

Mission Statement

The University of Wisconsin-Milwaukee Department of Music provides quality undergraduate and graduate education in music, in a stimulating and creative environment.

A dedicated, internationally-active faculty involved in teaching, performing, research and service, in cooperation with professional arts and education organizations, prepares students for professional careers and enriched musical lives.

Facilities

The Department of Music is situated within the Peck School of the Arts complex in the heart of the UWM campus and is a major tenant of the Helene Zelazo Center for the Performing Arts.

Facilities include:

- 300-seat recital hall in the Music Building
- 750-seat Helen Bader Concert Hall in the Zelazo Center
- Electro-Acoustic Music Center
- digital/experimental labs
- 20-station music computer/keyboard lab
- more than 60 practice rooms located in the Music Building and the Zelazo Center
- fully mediated classrooms
- several chamber music rehearsal rooms
- rehearsal room for early music including pipe organ and two harpsichords
- recording studio for student use
- Music Theory Tutoring Center located in the Music Building
- extensive music library

In addition to the main campus facilities, the Peck School of the Arts occupies classroom, studio and performance space in the newly renovated Kenilworth Square East.

Important Information for Students in the Music Department

Keys

All 'Regular' non-specialized Practice Room keys can be obtained without authorization. Music majors should work with their studio professor/area head to fill out a Practice Room Key Request form. This should be submitted to the Arts Office (Art 203) and they keys can be picked up at the Zelazo Box Office, which is also where the deposit fee is paid.

'Specialized' keys for piano major practice rooms and organ/harpsichord room (M 220) will require Area Chair authorization.

Hand Scan

After-hours entrance to the Main Campus Music Building, the Zelazo Performance Center, and the Kenilworth Square East buildings is allowed by hand scan identification only. You must have your hand scanned at the Zelazo Box Office to attain your hand identification. The hand identification scanners are located at the East and West entrances of the music building, at the south entrance (parking lot) of the Zelazo Center and at the entrance to the Kenilworth Building. This policy has been developed for the safety and security of all students, staff and faculty who use these facilities.

Keys should be used by only the students to whom they are issued. Students who give their practice room keys and/or security codes to locked rooms to others will have their keys revoked, as it will be considered an act of misconduct.

Lockers

All music majors who own their own instruments and wish locker space will need to contact the faculty representative in their area, in order to request and be assigned a locker. Additional unassigned lockers are located in the basement of the Music Building. Students must provide their own locks.

- Cello - Stefan Kartman
- Woodwinds – Jennifer Clippert
- Violins, Violas - Bernard Zinck, Stefan Kartman
- Brass - Kevin Hartman

Practice Rooms

The Music Building practice rooms are located in M 140 corridor and on the 4th floor, hallways 2 and 3 (upright pianos) and hallways 4 and 6 (grand pianos for piano majors only). Additional practice rooms are available in the lower level of the Zelazo Center for the Performing Arts. Only Music Majors are allowed to use the practice rooms.

Student Use of Music Department Facilities for Private Teaching

The University of Wisconsin-Milwaukee, in accordance with state statute, limits student utilization of university facilities related to University authorized instruction. Students may not use the Peck School of the Arts facilities to teach private music lessons. Music

stores in the community have facilities available. Students wishing to teach privately are encouraged to contact one of the local music stores.

UWM Safe Space

If you have a serious concern, a problem with another student or professor, family matter or just need to talk, stop by one of the Music Department "Safe Spaces." Your comments and concerns will be kept in strictest confidence. A listing of "Safe Space" faculty is available in the Peck School Main Office.

Participants include: James Burmeister (M 151), Tim Sterner Miller (M 239), and Tanya Kruse Ruck (M 341).

MUSIC DEPARTMENT STUDENT ORGANIZATIONS

American Choral Director's Association (ACDA)

Advisor: Zack Durlam

The American Choral Directors Association is the national, professional organization for all elementary, middle school, high school, college and church choir directors. The student chapter members receive national, regional and state publications and information on conferences and symposia. UWM students attend monthly meetings and the state conference each January.

Collegiate Chapter of National Association for Music Educators (CNAfME)

Advisor: Sheila Feay-Shaw

CMENC, The National Association for Music Education prepares students for changes, advancements and improvements in the field of music education. Members share ideas, discover new teaching techniques, develop leadership skills and expand a network of personal and professional contacts through campus activities, and state and national conferences. Anyone is eligible if they are pursuing a music education degree or any other music degree with an interest in teaching.

