

# DEPARTMENT OF MUSIC UNDERGRADUATE HANDBOOK

Welcome to the Peck School of the Arts Departments of Music. An internationally-renown faculty, involved in teaching, performing and research prepare undergraduate and graduate students in a stimulating and creative environment for professional careers in the arts.

The Department of Music is located in the Peck School of the Arts complex on the east side of the UWM main campus. In addition to facilities housed in the Music Building, the Music Department is a major tenant of the Helene Zelazo Center for the Performing Arts, Kenilworth Square East and the Music Library in the UWM Golda Meir Library East Wing.

The Handbook is arranged to present basic needs, general academic concerns, and curricular matters with links updated with the most current information.

Best wishes at UWM.

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## ADMISSION PROCEDURES

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Admission application, audition dates and audition requirements are available at:

<http://www4.uwm.edu/psoa/music/admission/>.

Students applying to the UWM Department of Music must submit a Department of Music Audition Application in addition to the UWM application. **Music applications will be considered pending a student's admission to the University.**

In addition to meeting the general University admission requirements, a prospective music degree candidate must:

- Successfully complete an audition in their primary performance area. (Composition majors submit a portfolio of original works. No additional instrumental audition is required.)
- Complete placement exams in music theory and piano.

Students accepted through auditions who do not meet proficiency in music theory and/or keyboard skills must successfully complete Music 1 (Theory Fundamentals) and/or MusPerf 1 (Piano Fundamentals) in their first year of study. A final grade of "B" or higher is required to enroll in the required Music Theory and Keyboard Fundamentals core courses.

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### PROVISIONAL STUDENT (Entering first semester freshman only)

A student may be declared "Provisional" if **any** of the following are applicable:

- The student "does not audition well" but, shows potential.
- The student's potential is recognized but, there is uncertainty of the student's success as a music major.

Students declared "Provisional" can achieve Music Major status based on a successful semester end jury performance. Students not performing a successful first semester jury will be dropped from the Music Department. Provisional students must take all required first semester music courses during the provisional semester.

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### TRANSFER STUDENTS

- Successful audition on a principal instrument/voice or composition portfolio.
- Enrollment in music theory classes based on placement scores or transfer credits.
- Performance lesson/Masterclass placement at auditions determines the number of semesters required for the transfer student to achieve graduation status.
- Performance ensemble credits determined by appropriate degree requirements and number of ensemble credits transferred. All transferring students must take at least two semesters of ensemble at UWM.
- A separate performance ensemble audition/seating placement is required.

Undergraduate transfer students who have completed two years at another university, college or junior college may not be able to graduate with only two years of study at UWM based on their UWM plan of study. For additional information at: (414) 229-5216 or [arts.uwm.edu/apply](http://arts.uwm.edu/apply).

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## MUSIC DEPARTMENT BASICS

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### ADVISING IN THE PECK SCHOOL OF THE ARTS

Undergraduate advising is available through the Peck School of the Arts Student Services Office located in the Theatre Building lobby (THR 120).

<http://uwm.edu/arts/advising/>.

For additional assistance in academic matters contact James Burmeister at

<http://music-info@uwm.edu>.

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### **BUILDING AND PRACTICE ROOM ACCESS (Keys)**

- Practice room keys for the Music Building are available now in the Box Office. Students can go there during business hours (noon-4pm this week; 11am-5pm starting next week), pay the fee, and a key will be issued.
  - At the same time, they can be entered into the Masterlock system for access to the Zelazo practice rooms.
  - Students who need other keys must go to the PSOA website, click on “Student Resources” at the bottom of the page, then click on “Classroom/Studio, Practice Room, Office Access,” and then click on “Key Request Form.” Students must list a major professor/instructor, supervisor, or area head on the form, and the person listed will receive an email from PSOA asking for verification. The key will be issued when the verification is received. <https://uwm.edu/arts/student-resources/>.
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### **DIFFERENTIAL TUITION (PSOA)**

Differential tuition enhances the quality of education in the Peck School of the Arts. Differential Tuition is applied regardless of the credit plateau for all students enrolled in most undergraduate courses in the UW-Milwaukee Peck School of the Arts beginning in the Fall 2004 semester. Increases or decreases in Differential Tuition can be enacted solely with the approval of the University of Wisconsin Board of Regents.

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### **INSTRUMENTAL RENTALS**

Instruments used in the Instrumental Fundamentals classes are available on a semester rental basis from area music stores. Please contact your instrument fundamentals instructor for more information.

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### **LAPTOP REQUIREMENT**

Music students in all areas are encouraged to have a laptop computer during their course of study in the Department. Music Composition & Technology students are required to have a laptop computer. More information at: <http://www4.uwm.edu/psoa/laptop>.

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### **LOCKERS**

Locker Rental for all PSOA Departments is \$16 annually.

Please visit the [Box Office](#). Upon payment, you will receive the combination to a locker in your desired location.

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### **PRACTICE ROOM LOCATIONS**

- Music Building M 140 corridor and 4th floor.
- Zelazo Center for the Performing Arts lower level.

