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. 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 Musicology and Ethnomusicology students 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 enrolling for classes.

2. COMMITTEES (See also EXAMS, THESIS, and RECITALS)
All School of Music graduate students have Committees, groups of faculty who evaluate your recital(s), grade your comprehensive exams or thesis, and sign your Warrant (see GRADUATION). The makeup of the Committees depends on your degree program. Please see the charts below, as well as the information below the charts.

Occasionally it happens that committee membership needs to be altered in the middle of a student’s degree. If this is an issue, first consult with the Major Professor, then the Director of Graduate Studies.

MASTER’S STUDENTS (See also EXAMS, THESIS, and RECITALS)

Master of Music (MM) students in Music Performance: Two Committees

Exam Committee (3 Tenure-Track Faculty Members)

<table>
<thead>
<tr>
<th>Degree</th>
<th>Areas</th>
<th>Committee includes tenure-track faculty</th>
<th>Orals?</th>
<th>Number of signatures on warrant</th>
</tr>
</thead>
<tbody>
<tr>
<td>MM</td>
<td>performance, composition</td>
<td>major prof., historical musicology prof., music theory prof.</td>
<td>no</td>
<td>3</td>
</tr>
</tbody>
</table>

Recital/Thesis Committee (3 Faculty Members)

*Exam/thesis committees are the same

<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>major prof. plus 2 others (one of the two must be from MAJOR area)</td>
<td>not necessary</td>
<td>NA</td>
</tr>
</tbody>
</table>
• The Historical Musicology and Music Theory professors on your Exam Committee should be instructors with whom you have taken courses.
• The Historical Musicology professor on your Exam Committee grades your Historical Musicology exam. All MMs take the same Historical Musicology 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 School of 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.

Master of Music (MM) students in Music Education: Exam/Thesis Committee

<table>
<thead>
<tr>
<th></th>
<th>Committee includes tenure-track faculty</th>
<th>Orals?</th>
<th>Number of Signatures on warrant</th>
</tr>
</thead>
<tbody>
<tr>
<td>MM education</td>
<td>major prof. &amp; at least two other members determined by area</td>
<td>no</td>
<td>3</td>
</tr>
</tbody>
</table>

• 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, Historical Musicology, and Theory: Exam/Thesis Committee

<table>
<thead>
<tr>
<th></th>
<th>Committee includes tenure-track faculty</th>
<th>Orals?</th>
<th>Number of signatures on warrant</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA history ethno theory</td>
<td>determined in consultation with Major Professor</td>
<td>yes</td>
<td>3</td>
</tr>
</tbody>
</table>

DOCTORAL STUDENTS (See also EXAMS, THESIS, and RECITALS)

Doctoral Committees are groups of faculty that coordinate efforts in evaluating a student’s work and following a student’s work through the stages of study, research, writing, and/or performance. PhD students have separate committees for the Preliminary Examination and the Dissertation; DMA students have a single committee throughout the degree program.

Occasionally it happens that committee membership needs to be altered in the middle of a student’s degree. If this is an issue, first consult with the Major Professor, then the Director of Graduate Studies.

PhD Students: Preliminary Exam Committee

<table>
<thead>
<tr>
<th></th>
<th># of members From Prelim Warrant must be signed by (at minimum):</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD history ethno theory</td>
<td>minimum 5 major &amp; minor areas major prof &amp; minor prof.</td>
</tr>
</tbody>
</table>

The Preliminary Exam Committee includes the Major Professor, the Minor Professor; and other members as determined by the area faculty. All must be tenure-track faculty.
PhD Students: Dissertation Committee

<table>
<thead>
<tr>
<th>Field</th>
<th>Minimum requirement</th>
<th>Tenure-track?</th>
<th>Committee Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD</td>
<td>history ethnology theory</td>
<td>major prof. PLUS a faculty member from ANOTHER area (MAY be Minor Professor), preferably an academic area</td>
<td>4 must be TT (5th and optional 6th members can be non-TT)</td>
</tr>
</tbody>
</table>

- 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 (official document requested from the Graduate School that enables you to graduate).
- The Major Professor and four of the five Committee members must be UW-Madison Graduate Faculty (Assistant, Associate or Full Professor)---and one of those four must be from a graduate field of study outside the major area, preferably from an academic area (e.g. Historical Musicology, music theory, and/or external minor).