UNIVERSITY STUDENT SERVICES

http://www4.uwm.edu/current_students/student_services/

Counseling/Psychology/Substance Abuse Services

Getting stressed out? There's help.

Disability Services

The Student Accessibility Center will make sure a disability doesn't mean inability.

Student Health

The professionals of Norris Health Center provide health care and help you make healthy lifestyle choices.

UWM Police

UWM's finest provide essential law enforcement, emergency and protective services.

Campus Safety

UWM works hard to keep you and your environment safe and secure.

Student's Right to Know

Federal regulations require that UWM disclose information about itself, including academic, athletic, security, and financial aid information.

UWM Emergency Preparedness

University Safety and Assurances prepares for every eventuality, from fire protection to environmental hazards.

Multicultural Affairs

Programs, services and activities that encourage and support our diverse community.

Technology Resources

Information technology plays an important role in daily campus life. A wide variety of technology resources are available to help.

Military Call-up

What are your academic rights and responsibilities if you're called to active duty?

UWM B.O.S.S

Be On the Safe Side - get safe transportation when you need it.

International Student Services

The Center for International Education provides immigration advising for students who enter the United States on a visa.

Additional Academic Information

UNIVERSITY POLICIES

A complete and current listing of University policies can be found at the following link to the Secretary of the University: <http://uwm.edu/secu/syllabus-links/>

PAWS, D2L, Online Resources

Many of the resources you need can be found on-line at the University Website. A QuickGuide to the resources you will need can be found here:

<http://uwm.edu/technology/new-student-guide/>

PAWS is the portal via which students manage their enrollment and registration for classes. It is also the way that professors enter grades for the semester. Learning how to manage PAWS is crucial for all graduate students.

Information relating to PAWS, including help guides can be found here:

<https://www4.uwm.edu/paws/students/>

D2L

"Desire to Learn" (D2L) is the source for many course syllabi and course activities. You can log in using your pantherid and password and find your D2L sites at: <https://uwm.courses.wisconsin.edu/>. When you log in, all of the courses in which you are enrolled that use D2L will appear with instructions for usage.

You should also bookmark or save the following links:

Dates and Deadlines: <http://uwm.edu/registrar/students/dates-deadlines/>

Technology Links: <http://uwm.edu/studentssuccess/student-success-resources/technology/>

Bursar's Office, Information relating to Tuition & Fees: <http://uwm.edu/business-financial-services/bursar/tuition-information/>

AUDITIONS FOR LARGE ENSEMBLES

Large Ensemble Audition Materials: Information about audition expectations can be found at the following link: <http://uwm.edu/arts/music/ensembles/auditions/>.

[Note the above is the same as Undergraduate Handbook]

SYLLABUS = CONTRACT

The course syllabus, whether on paper or on D2L, is the contract between you and your instructor outlining your obligations for successful completion of the course.

Assignments and due dates, exams dates, attendance policies, and all texts and materials needed for the course are listed in the syllabus. In addition, the instructor will include information pertaining to their office hours and contact information. If you have any questions about the requirements or design of the course, speak to the instructor, immediately. Don't wait until the end of the semester.

ADD/DROP COURSES

A Music Department course must be added within the first two weeks of the semester per the Registrar's calendar. The following link will provide additional information regarding fees/tuition assessment for drop/withdrawals: <http://uwm.edu/business-financial-services/bursar/tuition-information/>

FINAL EXAMS AND JURIES

Consult your course syllabus for the date and time of the final exam. The UWM website lists the times for all academic course final exams. This is based on the meeting day and time of your class. The following link will provide additional information regarding the final exam schedule: <http://uwm.edu/registrar/students/final-exam-schedule-information/>
If there is a conflict between your jury and another final exam, contact your studio teacher immediately to make alternative arrangements for your jury.

Jury Activities (string, woodwind, brass, keyboard, voice, composition)

All students enrolled in performance and composition studios are required to participate in juries at the completion of each semester. Comments from faculty and staff jurors are shared with students at the beginning of the next semester's lessons. In some areas, a percentage (usually 10 percent) of the students' studio grade comes from performance juries.

UWM MUSIC LIBRARY

Where: 2nd floor, East Wing of the UWM Library

Hours: The Library's hours during the school year are 8am - 10pm on weekdays, we close at 5 on Fridays and are open Saturdays and Sundays as well. Rebecca Littman is the Music Librarian and, with her staff, can assist you in any reference needs.

