

***School of Music Graduate Handbook
Information for Graduate Students
2020-2021***

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. **Most rule and regulation-related questions can be answered by Marina Drake in the School of Music Graduate Office, msdrake@wisc.edu** 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)

<i>Degree</i>	<i>Areas</i>	<i>Committee includes 3 tenure-track faculty</i>	<i>Orals?</i>	<i>Number of signatures on warrant</i>
MM	performance, composition	major prof., historical musicology prof., music theory prof.	no	3-4

Recital/Thesis Committee (3 Faculty Members)

**Exam/thesis committees are the same*

<i>Degree</i>	<i>Areas</i>	<i>Committee includes</i>	<i>Must be tenure-track?</i>	<i>Number of signatures on warrant</i>
MM	performance, composition	major prof. plus 2 others (one of the two must be from MAJOR area)	not necessary	NA

- The Historical Musicology and Music Theory professors on your Exam Committee should be instructors with whom you have taken courses.
- All three Exam Committee members sign the degree warrant.
- All Exam Committees must include 3 tenure track faculty members. ((i.e., Assistant Professor, Associated Professor or Professor). If your Major Professor is not a tenure track faculty member, a tenure track faculty member from the same area must also be included on your Exam Committee to serve as a co-advisor.
- 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

		<i>Committee includes tenure-track faculty</i>	<i>Orals?</i>	<i>Number of Signatures on warrant</i>
MM	education	major prof. & at least two other members determined by area	no	3

- 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

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

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

		<i># of members</i>	<i>From</i>	<i>Prelim Warrant must be signed by (at minimum):</i>
PhD	history ethno theory	minimum 4	major & minor areas	major prof & minor prof.

- 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

		<i>4 members minimum including:</i>	<i>Must be Tenure-track?</i>	<i>Warrant must be signed by:</i>
PhD	history ethno theory	major prof. PLUS a faculty member from ANOTHER area (MAY be Minor Professor), preferably an academic area	3 must be TT (4 th and optional 5 th members can be non-TT)	All committee members

- The Dissertation Committee, formed after preliminary exams have been passed, includes the Major Professor and has a total of at least four faculty members, one of which must be from an area outside the major (usually the Minor Professor). These four must sign your degree warrant (official document requested from the Graduate School that enables you to graduate).
- The Major Professor and three of the four Committee members must be UW-Madison Graduate Faculty (Assistant, Associate or Full Professor) or former UW-Madison graduate faculty up to one year after resignation or retirement.
- At least one of those three Committee members 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).

- The required 4th member may be from any of the following categories: graduate faculty, faculty from a department without a graduate program, academic staff (including emeritus faculty), visiting faculty, faculty from other institutions, and other individuals deemed qualified by the executive committee (or its equivalent).
- The Major Professor must be no more than 1 year out from retirement.
- Committee members who have retired or resigned from the University automatically retain Graduate Faculty status for one year. After one year they are permitted to serve as co-chair or as the 4th or optional 5th Committee member.
- A minimum of 3 members must be designated as “readers” of the Dissertation. Readers are committee members who commit themselves to closely reading and reviewing the entire dissertation. One of the three readers must be the Major Professor/Advisor. If there are two Co-Advisors, they must both be readers.
- Within the Dissertation, students must acknowledge contributions received from other individuals, (including co-authors of published work that appears in the document), such as in designing the research, executing the research, analyzing the data, interpreting the data/research, or writing, proofing, or copyediting the manuscript.

DMA Students: Doctoral Performance and Research Committee (DPRC)

Before performing your first degree recital you must form a 4-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.

		<i>Four minimum, including</i>	<i>Must be tenure-track?</i>	<i>Warrant must be signed by</i>
DMA	Performance, composition	major prof. PLUS a faculty member from ANOTHER area (MAY be Minor Professor), E. G. Music Education, Music Theory, Historical Musicology or Ethnomusicology, OR another department	3 must be TT (4 th and optional 5 th members can be non-TT, or academic staff)	All committee members

The Major Professor and three of the four Committee members must be UW-Madison Graduate Faculty (Assistant, Associate or Full Professor) or former UW-Madison graduate faculty up to one year after resignation or retirement. The DPRC should include at least one member from outside the student's major discipline. This member may be a faculty member from either the MWSom or from another program.

- If your Major Professor is not a tenure track faculty member, a tenure track faculty member from the same area must also be included on your Exam Committee to serve as a co-advisor.

- The required 4th member (and optional 5th) may be from any of the following categories: graduate faculty, faculty from a department without a graduate program, academic staff (including emeritus faculty), visiting faculty, faculty from other institutions, research associate, and other individuals deemed qualified by the executive committee (or its equivalent).
- 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.
- A minimum of 3 members must be designated as “readers” of the Dissertation. Readers are committee members who commit themselves to closely reading and reviewing the entire dissertation. One of the three readers must be the Major Professor/Advisor. If there are two Co-Advisor, they must both be readers.
- Within the Doctoral Research Project, students must acknowledge contributions received from other individuals, including co-authors of published work that appears in the document, such as in designing the research, executing the research, analyzing the data, interpreting the data/research, or writing, proofing, or copyediting the manuscript. This is a UW Graduate School requirement.
- A tool has been added to the Grad School website to assist students, staff, and faculty when forming committees. Use this [online committee requirements tool](#) to help you determine whether your proposed committee would meet the Graduate School’s minimum requirements for committee members. Please note that the School of Music has additional requirements for committees, as specified above.