DMA Students: Doctoral Performance and Research Committee (DPRC)

Before performing your first degree recital you must form a 5-member Doctoral Performance and Research Committee (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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Minimum requirement</th>
<th>Tenure-track?</th>
<th>Committee Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMA</td>
<td>Performance, composition</td>
<td>major prof. PLUS a faculty member from ANOTHER area (MAY be Minor Professor), preferably an academic area</td>
<td>4 must be TT (5th and optional 6th members can be non-TT, or academic staff)</td>
</tr>
</tbody>
</table>

- The Major Professor and four of the five Committee members must be UW Graduate Faculty (Assistant, Associate or Full Professor)---and one of those four must be from a graduate field of study outside the major instrument area, preferably from an academic area (e.g. historical musicology, music theory, and/or external minor).
- You may also include other faculty, instructors, or academic staff (if appropriate) as the fifth or as an optional sixth committee member.
- Your Minor Professor does not have to be on the DPRC. However, if your Minor is Option B (Distributed) and includes School of Music coursework, your committee should include a faculty member from the external department with expertise relating to the minor field. See the DGS for clarification.
- Four of the required five Committee members must be UW Graduate Faculty (Assistant, Associate or Full Professor). The fifth or optional sixth members may be non-tenure track or academic staff.

3. COMMUNITY MUSIC LESSONS PROGRAM
You may sign up 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 signing up to teach lessons, you can be paid on an hourly basis through the School of Music and also 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. For more information, see the CML webpage.

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**.

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](https://grad.wisc.edu/acadpolicy/#enrollmentrequirements)

* **Fellows and International Students** must be enrolled in a minimum of 8 credits each semester they are enrolled (with the exception of Dissertators at 3 credits). International students must receive permission from ISS (International Student Services) before dropping below 8 credits.

* **Teaching/Project Assistants** must be enrolled in a minimum of 6 credits (33.4% FTE) or 4 credits (50% FTE) 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: [https://grad.wisc.edu/acadpolicy/#enrollmentrequirements](https://grad.wisc.edu/acadpolicy/#enrollmentrequirements)

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,”** 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** (See also **COMMITTEES**)
   All Doctoral candidates have a two-hour DEFENSE. For PhD students this concerns the Dissertation; for DMA students this concerns the Doctoral Performance and Research. At the Defense the Major Professor must be in attendance, but one committee member can be missing, provided the missing committee member is willing to sign the warrant. A committee member participating via Skype is considered to be present.
8. DISSERTATORS
Doctoral students who have successfully passed Preliminary Examinations move to a classification called “Dissertator.” Dissertators must enroll for exactly THREE credits that are directly relevant either to the Dissertation (for PhD’s), or to the Doctoral Research Project and degree Recitals (for DMA’s). The Graduate School requires dissertators to maintain continuous enrollment until degree completion—this usually does not include summer enrollment. If you do not maintain continuous enrollment the Graduate School will charge you a Degree Completion Fee. For more information see FAQ for New Dissertators & Advisors

9. DOCTORAL PERFORMANCE AND RESEARCH
Students in the Doctor of Musical Arts program combine the artistry of musical performance or composition with an advanced level of scholarship. Whereas PhD students’ work culminates in a dissertation as the capstone achievement, for DMA students the entire body of performance and scholarship, including a Doctoral Research Project with an extended written document, is the parallel accomplishment. This body of Doctoral Performance and Research constitutes a significant contribution to the field. Just as a PhD dissertation is published, so the recital recordings, notes, and Doctoral Research Project are all submitted, defended, and permanently housed in UW-Madison Memorial Library. This material is available to anyone who is interested in accessing the material in the future. Refer to Dissertation & D.M.A. Research Project Proposal Registration and D.M.A. Research Project Guidelines.

The written document that is part of the DMA Doctoral Research Project is not considered parallel in scope to a PhD dissertation. On rare occasion candidates having written unusually extensive Doctoral Research Projects have chosen to publish the Project as a separate document. Students considering this should consult with their Doctoral Performance and Research Committee.