For a fast tour through the resources available in the UWM Music Library, try this link: <http://www.uwm.edu/Libraries/Music/>

Survival Tips

Regularly check your mailbox in Art 203, if you have one.

Check announcements posted on the bulletin board outside the department Graduate Advising Office (MUS 131). Opportunities for non-UWM fellowships, conferences, and advanced graduate study are posted there, in addition to announcements about UWM course offerings, comprehensive exams, and other relevant matters.

Check the internet. The department maintains a web site (<http://uwm.edu/arts/music/>) that contains some useful information, including faculty bios, information about ensembles, and links to other local music sites.

Use e-mail. E-mail accounts are automatically created for new students. If you do not plan to use your UWM account, make sure that you set it up to forward messages to your preferred e-mail address because ALL official notifications are sent via UWM e-mail addresses. For questions about e-mail, write to help@uwm.edu.

Use your e-mail account to check for messages posted via the graduate student listserv (music-grads@uwm.edu). A listserv for graduate students in music is maintained by the Graduate Advisor and the Director of Graduate Studies, who periodically posts announcements of importance to graduate students on the listserv. Students and other faculty are encouraged to post announcements regarding recitals, concerts, lectures, course offerings, and other appropriate matters on the listserv as well. Check your e-mail regularly so that you do not miss these announcements.

Know the professors. Meet and talk with the faculty members in your and other relevant areas. Learn what they teach and their areas of scholarly interest and creative activity.

Meet regularly with your adviser. Meet with your adviser in your own area as well as the department Graduate Adviser at least once each semester.

Visit the Graduate School. Become familiar with these Graduate School publications:

- 1 Graduate Student and Faculty Handbook
- 2 Graduate School Bulletin
- 3 Master's Thesis and Doctoral Dissertation Format Requirements

The Graduate Program in Music--Areas of Concentration

The **Master of Music** degree permits concentrations in eight different areas of music study, some of which allow specializations within them as well. They are listed in alphabetical order here:

Chamber Music Performance
Collaborative Piano--Vocal and Instrumental
Conducting--Choral and Instrumental
Music Composition
**Music Education--Elementary and Secondary General Music, Choral Conducting,
and Instrumental Conducting**
Music History and Literature
Performance--Vocal and Instrumental
String Pedagogy

In addition, **Performer's Certificate** programs are available in **Chamber Music Performance** and in **Opera and Vocal Arts**. The Department of Music also offers an **M.M./M.L.I.S.** (Master of Music/Master of Library and Information Science) coordinated degree program with the School of Information Studies (formerly the School of Library and Information Science). Students in this program concurrently pursue a Master of Music degree program with a concentration in Music History and Literature and a Master of Library and Information Science degree program.

For detailed information about each concentration, see **Specific Areas of Concentration** below.

Department Organization

The organization of the department is essentially committee-based. The committees or coordinators that affect graduate students most directly are described below.

Graduate Committee

This committee is made up of the Director of Graduate Studies, the Graduate Advisor, a student member, and at least three other members of the Graduate Faculty, who represent different areas of concentration within the department, such as music composition, music education, music history and literature, and performance. The Graduate Committee:

- Considers and sets policies related to graduate courses and requirements.
- Reviews and approves changes to graduate concentrations and courses.
- Reviews and approves proposals for new concentrations and courses.
- Reviews and approves thesis and recital proposals.
- Nominates candidates for Graduate Fellowships each year.
- Nominates candidates for Advanced Opportunity Program scholarships each year.

Director of Graduate Studies

- Chairs the Graduate Committee.
- Oversees the correction of the Graduate Bulletin.
- Keeps graduate students informed about UWM Graduate School policies and deadlines.
- Approves students for graduation.
- In consultation with the Scholarship Committee and the Chair of the Music Department, makes recommendations for Non-Resident Tuition Remission (NRTR) scholarships for out-of-state students.
- Approves the transfer of credits, in consultation with faculty in the appropriate area.

Graduate Student Advisor

- Assesses, processes, and approves student applications to all music graduate programs, in consultation with faculty in appropriate areas.
- Provides information about all aspects of the Music Department to prospective graduate students.
- Serves as a general adviser for all graduate students.
- Identifies transferable credits from other universities.
- Provides guidance concerning academic progress.
- Sets the dates of graduate diagnostic and comprehensive exams in music history and music theory, and sets the dates of graduate music education comprehensives.