Practice rooms are reserved for Music Majors, Music Minors and non-majors receiving special permission from Music Faculty.

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### **PRIVATE STUDIO TEACHING - UWM MUSIC STUDENTS USING UWM FACILITIES**

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.** Students wishing to teach privately are encouraged to contact a local music store for studio space.

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## PROFESSIONAL ORGANIZATIONS & MUSIC CLUBS

- **AMERICAN CHORAL DIRECTORS ASSOCIATION (ACDA)**  
A national, professional organization for all elementary, middle school, high school, college and church choir directors. 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 NATIONAL ASSOCIATION FOR MUSIC EDUCATION (CNAME)**  
CNAME 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. Membership is limited to those pursuing a music education degree or other music degree with an interest in teaching.
- **HORN CLUB**  
Horn Club curiously explores the study of the horn, creates camaraderie among horn players on and off campus through performance and classes, and promotes awareness of horn repertoire.
- **MUSIC FROM ALMOST YESTERDAY (MFAY)**  
Student and faculty composers present concerts of student works, host bake sales to support the concerts and assist composers connecting with performers. MFAY sponsors special events to help composers collaborate on larger projects - i.e. scoring silent films. Performances are open to the public. Share your music, get feedback and contribute to the growth of the composition community.
- **PECK SCHOOL OF THE ARTS BLACK & GOLD COMMITTEE**  
In 2001-2002, the Black and Gold Committee was formed to review data and hear testimony regarding student climate at UWM. In May 2002, the Commission produced its conclusions and recommendations in its report: *Investing in UWM's Students*. In response to initial recommendations, the Peck School of the Arts formed the Peck School of the Arts Black and Gold Committee. Comprised of student and faculty/staff representatives from each PSOA Department, Black & Gold meetings are held at 8:00 am on the first Friday of each month during the Fall and Spring semesters. Career Day, Differential Tuition and activities spotlighting the PSOA student activities are among the various topics discussed.
- **STUDENT CHAPTER OF THE NATIONAL ASSOCIATION OF TEACHERS OF SINGING (SNATS)**  
SNATS encourages the highest standards of vocal art and ethical principles in the teaching of singing, promotes vocal education, and research at all levels, both for the enrichment of the general public and for professional advancement. Students of SNATS members have access to one of the organization's most widely recognized activities: Student Auditions. They also have the opportunity, along with members, to compete at a national level through the National Association of Teachers of Singing:  
Artist Awards(NATSAA).  
National Music Theater Competition (NMTC).  
National Student Auditions competition.  
The UWM Chapter holds regular meetings and fund raisers while promoting the UWM Opera program and other voice area activities.
- **UWM CLASSICAL GUITAR STUDENT ORG**

Since 2005, UWM's the organization has worked to connect students with leading performers. Each year the group arranges three concerts, inviting some of the world's leading performers to UWM. Masterclasses by the visiting artists follow each performance giving students the opportunity to perform and receive a half-hour lesson. Additionally, each year the organization applies for a UWM Student Association grant to send four students to a guitar festival where students network with other students who are pursuing careers as performers.

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### **UWM SAFE SPACE**

Serious concern, 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 are kept confidential. If you need further assistance, the Safe Space adviser will assist you in getting the help you need. Safe Space Advisers include: James Burmeister (Music 151/Art 272) and Tanya Kruse Ruck (Music 341).

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### **UWM MUSIC LIBRARY**

WHERE: UWM Library East Wing 2<sup>nd</sup> Floor.

HOURS: 8am – 10pm weekdays, closed at 5 on Fridays and re- open Saturdays and Sundays.

<http://www.uwm.edu/Libraries/Music/>.

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### **UNIVERSITY ACADEMIC INFORMATION**

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For information regarding the following topics, click on the Academic Information link.

<http://www4.uwm.edu/ugcatalog/AcademicInfo.html>.

- General Education Requirements Degree Requirements
  - Course Load
  - Year in School
  - Grading System
  - 'F' Grades
  - Additional Information Grade Point Average
  - University-wide Academic Action Policy
  - Academic Drop
  - Incompletes
  - Overloads
  - Repeating Courses
  - Residence Credit Requirement Graduation
  - Excess Credits Policy
  - Students Called to Military Service Honors for Scholarship
  - Credit/No Credit Option
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### **CANVAS**

Canvas is UWM's new digital learning environment. For more information or to log in to your courses, use the following link:

<https://uwm.edu/canvas/>

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### **PAWS**

Click on the Current Students link at the top of the UWM homepage for:

- Academic Advising and Assistance
  - Course Resources
  - Financial Aid
  - PAWS Student Tutorials
  - Policies and Procedures
  - Registrar's Calendar
  - Registration
  - Technology Resources
  - Tuition and Fees
- 

## **SYLLABUS = CONTRACT**

The course syllabus is a contract between you and your instructor outlining your obligations for successful completion of the course. 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.