10. 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/ (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)

11. 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/ and click on “Forms & Information for Doctoral Students” and read School of Music Doctoral Minors and the 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. Alternatively, 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. All minor plans must form a cohesive body of work. A collection of unrelated courses will not be approved.
12. 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.
- For legal reasons the University and the School of Music is bound to communicate with you only via your wisc.edu account. If you use a Gmail, Yahoo, or other service be sure to link that email to your wisc.edu account.
- 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 the DoIT webpage.
- *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

13. EMPLOYMENT FOR INTERNATIONAL STUDENTS
International students in F-1 status may work up to 20 hours per week on campus while enrolled in a full-time course of study. If you have been in valid F-1 status for two semesters or at least 9 months you may be eligible to work off campus and receive payment for the work. More information is available from International Student Services (ISS).

There are two options for applying to work off campus. Curricular Practical Training (CPT) allows you to work off campus provided it is part of your academic program—your work experience is directly related to your curriculum. Either your program must require a work experience or you must opt for an elective to earn credit for a work experience. The CPT form must provide the dates of employment, the nature of the work, and the employer’s name and signature before you submit it to your Major Professor and Director of Graduate Studies for approval. In general a student should enroll for a distinct project, usually Independent Work (660-799) that represents the credit earned for the employment.

The other possibility is Optional Practical Training (OPT). In this case the work can be independent of your curriculum, but the work must be related to your academic program of study. This must be approved by ISS and by the U.S. government.

14. EXAMS (See also COMMITTEES and WARRANTS, and chart, below)
Comprehensive Exams and Preliminary Exams take place in mid-November and mid-April. Exact dates and times for the proctored exams for MMs and DMAs will be determined by the DGS and a schedule will be sent out by email. Students should contact the Graduate Coordinator, Marina Drake, msdrake@wisc.edu to let her know that you plan to take exams. 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, and refer to the chart below.

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. Comprehensive and Preliminary Exams are not given during summer months.

**MMs:**
- MMs take Comprehensive Exams in their final semester of coursework.
The Historical Musicology professor on your Exam Committee grades your Historical Musicology exam.

All MMs take the same Historical Musicology Exam. Sample MM Comprehensive Historical Musicology exams are available in the SOM 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. The Major Professor usually designs and writes the Major Area exam.

Students in performance and composition write two exams on separate two days: the Major exam (typically 2 hours, consisting of questions from your Major Professor) and the Historical Musicology exam (1 hour).

These exams are scheduled and administered by the SOM Graduate Office, although some students in some areas always write take-home exams. (Refer to the chart for more information.)

There is no music theory exam for MM students; instead, a professor in the music theory area will sign your warrant (the 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.

DMAs:

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 dissertator status.

DMA Preliminary Exams consist of a written Major Area examination, a Minor Exam (at the discretion of the Minor Professor, except in the case of Historical Musicology and Music Theory) and a 2-hour Oral Examination. It is the responsibility of the Major Professor to draw up the Major Exam, with all members of the DPCR given the opportunity to submit questions for the Major Exam. Students may write a Take-Home Exam, or a two-hour Proctored Exam, or both. Each of the two written exams should total no more than 2 hours. Questions in the Minor area may also be incorporated into the Major area exam. This is true for both Options A and B Minors. (See DOCTORAL MINORS section.)

A 2-hour Oral Exam follows the written exam(s). It is the student’s responsibility to schedule this with committee members. The Oral Exam may be scheduled before taking the written Preliminary Exam. This Oral Exam is required by the Graduate School. At least 3 of your DPCR or Dissertation Committee members must be present. If a committee member is participating by Skype, s/he is considered to be present.

MA Comprehensive Exams (See also Oral Exams/Defense, below)
Master’s students (except Historical Musicology students) generally take comprehensive exams in the last semester of completing degree requirements.

MA:

Historical Musicology 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:
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/. Reserve the Faculty Lounge by contacting School of Music Facilities at facilities@music.wisc.edu. At least 3 committee members must be present at the oral exam (defense).

**PhDs:**

- After passing the written Preliminary exams, PhDs have a 2-hour Oral Exam with at least 3 committee members present. It is the student’s responsibility to schedule this Oral Exam with committee members. The Oral Exam may be scheduled before taking the written Preliminary Exam.