Chair of the Music Department

- Appoints the members of the Graduate Committee.
- In consultation with the Scholarship Committee and other appropriate faculty, assigns and determines the duties of teaching and project assistants.
- Issues contracts for teaching and project assistants.
- In consultation with the Scholarship Committee and Director of Graduate Studies, makes recommendations for Non-Resident Tuition Remission (NRTR) scholarships for out-of-state students.
- Appoints the members of the Grievance Committee and calls meetings of the committee.

Chair of the Music History and Literature Area; Chair of the Music Composition Area

- Prepares and administers diagnostic and comprehensive exams in music history and music theory.
- Reads and approves/disapproves diagnostic and comprehensive exams in music history and music theory.

Chair of the Music Education Area

- Prepares and administers comprehensive exams in music education.
- Reads and approves/disapproves comprehensive exams in music education.

Scholarship Committee

- In consultation with the Chair of the Department and other appropriate faculty, makes recommendations for awarding teaching and project assistantships.
- In consultation with the Chair of the Department and the Director of Graduate Studies, makes recommendations for Non-Resident Tuition Remission (NRTR) scholarships for out-of-state students.

Advisors in Each Area of Concentration

Advise students on course and other requirements in the student's area of concentration. Early in his or her studies, each student will be assigned to or should seek out a major professor in his or her area of concentration. The major professor will advise the student on course and other requirements and supervise the student's studies. A student who is not assigned to an adviser early in his or her program should immediately contact the Director of Graduate Studies.

Grievance Committee

When a written appeal from a student is submitted to the Chair of the Music Department, a meeting of the Grievance Committee is called. The committee consists of three faculty members and two students (one graduate and one undergraduate) appointed by the chair of the department. The Grievance Committee deliberates primarily on the basis of written documents submitted by all interested parties. It may also conduct interviews or other investigations as may be necessary to resolve the issue.

Grievance and Appeal Procedure

Students may initiate a grievance/appeal in the following instances: adverse decisions in an academic matter (e.g., dropping a course, grades), any class related matter.

Procedure

Step 1 The student discusses the grievance/appeal with the faculty member involved. This discussion must take place within a maximum of 30 working days of the action that prompted the grievance/appeal.

Step 2 If dissatisfied with Step 1 decision, the student may appeal to the departmental chairperson. Such an appeal must be made within a maximum of 10 working days from the date of the Step 1 decision. (If the grievance/appeal involves the chairperson, Step 2 is omitted and the student may proceed with the appeal as described in Step 3.)

Step 3 If dissatisfied with the Step 2 decision, the student may appeal to the chairperson of the Departmental Grievance and Appeals Committee of the department involved. Such an appeal must be made within a maximum of 10 working days from the date of the Step 2 decision.

Step 4 If dissatisfied with the Step 3 decision, the student may appeal in writing and in person if he/she wishes, to the chairperson of the Peck School of the Arts Academic Appeals Committee. Such an appeal must be made within a maximum of 10 working days from the date of the Step 3 decision. A written statement of the decision on the appeal is provided to the student, to the faculty member responsible for the initial decision, and to the Administrator of Student Affairs.

Step 5 If dissatisfied with the Step 4 decision, the student may appeal in writing, and in person if he/she wishes, to the Dean of the Peck School of the Arts or the Dean's designee. This appeal must be made within a maximum of 10 working days from the date of the Step 4 decision.

At each level of the appeal procedure it is expected that a reply will be given to the student within a reasonable period of time.

Financial Assistance

Graduate students are eligible to apply for the following types of assistance available through UWM:

- Graduate School Fellowships
- Chancellor's Fellowships
- Advanced Opportunity Program Diversity Fellowships awarded to disadvantaged members of groups under-represented in graduate study
- Teaching and project assistantships administered through the Music Department
- Scholarships related to and administered by specific areas within the Music Department (e.g., Music Composition, Strings)
- Non-Resident Tuition Remission (NRTR) scholarships
- Loans, Work-Study, and student employment administered through the Financial Aid Office

For Graduate School administered fellowships, see the UWM Graduate Student and Faculty Handbook (<http://graduateschool.uwm.edu/students/policies/expanded/>) for detailed information, and check with the Director of Graduate Studies in the Music Department about requirements, application procedures, and deadlines.