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## **UNIVERSITY CORE CURRICULUM**

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### **GENERAL EDUCATION REQUIREMENTS**

UWM's General Education Requirements (GER) apply to all student who earned degree credit at an accredited institution since September 1986. Students classified as "Special Students" prior to September 1986 will be subject to GER upon admission to a UWM degree program. Transfer students will not be subject to the GER if they earned transferable degree credit at an accredited institution prior to September 1986. Second degree candidates from an accredited institution are not subject to the GER.

The General Education Requirements are intended to give structure to each student's education while giving the student the greatest possible freedom to design an individual academic program. These requirements include two major categories: the first designed to assure basic student competencies, and the second with a broad body of knowledge as a foundation for specialization.

Competency requirements include the general areas of English composition and mathematics. *Students must complete these requirements as a prerequisite to attaining junior standing.* Those Music Majors who are not subject to a Foreign Language Requirement (see below) are required to show competency in a foreign language. Distribution requirements are composed of areas of the arts, humanities, natural sciences, and the social sciences. Students must complete these requirements for graduation.

Follow this link to the current listing of UWM GERs: <http://www4.uwm.edu/schedule/>.

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### **COMPETENCY REQUIREMENTS**

Oral and Written Communication (OWC) Competency

OWC Part A

Completion of OWC Part A can be demonstrated by satisfying one of the following options:

1. Earning at least three credits with a grade of C or higher in ENGLISH 102.
2. Transferring at least three credits with a grade of C or higher in a course equivalent to ENGLISH 102 or higher-level expository writing course<sup>1</sup>.
3. Achieving an appropriate score on the English Placement Test (EPT).

OWC Part B



The OWC Part B is satisfied by completing an approved advanced course (at least three credits) with a significant written or oral communication component by students who have completed the Part A requirement.

Courses that count toward the OWC Part B requirement may be offered in a variety of disciplines and students are encouraged to choose the course that matches their interests and helps them best meet the requirements of their degrees.

#### Quantitative Literacy (QL) Competency

##### QL Part A

Completion of QL Part A can be demonstrated by satisfying one of the following options:

1. Earning at least three credits with a grade of C or higher in MATH 102, MATH 103 (formerly 106), MATH 105, MATH 108, MATH 111/PHILOS 111, MATH 116, MATH 175, or equivalent courses<sup>1</sup>.
2. Achieving a placement code of at least 30 on the mathematics placement test.

##### QL Part B

The QL Part B is satisfied by completing at least one approved QL Part B course (at least three credits) as decided by the major. QL Part B courses make significant use of quantitative tools in the context of other course material.

<sup>1</sup> *These courses may not be taken credit/no credit if they are to be used to satisfy the OWC Part A requirement or QL Part A requirement.*

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## FOREIGN LANGUAGE

Completion of the foreign language requirement can be demonstrated by satisfying one of the following options:

1. Complete with passing grades, prior to enrollment at UWM, at least two consecutive years of high school-level instruction in a single foreign language.
  2. Complete with passing grades at least two consecutive semesters (minimum of 6 credits) of college-level instruction in a single foreign language.
  3. Demonstrate foreign language ability at least equivalent to 6 credits in two consecutive college semesters of a single foreign language by means of a satisfactory score on an approved placement, proficiency, departmental, or other appropriate examination.
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## DISTRIBUTION REQUIREMENTS

Courses taken for distribution provide the general educational background for each student.

The distribution requirements comprise course choices from the following knowledge areas:

- The Arts. Three credits in a course in the history, philosophy, theory, or practice of the creative and interpretive arts (e.g., visual arts, dance, music, and theatre).
- The Humanities. A total of 6 credits in at least two courses.
- The Natural Sciences. A total of 6 credits in at least two courses.  
At least one course must include laboratory or field experience illustrating the generation and testing of data and the application of concepts and knowledge to the solution of problems.
- The Social Sciences. A total of 6 credits in at least two courses.
- Cultural Diversity. All UWM students who are subject to the GER (and entered UWM in fall 1989 or later) must complete, as part of their distribution requirements, 3 credits pertaining to the study of the life experiences of African Americans, Latino/Hispanic Americans, American Indians, or Asian Americans.  
A list of GER Standard Distribution courses may be found online at [uwm.edu/schedule/](http://www4.uwm.edu/schedule/) (<http://www4.uwm.edu/schedule/>). Individual schools and



colleges may have limitations on what GER courses from other schools and colleges can be counted; students should check with their advisor.

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### **EXCEPTIONS TO GER**

Students who entered UWM as freshmen and/or earned transferable credit as a college student prior to September 2013 are not responsible for the Oral and Written Communication Part B or the Quantitative Literacy Part B.

Students who entered UWM as freshmen and/or earned transferable credit as a college student prior to September 1999 are not responsible for the GER foreign language competency. However, individual schools and colleges may require completion of higher-level foreign language courses; students are strongly encouraged to check with their advisors and/or review their Academic Requirements report on PAWS.

In general, second degree candidates from an accredited institution and students whose first semester in a degree program at an accredited institution predates September 1986 are not subject to the General Education Requirements.