**Historical Musicology PhD:**

- Musicology 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.

### SCHOOL OF MUSIC GRADUATE EXAMS

<table>
<thead>
<tr>
<th>Degree</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><strong>MMs:</strong></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><strong>MAs:</strong></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 Historical Musicology</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><strong>Doctoral Students:</strong></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</td>
<td>At discretion of Minor Professor**. 2</td>
<td>n/a</td>
<td>Prelim Oral Exam: 2 hrs with 3 committee members present, at minimum. Anyone missing must</td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td>Hours</td>
<td>Exam Type</td>
<td>Committee Members</td>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
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<td>----------------------------------------</td>
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<td>----------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>PhD Historical Musicology***</td>
<td>6</td>
<td>Prelim Oral Exam</td>
<td>3</td>
<td>Anyone missing must sign Prelim Warrant. Project Defense: 2 hrs, 1 committee member can be missing (not Major Prof), if they sign Degree Warrant.</td>
<td></td>
</tr>
<tr>
<td>PhD Ethnomusicology***</td>
<td>6</td>
<td>Prelim Oral Exam</td>
<td>3</td>
<td>Anyone missing must sign Prelim Warrant. Project Defense: 2 hrs, 1 committee member can be missing (not Major Prof), if they sign Degree Warrant.</td>
<td></td>
</tr>
<tr>
<td>PhD Theory***</td>
<td>6</td>
<td>Prelim Oral Exam</td>
<td>3</td>
<td>Anyone missing must sign Prelim Warrant. Project Defense: 2 hrs, 1 committee member can be missing (not Major Prof), if they sign Degree Warrant.</td>
<td></td>
</tr>
</tbody>
</table>

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

### 15. FOREIGN LANGUAGE STUDY

All doctoral degree programs and the Master’s degree programs in Historical Musicology and Ethnomusicology require reading proficiency at the intermediate level of at least one language. This is a competency requirement, and not all students will need to take courses to meet the requirement. 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.

### 16. FORMS

- University System Forms to add or drop classes, audit, credit overload etc., are all available online through the [Graduate School’s website](https://graduate.wisc.edu/forms/). For other types of forms, see [the Registrar’s website](https://www.registrar.wisc.edu/forms/).
- For School of Music Forms and informational handouts, go to [http://music.wisc.edu/grad/](http://music.wisc.edu/grad/). Click on “Forms & Information for Master’s Students” or “Forms & Information for Doctoral Students.”
- There you can find 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).
17. 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.

18. GRADUATION
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 (the 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.

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, including language proficiency, must be completed before students can graduate or achieve dissertator status. (If you are uncertain, see your Degree Requirements Worksheet on the SOM website, at http://www.music.wisc.edu/areas/)
- The Graduate Office needs to request warrants at least 4 weeks before the exam or defense date. 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.

19. GRIEVANCE PROCEDURES (GRIEVANCES AND APPEALS)
UW-Madison’s Mead Witter School of Music is committed to fairness and respect for every individual. Should a student feel unfairly treated or aggrieved by faculty, staff, or another student, there are avenues available for resolution of the issue.

If there has been inappropriate behavior or treatment that a student elects to address, we recommend that the student take the time to write a brief summary for personal use. This step will assist in organizing one’s own thoughts before initiating a discussion.

Any student concerned about unfair treatment is encouraged to take a direct approach by speaking directly with the individual responsible for the objectionable action. If this is not feasible, or if direct contact might be unduly difficult, we encourage the student to speak directly with the Director of Graduate Studies during regular open-door office hours or by appointment. Should the Director of Graduate Studies be the responsible individual, students may make an appointment with the Director of the School of Music to discuss the issue. Timeliness is important—it may be extremely difficult to reach resolution of unfair treatment if more than 90 days have elapsed since the occurrence.
Most issues can be resolved after these informal steps. However if an issue is not resolved, at this point the following process may be initiated:

1) The student submits a letter to the Director of the School of Music describing the grievance as fully as possible.
2) Upon receipt of the letter, the Director will convene an ad hoc committee to manage the grievance. The committee will obtain a written response from the individual(s) named in the grievance and discuss the issue. The ad hoc committee chair will provide a written report on the decision and any action taken by the committee both to the student and to the named individual(s) within 15 working days from the date the written complaint was received.
3) If any individual involved in the grievance is dissatisfied with the Committee’s decision, the party may file a written appeal to the Graduate School.

