See M.M. Recital Information and M.M. Recital Ballot at http://www.music.wisc.edu/grad/ (Click on “Forms & Information for Master’s Students”)

Students are required to make high-quality recordings of the performance.

- Both DMAs and MMs:
  - Off-campus recitals are only allowed with prior approval of the Major Professor and the DGS (Director of Graduate Studies). Refer to the DMA Recital Information at and the MM Recital Information at http://www.music.wisc.edu/grad/ (Click on “Forms & Information for Master’s Students” or “Forms & Information for Doctoral Students” for your program.)

- DMAs Only (including Dissertators) (See also COMMITTEES: EXAM, RECITAL, THESIS, AND DISSERTATION):
  - Prior to the first recital, DMA students must form a Doctoral Performance and Research Committee (DPRC), and have them sign the Doctoral Performance & Research Committee (DPRC) Registration Form (at http://www.music.wisc.edu/grad/, click on “Forms & Information for Doctoral Students”)
  - ALL FIVE members of your Doctoral Research and Performance Committee (DPRC) must be informed of the date and time for each recital. They do not all have to attend. AT LEAST ONE member of the DPRC must attend and evaluate the recital in writing using a Recital Ballot. The recital must also be evaluated BY AT LEAST TWO ADDITIONAL members.
  - Since some committee members may be unavailable to attend all performances and because the recitals are an integral part of the DMA Research Project, the candidate is required to make high-quality recordings of the performance available to the entire DPRC for later review. Go to http://www.music.wisc.edu/grad/ and click on “Forms & Information for Doctoral Students” to see DMA Recital Information and D.M.A. Recital Ballot.

21. RESIDENCY
“Residency” requirements are determined by the Graduate School. Master’s students must accumulate a minimum of 16 graduate-level credits at UW Madison to meet the residency requirement; doctoral students must accumulate a minimum of 32 graduate-level credits at UW Madison. Students may accumulate residency credits by attending part-time, as long as full-time registration is not otherwise required (e.g., by specific degree requirements as determined by your Major Professor and the DGS, by visa status, or by specific conditions of financial support such as Teaching/Project Assistantships or Fellowships).

22. SAFETY
The location and configuration of the Humanities Building make it accessible to individuals who have no legitimate business there. While most of these individuals are harmless, there have been cases of verbal abuse, theft, exhibitionist behavior, verbal propositions, and worse. We ask that you notify campus police immediately if you feel violated or threatened. Trust your instincts. The School of Music and the University take these incidents seriously and will respond. Campus police can be reached by dialing 911. Reports may be anonymous if you wish. Try not to be alone in the practice rooms late at night, and if you are, lock the door. Be aware of your surroundings and your belongings, and keep your locker locked.

23. SATISFACTORY PROGRESS
Each department at the University of Wisconsin is required to have standards to determine satisfactory progress. See http://www.music.wisc.edu/grad/ (Click on “Forms & Information for Master’s Students” to see Satisfactory Progress for Master’s Students. To see Satisfactory Progress for Doctoral Students click on “Forms & Information for Doctoral Students.”) Generally, Master’s students must graduate after four full-time semesters, (depending on funding status), and doctoral students must take preliminary exams within five years of study, regardless of full-time or part-time course loads. Students not in compliance with satisfactory progress
rules may not hold Teaching or Project Assistantships or Fellowships in the School of Music. Refer also to the Graduate School’s Academic Policies and Procedures Index 
http://grad.wisc.edu/acadpolicy/#satisfactoryprogress

24. SUMMARY REVIEWS (see GRADUATION)

25. TRANSCRIPTS
School of Music policy is that once a student’s file is complete, all documents remain in the file. If you need copies of your transcript, you will need to request them directly from that institution. To request your University of Wisconsin transcript, go to: http://ordertranscript.wisc.edu/

26. “TRANSFER” OF CREDITS
Students may apply to “transfer” up to 6 credits of **graduate-level** (300- level and above) course work completed successfully within the past five years at another institution by filling out a Course Equivalency Request Form at http://www.music.wisc.edu/grad/ for each course and furnishing a syllabus or other documentation to the faculty member teaching the equivalent course on this campus. “Transfer” of credits and their specific use to fulfill degree requirements also requires approval from the Major Professor and the DGS, and from the Graduate Committee for requests over 6 credits. ‘Transfer” credits will not be evaluated until the student has enrolled as a graduate student and may not count toward the residency requirement. Courses approved for “transfer” will not appear on the student’s transcript.

27. TRANSPORTATION AND PARKING
- Madison is a bicycle-friendly city, with many bike paths and bike lanes on most of the main routes to campus and bike racks located near every campus building and near most city businesses. For more information about getting around town by bike, go to: http://www.mapmyride.com/find-ride/united-states/wi/madison Madison has a bike sharing program, too: http://madison.bcycle.com/
- Madison Metro Transit buses run frequently to campus from all parts of the city. Students may pick up free bus passes during Welcome Week. Madison Metro Transit’s website is http://www.cityofmadison.com/metro/
- Parking is scarce and very expensive, but metered spaces may be available on the bottom two floors of the Lake Street/Francis Street Ramp, (a.k.a. Lot 46 or the Southeast Parking Facility), or under Helen C. White or Grainger Hall.
- The Transportation Services office at the Welcome Center, 21 North Park Street or http://transportation.wisc.edu/ provides information about other parking and transportation options, including Community Car, http://www.communitycar.com/, a member-based car sharing service that provides cars by the hour to individuals and organizations.

28. WARRANTS (see GRADUATION)

*This document is not an official document. Any conflicts between this material and what is stated in the Graduate School Handbook, in T.A./P.A./Fellow contracts, any School of Music emails or other communications, or other official University publications, should be resolved in writing by the appropriate office. Failing that, the official documents prevail.*