All degree programs have specific requirements beyond GER. Consult with an academic advisor to design an appropriate course of study.

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### **PECK SCHOOL OF THE ARTS COURSE REQUIREMENTS:**

12 CREDITS FREE ELECTIVES: 3 CREDITS

Twelve credits are required in the Peck School of the Arts courses outside the student's discipline, i.e., art, dance, film, music or theatre. These credits are to be distributed as follows:

- 3 credits must be taken in each of three Arts disciplines. (Total of 9 credits).
  - Music Majors are required to take Music 310 Introduction to World Musics for the remaining 3 credits.
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### **UNIVERSITY STUDENT SERVICES**

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<https://uwm.edu/student-support-services/campus-resources/>.

#### **ACADEMIC**

*If you have concerns in a specific course, contact that Instructor first.*

#### **[Panther Academic Support Services \(PASS\)](#)**

414-229-3726

pass@uwm.edu

Bolton Hall 180

#### **[Accessibility Resource Center](#)**

414-229-6287

Mitchell Hall 112

#### **[Writing Center](#)**

414-229-4339

Curtain Hall 127/ Satellite location in Library East Wing

#### **[2018-19 Academic Catalog](#)**

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## ENROLLMENT & FINANCIAL

### [Registrar](#)

414-229-3800  
Mellencamp Hall 274

### [Fostering Success at UWM](#)

414-229-4624  
Vogel Hall Visitor Center

### [Department of Financial Aid](#)

414-229-4541  
Mellencamp Hall 162

### [Bursar's & Cashier's Office](#)

414-229-4914  
Mitchell Hall 285/295

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## PROFESSIONAL DEVELOPMENT

### [Career Planning & Resource Center \(CPaRC\)](#)

414-229-4486  
Mellencamp Hall 128

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## HEALTH & HOUSING

### [Neighborhood Housing](#)

414-229-6999  
[housing@uwm.edu](mailto:housing@uwm.edu)  
Union WG85

### [University Housing](#)

414-229-4065  
[university-housing@uwm.edu](mailto:university-housing@uwm.edu)  
Sandburg Commons  
[Norris Health Center & Counseling Services](#)  
414-229-4716  
[nhc-help@uwm.edu](mailto:nhc-help@uwm.edu)

### [University Recreation \(UREC\)](#)

414-229-3914  
UWM Klotsche Center

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## CULTURAL/INCLUSION

### [African American Student Academic Services](#)

414-229-6657  
Bolton Hall 170

### [American Indian Student Services](#)

414-229-5880  
Bolton Hall 195

[Black Cultural Center](#)

414-229-5566  
Bolton Hall 176

[Center for International Education](#)

414-229-4846  
Garland Hall 138

[Lesbian, Gay, Bisexual, Transgender Resource Center](#)

414-229-4116  
[peerout@uwm.edu](mailto:peerout@uwm.edu)  
Union WG89

[Life Impact Program](#)

414-229-6626  
Mellencamp Hall 104

[Roberto Hernandez Center](#)

414-229-6156  
Bolton Hall 183

[Southeast Asian American Student Services](#)

414-229-5282  
Bolton Hall 160

[Women's Resource Center](#)

414-229-2852  
Union WG93

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**GETTING INVOLVED ON CAMPUS**

[Student Involvement](#)

414-229-5780  
Union 363

[Center for Community-Based Learning, Leadership & Research](#)

414-229-3161

[Imarks@uwm.edu](mailto:Imarks@uwm.edu)

Union G28

[Student Success Center](#)

414-229-5385

[ssc@uwm.edu](mailto:ssc@uwm.edu)

Bolton Hall 120

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**SAFETY & LEGAL**

[University Legal Clinic](#)

414-229-4140

[ulc@uwm.edu](mailto:ulc@uwm.edu)

Union WG81

### [University Police](#)

(non-emergency) 414-229-4627

(emergency) 414-229-9911

### [Email](#)

Sandburg Hall West Tower

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## TECHNOLOGY

### [University Information Technology Services](#)

414-229-4040

Bolton 225

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## UNIVERSITY POLICIES

A complete and current listing of University policies can be found at the following link to the Secretary of the University:

<https://catalog.uwm.edu/policies/undergraduate-policies/#administrativepolicies>

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## MUSIC DEPARTMENT ACADEMIC POLICIES

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### ACADEMIC MISCONDUCT

Academic misconduct is an act in which a student seeks to claim credit for the work or efforts of another without authorization or citation, uses unauthorized materials or fabricated data in any academic exercise, forges or falsifies academic documents or records, intentionally impedes or damages the academic work of others, engages in conduct aimed at making false representation of a student's academic performance, or assists other students in any of these acts.

Prohibited conduct includes cheating on an examination; collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course; tampering with the laboratory experiment or computer program of another student; knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or perform.