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

MINIMUM NUMBER OF GRADUATE- LEVEL CREDITS PER SEMESTER					
	Unfunde d	Fellow	TA/PA	Internation al	Dissertator
Full-Time Study	Minim um 8 cr.	Minimu m 8 cr.	Minimum 8 cr. (below 33.4%)	Minimum 8 cr. (5 cr. w/ ESL)	<i>Must be 3 credits</i>
Part-Time Study	2-7 cr.	<i>Must be Full- Time</i>	<i>Must be Full- Time*</i>	<i>Must be Full-Time**</i>	<i>Must be 3 credits</i>
≥ 33.4% FTE	---	---	6 cr.	6 cr.	3 cr.
≥ 50% FTE	---	---	4 cr.	4 cr.	3 cr.

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.

Teaching/Project Assistants must be enrolled in a minimum of **6 credits** or **4 credits** each semester they are enrolled, depending upon the percentage of their appointment.

***TA/PA:** In the semester you take your exams (comprehensive exams for master's, preliminary exams for doctoral), you may enroll in the minimum number of credits needed to complete your degree requirements. Please note that this will qualify you as a **part-time** student.

International Students must be enrolled in a minimum of **8 credits** each semester they are enrolled, unless they hold a TA or PA position (see above).

****International students:** In the semester you take your exams (comprehensive exams for master's, preliminary exams for doctoral), you may be permitted to enroll in the minimum number of credits needed to complete your degree requirements. Please note that this will qualify you as a **part-time** student, and you will need to obtain permission from ISS in order to do so.

Fellows must be enrolled in a minimum of **8 credits** each semester they are enrolled.

Dissertators must be enrolled in exactly **3 credits** each semester they are enrolled.

Source: Graduate School's Academic Guidelines:

<https://grad.wisc.edu/documents/enrollment-requirements/>

5. COURSE REGISTRATION DEADLINES

It's the student's 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 the 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 <https://www.music.wisc.edu/grad/#toggle-id-2>. (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 <https://www.music.wisc.edu/grad/#toggle-id-2> 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 SCHOOL OF MUSIC 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 SOM Graduate 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**.

MA and PhDs take separate exams. These are scheduled, administered and proctored entirely by the 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 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 the Major exam (typically 2 hours, consisting of questions from your Major Professor)
- 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.
- Effective Spring semester 2021, there is no Comprehensive Historical Musicology Exam for MM students; instead, a professor in the Historical Musicology area will sign your warrant (the document required by the Graduate School that enables you to graduate), indicating successful completion of his two course work as part of your degree requirements.
- MM students generally do not have oral exams.

DMA:

- 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 DPRC 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 DPRC or Dissertation Committee members must be present. If a committee member is participating by Skype, s/he is considered to be present. To reserve the Fifth Floor Meeting Room (Room 5520), use the rehearsal/meeting request form on the Facilities page, <https://www.music.wisc.edu/about-us/facilities/>

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 students do not take written comprehensive exams but do write a Master's Thesis. Ethnomusicology students do not take written comprehensive exams, but instead defend their Master's Thesis 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/>. To reserve the Fifth Floor Meeting Room (Room 5520), use the rehearsal/meeting request form on the Facilities page, <https://www.music.wisc.edu/about-us/facilities/>. 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. To reserve the Fifth Floor Meeting Room (Room

5520), use the rehearsal/meeting request form on the Facilities page,
<https://www.music.wisc.edu/about-us/facilities/>

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				
<i>Degree</i>	<i>Major Exam</i>	<i>Minor Exam</i>	<i>Oral Exam/Defense</i>	<i>Notes</i>
<i>MMs:</i>				
MM*	2 hours	n/a	NO	
MM Music Education	At discretion of faculty	n/a	NO	
<i>MAs:</i>				
MA Ethnomusicology	NO	n/a	Yes (defend thesis)	No exam; thesis written instead
MA Historical Musicology	6 hours (in 3 rd semester)	n/a	Yes	Defend exam, not thesis. Major advisor and committee