The Music Department Scholarship Committee, the Chair of the Music Department, and the appropriate area heads share the responsibility for making decisions about teaching and project assistantships administered by the Music Department. Prospective students must fill out an application form supplied along with other application materials by the Music Department, and they are advised also to contact the head of the area in which they wish to work (e.g., orchestra, band, choir, music history, music theory, chamber music). Current students who wish to apply for a teaching or project assistantship should contact both the chair of the department and the head of the area in which they wish to work. Students currently holding teaching and project assistantship appointments should be aware that such contracts are not automatically renewed. Rather, they are renewable upon review by the appropriate faculty and the Scholarship Committee. The duties connected to teaching and project assistantships vary considerably, and some are not attached to a specific area within the department, e.g., stage and Recital Hall managing, School of the Arts marketing.

For scholarships administered by specific areas within the Music Department, students may wish to contact the head of their area of concentration to inquire about availability. Scholarship students are expected to provide some service to the Music Department in exchange for their scholarship.

For Non-Resident Tuition Remission (NRTR) scholarships, the Scholarship Committee, Chair, and Director of Graduate Studies work together to obtain such scholarships for out-of-state students.

SCHOLARSHIPS

I. Minimum Eligibility Requirements

- A. Graduate students must enroll for at least 6 credits per semester (including registering for performance lessons on their principal instrument and participating in an approved ensemble) and show that they are making reasonable progress toward their degree in music. (NOTE: In special cases a student enrolling for fewer than 6 credits may qualify for a scholarship. To be eligible, the student must submit a written appeal to the Scholarship Committee explaining the special circumstances, and provide appropriate documentation pertaining to the request. The Scholarship Committee will render decisions on a case by case basis.)
- B. Scholarship students must maintain a cumulative GPA of at least 3.0 (on a 4.0 scale). If a scholarship student does not maintain a cumulative GPA of 3.0 or falls below a suitable level of academic or musical performance, he or she will be put on probation for one (the following) semester. If the student continues below level in academic or musical performance during the semester of probation, the student will lose the scholarship. The student may re-apply for a scholarship award after one semester at the appropriate academic and music performance level.

II. Criteria for Scholarship Award

- A. Students must meet minimum eligibility requirements above. However, not all students who meet the minimum eligibility requirements are awarded scholarships.
- B. If a student meets the minimum eligibility requirements above, and is deemed deserving of receiving a scholarship by a consensus vote of his or her area faculty, scholarships will be awarded based on:
 - assessment of the student's musical performance,
 - assessment of the student's academic performance,
 - assessment of the student's steady and timely progress toward degree.
- C. Performance in an approved performing organization is required of any student receiving a scholarship.

III. Terms of Scholarship

- A. Scholarships are normally awarded for one academic year, half the amount payable at the beginning of each semester.
- B. Students must meet all eligibility requirements and criteria in each semester.
- C. Scholarships are not automatically renewable. Students must reapply and re-audition (jury) each year for the following academic year.

International Students

International graduate students have special requirements for admission, including proof of English language proficiency, and minimum financial resources to support study at UWM, as well as the responsibility for maintaining non-immigrant status, health insurance, and paying taxes. In addition there may be additional issues relating to residence for tuition purposes and financial aid, including assistantships. The International Student and Scholar Services of the Center for International Education (Garland 138) is the primary office for assisting international students (<http://uwm.edu/cie/international-admissions/>).

While The International Student and Scholar Services Center is the authority on all matters relating to students visas, etc., students in the department should also feel free to discuss concerns with Prof. Gillian Rodger, who has been through the immigration process both as a student (undergraduate and graduate) and scholar, and understands many of the difficulties international students can face. She may be able to provide additional advice and/or explanations of this process.

The Master of Music Program--General Requirements

Diagnostic Exams and Deficiencies

Diagnostic examinations in both music history and music theory are required of all entering and transferring graduate students, except for those in Performer's Certificate programs. These examinations must be taken before a student's first semester of study at UWM, although exceptions will be granted in extenuating circumstances. For example, students who begin their graduate work during the summer should take the diagnostic exams before their first fall semester. In no case will students be allowed to proceed beyond the first year of graduate study without having taken the diagnostic exams. These examinations assist the faculty in determining whether the student may proceed with required graduate courses, or whether he or she first needs to remove deficiencies.

Those students exhibiting deficiencies in music history will be required to enroll in Graduate Music History (Music 704), and those exhibiting deficiencies in music theory will be required to enroll in Graduate Theory Foundations (Music 703). These courses must be passed with a minimum grade of B or better. While Graduate Music History may count toward the degree as an elective, credits earned in making up deficiencies in Graduate Theory Foundations do not count toward the degree, and hence add three credits to the degree requirements for the student's program. It is expected that students who are required to take Music 703 will complete that course before enrolling in a Graduate Theory Elective, and that students who are required to take Music 704 will complete that course before enrolling in Music 711 (Graduate Seminar in Music History).