The following link states the University of Wisconsin policies and procedures regarding academic misconduct: [http://www4.uwm.edu/acad\\_aff/policy/academicmisconduct.cfm](http://www4.uwm.edu/acad_aff/policy/academicmisconduct.cfm).

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### ADD/DROP COURSES IN THE MUSIC DEPARTMENT

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:

<https://uwm.edu/onestop/dates-and-deadlines/interactive-adddrop-calendar/>.

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## **“AT RISK” STUDENT REPORTS**

At Risk Student Reports are generated after the fifth and tenth week of each semester by the for the following courses:

- Music1 Theory Fundamentals
- Music123,124, 226 Aural Theory
- Music127,128, 225 Materials of Theory
- MusPerf 1 and MusPerf 101 Piano Fundamentals

The report serves as an early warning for the student exhibiting problems in the class that could result in failure. Areas of concerns noted in the report include:

- Poor attendance
- Poor homework completion
- Poor test results
- Poor classroom participation
- Tutoring recommended

Recommendations from the instructor to the student are included in the report. Copies of the report are sent to the student’s ensemble director, studio teacher, theory area teachers and are included in the student’s personal file. Every faculty member receiving a copy of an “At Risk” report is encouraged to discuss it with the student. **The report is designed to assist the student in achieving success in the music department.**

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## **EVALUATIONS**

At the end of each semester, students enrolled in any music department course are required to participate in evaluations of their instructors and courses.

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## **FINAL EXAMS AND JURIES (Music Department)**

Consult the course syllabus for the date and time of the final exam. The UWM website lists the times for all academic course final exams based on the meeting day and time of your class.

The following link will provide additional information regarding the final exam schedule:

[http://www4.uwm.edu/des/registration/upload/exams\\_1084.pdf](http://www4.uwm.edu/des/registration/upload/exams_1084.pdf).

**If there is a conflict between your jury and another final exam, contact your studio teacher immediately to make alternative arrangements for your jury.**

All students enrolled in performance and composition studios are required to participate in juries at the completion of each semester. Students may be exempt from juries if enrolled in lessons at the 100 level or have completed a degree requirement recital during that semester. Comments from faculty and staff jurors are shared with students. In some areas, a percentage of the students’ studio grade comes from performance juries. Jury forms are available in the MUSIC DEPARTMENT website at: <http://uwm.edu/arts/student-resources/>.

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## **GRIEVANCE AND APPEAL PROCESS (Peck School of the Arts)**

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.

**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.

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**PROBATION (Music Department)** *Probation cannot be assigned to entering freshmen accepted as a music major. See: Provisional Student*

The University-wide Academic Action Policy establishes minimum standards for undergraduate students enrolled in schools and colleges. Individual schools and colleges may adopt stricter criteria, and students should consult the school/college advising offices for specific information.

A music major having a studio grade of C or lower for two consecutive semesters and/or GPA falling below 2.0 minimum university-wide standard for any grading period will be subject to the following academic actions.

- **Music Department Studio Probation:** A student who has a studio grade of C or lower for two consecutive semesters may be placed on Music Department Probation. (2.75 GPA is required for continuation in the Music Education degree program.)
- **Cleared Probation:** Either re-audition or a passing grade for the performance lessons and final jury is attained during the semester of probation and a cumulative GPA of 2.0 or above.
- **Music Department Scholarships:** 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. (*Note: Freshman may be allowed one additional semester of probation. The Scholarship Committee will render decisions on a case by case basis.*)

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**REPEAT POLICY (Music Department)**

Under the Music Department Repeat Policy, a student requesting permission for a second repeat of a course must provide a written request to the Music Department Chair. Under the Repeat Policy, a student may be granted approval to repeat a course a second time upon the

Music Department Chair's determination that exceptional circumstances apply. The Chair may request an Appeals Committee take up the request as deemed appropriate.

The committee will meet after receiving the student's written appeal to the Music Department Chair. The committee will deliberate primarily on the basis of written documents submitted by all interested parties and may conduct interviews or such other investigation as may be necessary to resolve the issue.

The decision should be rendered in writing and signed by all members of the committee with copies to the student, the Office of the Dean in the Peck School of the Arts, and the Music Department Chair.

This discussion must take place within a maximum of 10 working days of the Chair receiving the written appeal that prompted the action. The Dean's Office will then make determination to accept or reject the recommendation of the Music Department Chair and will notify the Department of Enrollment Services of the appropriate outcome, by means of an Executive Action.