Should an issue concerning academic matters not be resolved at the School of Music (departmental) level, an appeal may be filed at the Graduate School. Information on the Graduate School Appeal Process is available here. For any issue involving students, the Division of Student Life: Student Services handles issues not resolved at the departmental level.

**Sexual Harassment:**
The School of Music has identified a faculty liaison for issues involving incidences of sexual bias or harassment. Feel free to contact Ben Schultz, Assistant Director of the School of Music:
assistantdirector@music.wisc.edu

**Discrimination/Diversity and Equity:**
Professor Teryl Dobbs is the designated liaison in the School of Music for issues involving diversity and equity. tdobbs@wisc.edu

**Discrimination based upon disability:**
Professor Teryl Dobbs is the designated liaison in the School of Music for these concerns. tdobbs@wisc.edu. The [McBurney Disability Resource Center](http://www.music.wisc.edu) also provides valuable support.

**Teaching Assistants and Project Assistants:**
For students with TA and PA appointments, a grievance procedure is described in Article IV of “Agreement between the State of Wisconsin and the Teaching Assistants’ Association (June 30, 2007)” The full document is available here.

### 20. INDEPENDENT WORK
You may make special arrangements with a professor to study material outside of current course offerings by using the Independent Work course number MUSIC/660-799.

- All SOM graduate students who are taking a 660-799 (Independent Work) course need to fill out an [Independent Study (799) Approval Form](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 Work,” 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.

### 21. 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.

Supplemental Employment for International Students:
Generally a student visa does not allow for additional paid employment. However if the work is related to your academic program you may ask to be approved for employment through a Curricular Practical Training application. Note that this application must be approved by your major professor and the School of Music Graduate Office.

22. PLAGIARISM, OR ACADEMIC MISCONDUCT
Graduate students should be aware that the university holds graduate students to a high standard of academic integrity. Academic misconduct may warrant university discipline in addition to any sanctions imposed by an instructor. Graduate students who have been found by their instructors to have committed academic misconduct can expect that the Division of Student Life will consider whether to impose 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.

23. RECITALS
• MM Only:
  o 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:
  o Off-campus recitals are only allowed with prior approval of the Major Professor and the DGS (Director of Graduate Studies). Refer to the D.M.A. Recital Information and the M.M. Recital Information at
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 D.M.A. Recital Information and D.M.A. Recital Ballot.

24. 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).

25. 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.

26. 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

27. SUMMARY REVIEWS (see GRADUATION)
28. TENURE-TRACK FACULTY
All Graduate Committees require membership by at least some Tenure-Track Faculty. This is because Tenure-Track faculty are considered members of the Graduate Faculty of UW-Madison. Any professor holding the rank of Assistant Professor, Associate Professor, or Professor is “Tenure-Track.”

Graduate Committees at the Doctoral level may include some members who are not part of the UW-Madison Graduate Faculty. See COMMITTEES.

29. THESIS
Master’s degree students in MM–Composition, MM–Music Education, and all MA tracks complete a Thesis as a part of the degree requirements. For details on the Committee membership, see COMMITTEES.

Master of Music (MM) students in Composition:
The Thesis in this program is described as a Project as follows:

- 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;
The Thesis in this program is described as a Final Project. Consult with your Major Professor for further detail.

Master of Arts (MA) students in Historical Musicology and Music Theory:

- 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.

30. 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/

31. WAIVING OF COURSE REQUIREMENTS
Students may apply to waive up to 6 credits of previous 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. Waiving course requirements requires approval from the Major Professor and the DGS, and from the Graduate Committee for requests over 6 credits. Waivers will not be evaluated until the student has enrolled as a graduate student and may not count toward the residency requirement. In the case of courses that have been waived, no record appear on the student’s transcript.

32. 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 Zip Car, a member-based car sharing service that provides cars by the hour to individuals and organizations.

33. 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.