Other areas of deficiency may require further review. For example, students concentrating in Vocal Performance may need to address deficiencies in Italian, French, and German diction as well as in vocal pedagogy.

Ensemble Participation

All students are required to participate in an approved performing organization each semester in which they are registered for music performance instruction in their major instrument at the 700 or 800 level. This requirement normally applies to students concentrating in performance (vocal and instrumental), chamber music performance, and string pedagogy, but not to students in music education, music composition, music history and literature, and collaborative piano. Students in conducting (choral and instrumental) must enroll in an approved performing organization for three semesters.

Foreign Language Requirement

Students in Music History and Literature, and those in the M.M./M.L.I.S. coordinated program, must demonstrate a reading knowledge of German, French, or Italian. Other relevant languages relating to research may be substituted with the permission of the Music History Area Head.

M.M. students concentrating in Collaborative Piano (Vocal) and Vocal Performance must demonstrate diction proficiency in German, French, and Italian. A diagnostic exam given to students at the time of their audition, if they are seeking admission to the Vocal

Performance program, or early in their graduate studies, if they are concentrating in Collaborative Piano (Vocal), will determine whether they must enroll in diction courses. Students whose diction skills are deficient are required to enroll in the appropriate course or courses without degree credit. Completion of the course(s) with a grade of B or better satisfies the deficiency.

Performer's Certificate students in Opera and Vocal Arts must demonstrate both diction and translation proficiency in German, French, and Italian.

Requirements and Sequencing of Courses in All M.M. Concentrations

All students in the Master of Music program must take three core courses:

- Music 710 Graduate Studies in Music, 3 cr. (Music Education Students must take MusEd 710)
- Music 711 Graduate Seminar in Music History: (Subtitled), 3 cr.
- Music xxx Graduate Theory Elective, 3 cr., to be chosen from the following courses:*

 - Music 680 Special Studies in Music: (Subtitled)
 - Music 731 Twentieth-Century Theories
 - Music 744 Graduate Theory Seminar

*Students in Music Composition must take both Music 731 and Music 744.

Introduction to Graduate Studies and Seminar in Music History: Music 710 is offered every semester, and students should enroll in it during their first semester at UWM, or, if the class is full as soon as possible after entering. Music Education students are required to take MusEd 710, a Graduate Research Course tailored specifically to their discipline. Students should have taken Music 710 or MusEd 710 before enrolling in Music 711, which is also offered every semester. Once students have completed Music (or MusEd) 710, they may take Music 711 at a later time during any semester in which they are enrolled.

Graduate Theory Elective: The three courses listed above that fulfill the graduate theory elective requirement are offered during both the fall and spring semesters on a rotating basis. During the semester in which Music 703 (Graduate Theory Foundations) is offered, no course fulfilling the graduate theory elective requirement is normally available, however. The rotation schedule is posted outside the Graduate Adviser's office (MUS 131) or may be obtained from the head of the theory and composition area. Students who wish to complete part of their degree work during the summer months may wish to enroll in Music 680, Special Studies in Music: Sequencing, Synthesis, and Notation (Finale), during the summer term, but they must first obtain the permission of the head of the theory and composition faculty if they intend to use this course to fulfill their graduate theory elective requirement. The graduate theory elective requirement may

be taken at any time an appropriate course is available during the student's program of study.

Sequencing Other Courses: Because many graduate courses are offered only every other year (i.e., every four semesters) due to faculty availability and other scheduling constraints, it is not possible to suggest a specific sequence of courses semester-by-semester for each concentration. Even though it may be optimal for students to take courses in a particular order, it will sometimes not be possible. Therefore, students should consult the Graduate Adviser as well as an adviser in their own area of concentration **at the beginning of their graduate study**, in order to learn when the various courses they need to take will be offered. Students should also meet with the Graduate Advisor regularly each semester. Exemptions from specific courses cannot be made because students did not inform themselves of course availability and plan their program of study in such a way to include those courses.

Academic Rules and Procedures

Full-time Enrollment. Graduate students enrolled for a minimum of 8 credits per semester or 6 credits during a summer session are considered full-time, with the exception of teaching and project assistants who are employed for one-third (33%) time or more. In the latter case, students **must** enroll for a minimum of 6 credits per semester, and are considered full-time.