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## **MUSIC DEGREE PROGRAMS & REQUIREMENTS**

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### **BACHELOR OF FINE ARTS IN MUSIC (BFA)**

Various undergraduate curricula lead to the Bachelor of Fine Arts in Music or Bachelor of Fine Arts in Music Education degree. The following undergraduate courses of study are available:

- **MUSIC PERFORMANCE.** A curriculum in voice, keyboard, or another instrument that prepares the student for both professional performance and studio teaching.
- **MUSIC EDUCATION.** A curriculum in vocal, instrumental and/or general (K-12) music education culminating in certification by the State of Wisconsin Department of Public Instruction that prepares students to teach and supervise music in the elementary and secondary schools.
- **MUSICOLOGY/ETHNOMUSICOLOGY.** A curriculum that focuses on the historical and critical study of music and prepares the student for specialization and graduate work in musicology, music librarianship and music criticism.
- **MUSIC COMPOSITION AND TECHNOLOGY.** A curriculum that prepares the student for specialization in creative musical writing and related analytical skills and concepts, in conjunction with specific courses of study in microcomputers, electronic music-based software applications, MIDI, sound synthesis, and pedagogy.
- **MUSICAL THEATRE.** (Please consult the UWM Peck School of the Arts Theatre Department site for more information.) The Musical Theatre track will provide the student with the opportunity to train and develop the necessary skills needed to succeed in an art form that encompasses all three areas of performance.

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### **BACHELOR OF ARTS IN MUSIC (BA)**

A general music degree designed for music students interested in combining a music major with a second major or minor in a non-music degree program.

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### **GRADUATE PROGRAMS IN MUSIC**

The various graduate curricula lead to the Master of Music or Master of Fine Arts degree with concentrations in:



MUSIC PERFORMANCE CONDUCTING  
MUSIC COMPOSITION  
MUSIC HISTORY AND LITERATURE STRING PEDAGOGY  
MUSIC EDUCATION

(See the *Graduate School Bulletin* for details.)

The LEONARD SORKIN INTERNATIONAL INSTITUTE FOR CHAMBER MUSIC is a two-year program leading to a Certificate in Chamber Music Performance.

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### **NON-MAJOR MUSIC OPPORTUNITIES**

While professional training is the main thrust of the UWM music curricula, the department offers many personal enrichment courses for the non-music major. UWM students have the opportunity to participate in a wide range of performing organizations and many academic music courses.

Private or class music lessons are also offered to the non-major under the following conditions:

- Successful placement audition in one of the top music department ensembles
- Consent of instructor and availability of instructional time
- Concurrent registration in an approved Music Performance organization.

More information at: <http://uwm.edu/arts/ger/>.

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### **MUSIC DEGREE REQUIREMENTS**

All music curricula for the B.F.A. require 125-130 credits, distributed as follows:

- Music courses as specified in each curriculum: 75-80 credits;
- Core curriculum: 45 credits.
- General electives: 0-5 credits.

The B.A. in music requires 120 credits, distributed as follows:

- Music courses, 47 credits.
  - Core curriculum, 45 credits.
  - General electives, 28 credits.
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### **CONVOCATION REQUIREMENTS**

All music majors must attend weekly Music Convocations for a minimum of six semesters. All freshmen entering the Music Department are required to take Music 106 Foundations in Music. Music 106 counts toward the 6 semester Convocation requirement.

All music majors, except transfer students and second-degree candidates, must earn 80 recital attendance credits for graduation. This requirement may be met by attending:

- Campus recitals (one attendance credit per recital).
  - Weekly departmental Convocation (five attendance credits per semester).
  - Off-campus recitals (one attendance credit per recital to a maximum of three per semester).
  - Transfer students and second-degree candidates must earn 10 recital credits (including weekly Convocation) for each semester on the UWM campus, to a total of 80, or until the completion of the degree.
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### **MUSIC HISTORY, LITERATURE AND ETHNOMUSICOLOGY REQUIREMENTS**

The Music History core comprises the three-semester sequence of the General History of Western Music. All music degree programs require additional music history/literature courses or electives. See individual degree programs for specific requirements.

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## MUSIC PERFORMANCE COURSE ENROLLMENT REQUIREMENTS

The study of music performance in private lessons, master classes, and seminars is governed by the following conditions:

- Performance courses (lessons) cannot be dropped after the second week of each semester.
  - Eligibility for undergraduate music major private lessons requires a minimum of 4 credits in Music Department courses. Only one ensemble credit can be applied to the 4-credit minimum.
  - All music majors are required to enroll in an approved ensemble concurrent with each semester of private study.
  - Enrollment in Performance Master Class is required of all students taking private lessons at the 200 level or above. Students taking private lessons at the 100 level should contact the studio instructors for specific area requirements.
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## MUSIC THEORY REQUIREMENTS

All music majors are required to take a core of music theory and music history courses. The Music Theory core comprises a three-semester sequence of Materials of Theory and Aural Theory. This is followed by a semester of Form Analysis. All music degree programs require additional theory courses or electives. See individual degree programs for specific requirements.

Students are expected to take theory courses in sequence and to successfully complete each particular level within the same semester, i.e., level-one theory courses (MUS123 and MUS127) are to be taken together.