				administer exam.
MA Theory	NO	n/a	NO	No exam. Thesis only.
<i>Doctoral Students:</i>				
DMA*	2 hours if proctored. Take-home at discretion of faculty. May write both proctored and take-home exams.*	At discretion of Minor Professor**. 2 hours if proctored.	<u>Prelim Oral Exam:</u> 2 hrs with 3 committee members present, at minimum. Anyone missing must sign Prelim Warrant. <u>Project Defense:</u> 2 hrs, 1 committee member can be missing (not Major Prof), if they sign Degree Warrant.	
PhD Historical Musicology***	6 hours plus 2 hours. One-day exam taken over two-day period.	Opt/included in Major Exam	<u>Prelim Oral Exam:</u> 2 hrs with 3 committee members present, at minimum. Anyone missing must sign Prelim Warrant. <u>Project Defense:</u> 2 hrs, 1 committee member can be missing (not Major Prof), if they sign Degree Warrant.	
PhD Ethnomusicology***	Discretion of Committee	Opt/included in Major Exam	<u>Prelim Oral Exam:</u> 2 hrs with 3 committee members present, at minimum. Anyone missing must sign Prelim Warrant. <u>Project Defense:</u> 2 hrs, 1 committee member can be missing (not Major Prof), if they sign Degree Warrant.	

PhD Theory***	Discretion of Committee	Opt/included in Major Exam**	<u>Prelim Oral Exam:</u> 2 hrs with 3 committee members present, at minimum. Anyone missing must sign Prelim Warrant. <u>Project Defense:</u> 2 hrs, 1 committee member can be missing (not Major Prof), if they sign Degree Warrant.	
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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 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](#). See [the Registrar's website](#) for their forms, also.
- For School of Music Forms and informational handouts, go to <http://www.music.wisc.edu/grad/> to find:
 - Satisfactory Progress documents,
 - Recital Ballots and Recital Information for MMs and DMAs
 - Independent Study (MUSIC/660-799) 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,
- 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. See [Satisfactory Progress for Master's Students](#) and [Satisfactory Progress for Doctoral Students](#) on the School of Music website.

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 the 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](#) 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

Students 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 Work (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 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. MINIMUM GRADUATE DEGREE CREDIT REQUIREMENT

The Graduate School’s minimum graduate degree credit requirement is a degree requirement instituted by the Graduate Faculty Executive Committee to ensure that a graduate degree meets institution accreditation standards (this includes but is not limited to online, thesis/research, independent study, and practicum internships credits).

- **The minimum graduate degree credit requirement for the Master’s Degree (MM and MA) is 30 credits.**

- **The minimum graduate degree credit requirement for the Doctoral Degree (DMA and PhD) is 51 credits. (This may include master's degree credits taken at UW–Madison and credits taken while a dissertator.)**

The doctoral degree minimum graduate degree credit requirement may be achieved with credits earned before or after dissertator status. The credits applied towards a master's degree, a doctoral minor, or taken as a dissertator shall count towards the related doctoral graduate degree credit requirement.

Source: <https://grad.wisc.edu/documents/minimum-graduate-degree-credit-requirement/>

23. 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 <https://grad.wisc.edu/documents/misconduct-academic/>.

24. RECITALS

- **MMs 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 [D.M.A. Recital Information](#) and the [M.M. 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 FOUR 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](#).

25. 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).

26. 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.

27. 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 <https://grad.wisc.edu/documents/satisfactory-progress/>

28. SUMMARY REVIEWS (see GRADUATION)

29. TENURE-TRACK FACULTY

Any professor holding the rank of Assistant Professor, Associate Professor, or Professor is “Tenure-Track.” 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.

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

30. 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 Professor 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](#).

31. 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/>

32. TUITION WAIVER REQUEST FOR INDEPENDENT LEARNING COURSES

Tuition Waiver Request for Independent Learning courses is offered through UW Learning Innovations (a collaboration of University of Wisconsin-Extension and UW System). Graduate students in Music often take Independent Learning courses in languages to satisfy language requirements in their programs.

Students must follow the process outlined below in order to get approval for a tuition waiver request for an Independent Learning course offered through UW Extension. These requests must be approved by the School of Music DGS. To qualify for a tuition waiver, students may ONLY register for an Independent Learning course during UW-Madison's FALL or SPRING semester.

1. Student confirms that their plans are in compliance with the UW-Madison guidelines for tuition waivers for UW Learning Innovations courses found here:

<https://registrar.wisc.edu/guidelines-for-tuition-waivers/>

2. Student confirms with School of Music DGS that the Independent Learning course they wish to take would satisfy their program's language requirement.
3. Student must fill out the UW-Madison Tuition Waiver Request Form on the Office of the Registrar website: https://registrar.wiscweb.wisc.edu/wp-content/uploads/sites/36/2017/06/independent_learning_form.pdf
4. Student takes form to the School of Music Graduate Office where it is reviewed by the DGS.
5. **If the tuition waiver is approved by the DGS, the student submits the signed form and copies to UW Extension, as instructed on the form.** The School of Music Graduate Office keeps a copy of the completed request form. It is recommended that the student keep a copy as well.

33. 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](http://www.music.wisc.edu/grad/) 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.

34. 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. There are bicycle air and repair stations all around campus---find them on the [Bicycle Air and Repair Station Map \(PDF\)](#). There is also the free [University Bicycle Resource Center](#) for DIY repairs and bicycle-related classes! 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, <http://madison.bcycle.com/>, with reduced membership prices for UW students, employees and affiliates.

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.

35. 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.

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