Probation. If a student has been admitted to the Graduate School on probation, he or she must meet the specific conditions required by the Music Department for removal of probationary status. Students should check with the Director of Graduate Studies for those conditions.

If a student does not clear probationary status within three enrolled semesters, he or she must show sufficient cause for continued graduate status, or he or she will be academically dismissed by the Dean of the Graduate School.

Deficiencies. Deficiencies must be removed within three enrolled semesters. Deficiencies are monitored by the Graduate School and the Director of Graduate Studies in the Music Department. No course credits earned in making up deficiencies may be counted as program credits required for the degree.

Add/Drop Policy and Procedures. Students should refer to the Schedule of Classes for Add/Drop (Change of Registration) instructions and deadlines. Add/Drop forms are available in the UWM Department of Enrollment Services, the Graduate School, and the Music Department office. Students may also add and drop classes using the SASI on-line database. (For detailed information about using the SASI on-line database, see the UWM Graduate Student and Faculty Handbook.)

Students may drop courses after the stated drop deadline only because of extraordinary circumstances not related to academic performance in a course. To do so, they must file a Graduate School Request for Exception form with Graduate Student Services. Such drops require the approval of the instructor, the Director of Graduate Studies in the Music Department, and the Graduate School. Courses dropped after the fourth week of classes remain on a student's record and are noted on transcripts with the W (Withdrawal) symbol.

Grade Requirements. Under Graduate School regulations, A indicates superior work; B indicates satisfactory but undistinguished work, C indicates work below the standard expected of graduate students; D and F clearly indicate unsatisfactory work.

Students must maintain a grade point average of at least 3.0 (B) in all work taken towards their degree. Grades of D or F cannot apply towards a degree.

Students receiving a B- in any graduate course will be sent an Academic Warning by Graduate Student Services. The Director of Graduate Studies in the Music Department

will be informed of these warnings, and he or she will notify the student's major professor. The purpose of academic warnings is to alert students to the risk of their maintaining too low a grade point average to warrant completion of their program.

For master's thesis courses, a grade of P (Progress) may be awarded. A grade of P can be converted to a letter grade at any time or upon completion of the thesis. All P's must be removed prior to graduation.

Incomplete Policy. An I (Incomplete) may assigned by the instructor if a student is unable to finish all the course requirements for the course during the original semester of enrollment. A grade of Incomplete is appropriate only when the following conditions are present:

- 1 A student has done satisfactory work in a substantial fraction of the course requirements prior to grading time and provides the instructor with evidence of potential success in completing the remaining work.
- 2 Extraordinary circumstances, not related to class performance, such as illness or family emergency, have prevented the student from finishing the course requirements on time.
- 3 The reasons for requesting the Incomplete are acceptable to the instructor.

An Incomplete will not be given to enable the student to do additional work to improve a grade.

It is the responsibility of the student to initiate a request for an Incomplete. The reasons for requesting the Incomplete must be acceptable to the instructor. If the instructor agrees to assign the student an Incomplete, the instructor indicates the conditions for the removal of the Incomplete, including the dates for submitting all remaining work. The instructor may deny a request for an Incomplete and assign a letter grade based on the work completed at that point.

The student is responsible for seeing that the Incomplete is removed before the agreed upon deadline and that the instructor has reported the grade to the Graduate School. The instructor may change the I to a letter grade (including an F) or to a PI (Permanent Incomplete), if the student fails to meet the deadline for completion.

Permanent Incomplete. If the instructor does not change the Incomplete to a regular letter grade within one year from assigning the Incomplete grade, the Incomplete will lapse to a Permanent Incomplete (PI), whether or not the student is enrolled. The PI symbol subsequently cannot be changed to a regular letter grade. If the student has received a PI and wants credit for that course, he or she must register again and complete the designated requirements.

A student may graduate with a PI provided all degree requirements have been met, but no student may graduate with an I. All Incompletes must be removed or changed to a PI before the student may graduate.

Withdrawal. Withdrawal is the formal termination of a student's complete registration in all courses for the semester. To simply stop attending classes does not constitute a withdrawal. Withdrawals are not accepted by telephone. Students must fill out a withdrawal form or send a letter by certified mail to give notice to the Graduate School of the withdrawal. The postmark date or the date the withdrawal form is received by the Graduate School becomes the effective date. This date determines the amount of fee/tuition that will be assessed. Students should check the Schedule of Classes to determine the effect of withdrawal on their fees.