- Music 123 and Music 127 Pre-requisite: placement via Music Theory Placement Exam or B- or higher in Music 1 Theory Fundamentals.
  - Music 124 and Music 128 Pre-requisite: C- or higher in Music 123: Aural Theory I **and** Music 127: Materials of Music I.
  - Music 225 and Music 226 Pre-requisite: C- or higher in Music 124: Aural Theory II **and** Music 128: Materials of Music II. Music 230:
  - Form and Analysis requires a C- or higher in Music 225: Materials of Music III **and** Music 226: Aural Theory III.
  - Music 321: Counterpoint requires a C- or higher in Music 225 **and** Music 226.
  - Music 421: Materials of Contemporary Music, requires a C- or higher in Music 230: Form Analysis.
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## PERFORMANCE ORGANIZATION REQUIREMENTS

All music majors are required to participate in approved major performing organizations during their course of study. The directors of bands, choral activities, and orchestras make ensemble and seating assignments at the beginning of each semester.

Ensemble Placement information can be downloaded with full instructions, audition schedules, and music excerpts for your instrument at:

<http://www4.uwm.edu/psoa/programs/music/auditions/>.

For the purpose of fulfilling the Performance Organization requirement, the Department of Music recognizes the following approved major performing organizations: Concert Chorale, Symphony Band, Symphony Orchestra, University Band, University Choir, University Community Band, University Community Orchestra, and Wind Ensemble. (Other performance ensembles may be approved in certain degree programs: see individual degree programs for specific requirements in each area.)

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## PERFORMANCE REQUIREMENT FOR TRANSFER STUDENTS

Credits from an accredited college/university for performing organizations may be granted as follows:

1. All transfer students to UWM, regardless of entry level, must take at least two semesters of an approved major performing organization. The performing organization must conform to the individual degree requirements: instrumentalists take band or symphony orchestra, vocalists take choral ensembles.
  2. Entering sophomores with 30 or more earned credits may only transfer up to two completed semesters of an approved performing organization from another university.
  3. Entering juniors with 60 or more earned credits may only transfer up to four completed semesters of an approved performing organization from another university.
  4. Ensemble Placement information can be downloaded with full instructions, audition schedules, and music excerpts for your instrument at:  
<http://www4.uwm.edu/psoa/programs/music/auditions/>.
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**MUSIC COURSE REQUIREMENTS:** 65-80 credits with variable electives. See individual area requirements.

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## PERFORMANCE MASTER CLASS

Students enrolled in lessons must also enroll in the appropriate masterclass. See individual area requirements.

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## PIANO REQUIREMENT

All entering music majors must pass a piano proficiency exam. Students not passing the proficiency will be required to successfully complete Mus Perf I (Class Piano Levels I & II). Mus Perf 1 will not be counted toward degree requirement. Additional piano requirements vary by degree program.

- BFA
    - Brass, Guitar, Percussion, Strings, Woodwinds: no additional piano requirement.
    - Voice: 2 semesters at 100 level.
    - Composition & Technology: 4 semesters at 100 level.
    - Music Education (Instrumental): Mus Ed 331 Keyboard Skills for Music Educators I.
    - Music Education (Choral): Mus Ed 331 and Mus Ed 332 Keyboard Skills for the Music Educators I & II and 2 semesters at 200 level.
    - Music History and Literature: 2 semesters at 100 level.
    - Musical Theatre: Mus Perf I Levels I & II or 2 semesters at 100 level.
  - BA
    - No additional piano requirement.
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## MAJOR ENSEMBLE

Students taking individual lessons must concurrently be enrolled in an approved Performance Ensemble for 1 credit per semester. See Performance Organization requirements.

## CHAMBER ENSEMBLE

Applies to Instrumental Curriculum only.

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## **MUSIC THEORY AND HISTORY**

See individual area requirements or electives.

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## **CONDUCTING**

See individual area requirements or electives.

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## **JUNIOR RECITAL**

Supervised preparation towards full or one-half junior recital. See individual area requirements.

## **SENIOR RECITAL**

Supervised preparation towards required full senior recital.

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## **FOUNDATIONS IN MUSIC & CONVOCATION**

1 semester of Music 106 Music and 5 semesters of Music 107. See Recital and Convocation Attendance.

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## **0 CREDIT COURSES**

A 1 credit fee will be assessed by the University if course load is less than 12 credits or greater than 18.

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## **ELECTIVES**

See individual area requirements or electives.

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## **SPECIAL CORE CURRICULUM REQUIREMENTS**

Foreign language: See individual area requirements.

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## **TUTORING**

The Music Department Tutoring Program offers specialized assistance for students enrolled in:

- Theory Fundamentals (MUSIC 1),
- Materials of Theory I, II, & III (MUSIC 127, 128, 225),
- Aural Theory (MUSIC 123, 124, 226)
- Music History I, II & III (Music 211, 212, 311)

Tutoring appointments are available Monday through Friday from 8:00 AM – 8:00 PM. Please sign up for all tutoring appointments on the door to Music 185. Sessions are held in the Music Tutoring Center (M185) or in the Performing Arts LLC. There is no charge for tutoring.

- Sign up at least 24 hours before your tutoring appointment.
- Remove your name from the schedule if you cannot attend the appointment.
- A new schedule will be posted each week.
- No more than one appointment per week.
- Be on time for your appointment. The tutors may leave if you are more than 10 minutes late for your appointment.
- No more than three people in a session at one time and all must be from the same class with similar concerns.