Students may withdraw after the deadline only for reasons other than academic difficulty. They must first file an exception request with Graduate Student Services. If requesting withdrawal for medical reasons, a student must supply documentation from a physician. All withdrawals will be noted on a student's academic record (transcript). Withdrawals after the fourth week of classes remain on a student's academic record with the course number and title followed by a W symbol.

Re-entering the Graduate School. If a student plans to return to his or her graduate program after an absence of two or more semesters (excluding summer sessions), he or she must apply to re-enter the Graduate School. Re-entry to the Graduate School must be approved both by the Music Department and the Graduate School. The Graduate School has the following requirements for re-entering students:

- 1 Completion of a semester's work within the past five years.
- 2 A cumulative graduate GPA of 3.0 (B).
- 3 Clearance of academic and administrative holds.
- 4 Being within the time limit for degree completion.

Re-entry forms are available from the Graduate School in Mitchell 261. A \$15 processing fee is required.

Independent Studies

If approved by the Director of Graduate Studies, independent study credits may be used to fulfill elective credits specified in certain music concentrations. They may also be used as credits earned over and above the specified number of required credits in any degree concentration. Occasionally the Director of Graduate Studies may approve them to substitute for a required or desired course that is not offered during the period of time during which the student is enrolled in a degree program.

Independent study credits may be earned in Music 799, Advanced Independent Work (1-3 credits); Music 999, Research (Independent Work) (1-3 credits); and Mus Ed 799, Independent Study in Music Education (1-3 credits). To enroll in any independent study, a student must first gain the approval of a member of the Graduate Faculty who agrees to supervise the student's work, and then he or she may enroll under one of the above numbers, using the instructor code given at the head of the department listing in the Schedule of Classes in place of a section number. The number of credits earned must be consistent with the amount of work the student expects to spend working on the independent study.

In addition, students must notify the Director of Graduate Studies in writing at the time they enroll in an independent study course. They must do so when they register for the study or, at the very latest, during the first week of the semester in which they propose undertaking the study. When a student notifies the Director of Graduate Studies about enrolling in an independent study, he or she must include information about:

- 1 The precise nature of the study.
- 2 The proposed means of implementation, including the frequency with which the student will meet with the faculty supervisor.
- 3 The number of credits to be earned (2 being the most common load).
- 4 How the study fits into or supplements the student's required course work within his or her area of concentration.

Transfer of Credits

Some students may wish to transfer graduate credits earned in course work taken at other institutions into their M.M. degree program. The maximum number of transfer credits allowable for a UWM M.M. degree is the higher of (a) twelve semester credits or (b) 40% of the total number of credits required for graduation.

To qualify, the work must meet the following criteria:

1. The work must be graduate level from an accredited institution.
2. The work must have been taken within five years of the student's first enrolled semester in a UWM degree program.
3. The work cannot have been used to meet previous degree requirements. Should the student have taken more than the required number of credits for a previous degree,

however, and should he or she request and receive a letter from the institution at which he or she earned that degree attesting to that fact, the student may ask for these additional credits to be transferred into their UWM master's degree.

4. A grade of B or better must have been earned; B- is not acceptable.
5. The work must be approved by the Graduate Adviser in the Music Department.

Students may, in addition, transfer credits earned in the following types of UWM course work, provided they have earned a grade of B or better and the work is approved by the Graduate Adviser:

1. Course work taken as a Graduate Non-Degree Student.
2. Course work taken as an Off-Campus Graduate Student.
3. Course work taken while enrolled in a previous UWM graduate degree program that was not required for the degree.

To transfer credits earned before their admission to UWM, students must file a Graduate Transfer Credit Evaluation Form with the Graduate School during their first semester of enrollment at UWM. Information about transferring credits and application forms are available in Graduate Student Services, Mitchell 261. The forms must be submitted to the Graduate School for initial processing.

To take course work at another institution concurrent with a student's master's degree program at UWM, students must obtain prior permission from both their adviser and the Director of Graduate Studies in the Music Department. After completing approved course work at another institution, students should immediately file a Graduate Transfer Credit Evaluation Form. Students who do not act to transfer credits before their final semester at UWM risk delaying their graduation. Taking course work at another institution during the semester a student intends to graduate is not recommended and does not satisfy the minimum registration requirement at UWM for graduation.

Official transcripts of the course work listed on the Graduate Transfer Credit Evaluation Form must be sent directly from the transfer institution to the Graduate School. Advising copies of transcripts are unacceptable.