The Music Theory, Music History, Guitar and Piano faculty invite students to become tutors based on the candidate's demonstrated command of the all of the tutoring subjects and current academic standing. Tutors in the program represent a wide variety of musical disciplines. Guitar and Piano Fundamentals tutors participate as classroom assistants. Tutors are paid an hourly rate funded through Differential Tuition.

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## SCHOLARSHIPS

Follow this link for Music Scholarship information.

<http://www4.uwm.edu/psoa/music/scholarships/>.

Additional information regarding scholarship availability for new students can be found on the Admission/Audition link on the Music Department home page.

<http://www4.uwm.edu/psoa/music/admission/>.

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## STUDY ABROAD

The Peck School of the Arts looks favorably upon foreign educational experiences and encourages students to seek study abroad at accredited institutions. Every effort will be made to integrate such courses into a student's major program. Course numbers are available including:

MUSIC 297 Undergraduate only and MUSIC 497 Undergraduate and Graduate. The course title: Study Abroad

Credit hours vary from 1-12 CR based on the scope of the course offering.

GER/Credits/Honors (Audit not Allowed) Description: Studio and special studies designed to provide relevant course work for a study abroad program in music.

Prerequisite: May be retaken with change in topic to maximum of 12 credits. Prerequisite: cons instructor & acceptance for Study Abroad program. For more information, please contact the Music Department Chair. For more information on the various UWM study abroad programs:

<http://www4.uwm.edu/cie/>.

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## DEGREE RECITAL INFORMATION

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### RECITAL HALL RESERVATIONS FOR JUNIOR & SENIOR RECITALS GENERAL POLICIES

Information available in the MUSIC section at: <http://uwm.edu/arts/student-resources/>.

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## RECORDING RECITALS AND CONCERTS

### I. RECORDING LAB SEMINAR

Students and faculty may choose to take the Recording Lab Seminar to learn about using the MUS175 Recital Hall recording booth, MUS103 Recording Lab, and the Bader Hall sound booth. The seminar is free, offered multiple times per semester, and takes about 1 hour.

Postings around the first floor of the Music Building will give the dates and times of the seminars. It covers:

- Using the Marantz CD-R Recorder (in MUS175).
- Transferring raw recordings to a computer editing station (in MUS103).
- Mixing and mastering a recital for a finished CD The Zelazo sound booth is equipped with the same Marantz CD-R Recorder as the Recital Hall, along with additional signs and notes for using the room's mixer.

### II. STUDENT ACCESS

Students must take the Recording Lab Seminar to gain access to the recording facilities. An updated list of students eligible to access the recording booth is kept in the Music Office Mail Room (Art 203). Students wishing to record a recital may request access to the recording booth. If they are on the student access list, the hall manager will open the space for them. (This includes rehearsals or other cases where the student reserves the hall.)

A sign out sheet has been posted on the MUS103 Recording Lab door. The key to the room may be checked out from the Music Office and kept for a maximum **24 hours**. The sign-out sheet in the Music Office is supervised by the office staff who check the student access eligibility.

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## **MUSIC DEPARTMENT COURSE & CURRICULUM**

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Curriculum Requirement/Semester Outlines for each music degree program are available from the UWM Music Department Office or the Peck School of the Arts Advising Office. It is very important that you follow the curricular plan assure successful completion of the degree requirements in a timely manner. Please note the required courses that are offered on a rotating basis (Fall or Spring semester, even or odd numbered years.)

**The online version of the Music curriculum is currently being revised. Please contact the UWM Music Department for updated information.**

[music-info@uwm.edu](mailto:music-info@uwm.edu).

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### **UWM SCHEDULE OF CLASSES**

All Department of Music degree programs are listed on this sight. Once you open the link, you can click on the degree area (i.e. Music Performance, Music Education) for specific degree requirements and the recommended curriculum order.

[http://www.uwm.edu/ugbulletin/SC/D\\_FA\\_M.html](http://www.uwm.edu/ugbulletin/SC/D_FA_M.html).

This link will take you to all classes currently offered at UWM. Each course entry will list class days, times, locations, credits, instructor, any prerequisites and a brief description.

<http://www4.uwm.edu/schedule/>.

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### **MUSIC COURSES (Music)**

The courses include music theory, musicology/ethnomusicology, ensembles, vocal diction, accompanying. These courses are governed by special Music Department policies and are available only to Music Majors and Inter-Arts Majors.

### **MUSIC EDUCATION COURSES (Mus Ed)**

Courses available only to Music Majors.

### **MUSIC PERFORMANCE COURSES (Mus Perf)**

The courses include instrument fundamentals, master classes, courses for MM Accompanying and ICM students, and music performance lessons. The courses are governed by Music Department policies and are available only to Music Majors, Music Minors, Musical Theatre students.

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### **COURSE AVAILABILITY**

Certain courses are offered on a limited basis – Fall or Spring semester, even or odd year. Consult your advisor or course area for availability.

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