

Music Graduate Student Information 2009-2010

PLEASE KEEP THIS BOOKLET
FOR FUTURE REFERENCE

Welcome to the University of Wisconsin-Madison. This document gives you an overview of graduate studies in the School of Music, with **topics listed alphabetically**. Come by the **Music Graduate Office (5554 Humanities)** with any questions, and check the forms box outside the office for handouts specific to your degree program.

Please note: Graduate students are subject to rules and regulations from several sources, including the Graduate School and the School of Music. Teaching Assistants, Project Assistants and Fellows need to be aware of conditions of their funding and benefits. Most financial aid questions can be answered by the School of Music Graduate Admissions Office.

Music Graduate Office:

Prof. Todd Welbourne, Director of Graduate Studies
5552 Humanities Phone: 890-0882 dgs@music.wisc.edu

Marina Drake, Graduate Coordinator & Student Status Examiner
5554 Humanities Phone: 263-5016 msdrake@wisc.edu

Kathy Rutlin, Graduate Admissions Coordinator
5553 Humanities Phone: 263-3220 karutlin@wisc.edu

Other Important Contacts:

Steve Martin, Payroll and Benefits
3561 Humanities Phone: 273-4734 stevenmartin@wisc.edu

Tina Hunter, Department Administrator
3561 Humanities Phone: 263-5972 hunter2@wisc.edu

Justin Richardson, Facilities Manager
1530 Humanities Phone: 263-1893 jmrichardson@wisc.edu

Music Administration & Facilities (*Partial list only*)

Prof. John Schaffer, Director	3561 Humanities
Keith Hampton, Assistant Director	3561 Humanities
Gary Barnes, Accountant	3561 Humanities
Martha Schultz, Receptionist	3561 Humanities
Lance Ketterer, Recording	1560 Humanities
Baoli Liu, Piano Technician	1501 Humanities
Rick Mumford, Concert Manager	B74 Music Hall
Dan Brice, Instrument Technician	1326 Humanities
Mills Music Library	Basement level of Memorial Library
Willie Schroeter, Shipping and Mailing	1511 Humanities

TABLE OF CONTENTS

ADVISING.....	page 3
COMMITTEES: EXAM, RECITAL, THESIS, & DISSERTATION.....	page 3
COMMUNITY MUSIC LESSONS PROGRAM.....	page 5
COURSE LOAD.....	page 5
COURSE REGISTRATION DEADLINES	page 6
DEGREE PROGRESS.....	page 6
DOCTORAL MINORS.....	page 6
E-MAIL AND EMAIL LISTS.....	page 6
EXAMS.....	page 6
FOREIGN LANGUAGE STUDY.....	page 8
FORMS.....	page 8
GRADES.....	page 8
INDEPENDENT STUDY.....	page 8
INTERNATIONAL STUDENTS.....	page 8
RECITALS.....	page 8
RESIDENCY.....	page 9
SAFETY.....	page 9
SATISFACTORY PROGRESS.....	page 9
SUMMARY REVIEW.....	page 9
TRANSFER OF CREDITS.....	page 10
TRANSPORTATION AND PARKING...	page 10
WARRANTS.....	page 10

ADVISING

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

COMMITTEES: EXAM, RECITAL, THESIS, AND DISSERTATION

(See also EXAMS and RECITALS sections)

Master of Music (M.M.) students in performance form a 3-member recital committee and a 3-member exam committee, with the major professor serving on both. Both committees should be formed in consultation with your major professor and registered with the Music Graduate Office at your **SUMMARY REVIEW** (a meeting with the Graduate Coordinator to check that you have completed degree requirements; see under separate heading) during your last semester in residence or before your Master's recital, whichever comes first.

Master of Music (M.M.) students in performance/composition prepare a project which should show a certain level of ambition and rigor, either in the size or scope of the creative work chosen (e.g., a chamber opera, string quartet, or larger ensemble work). Although it may be based on pre-existing text, or other materials, the bulk of the project must be original creative work, done by the MM candidate. The project should be discussed fully with the major professors before starting.

Master of Arts (M.A.) students in Ethnomusicology, Historical Musicology and Theory form a 3-member exam/thesis committee in consultation with the major professor and register that committee with the Graduate Office when they begin their thesis work. The M.A. thesis offers an opportunity to write an original document under the supervision of a faculty member. Students are expected to consult with their thesis advisors to determine timelines for revisions and submission of the final version as well as to discuss other parameters of the project such as length, format, and distribution of the completed work to other faculty members. Failure to finish the thesis by the agreed upon due date will result in a grade of Incomplete, and the removal of that grade may require additional tuition and fees and may jeopardize receiving the degree in a timely fashion.

D.M.A. students need to form a 5-member *Doctoral Performance and Research Committee (DPRC)* in their first year. (See handout "DPRC Registration for DMAs" in the forms box by the Music Graduate Office AND DPRC Committees chart, below.) The DPRC must include at least FIVE members. The major professor and THREE of these five members must be UW graduate faculty (Assistant, Associate or Full Professor) and one must be a member from a graduate field of study outside the major instrument area, preferably from an academic area (e.g. music history, music theory, ethnomusicology, and/or external minor). The inclusion of your minor professor is not mandatory, but if your minor includes any coursework OUTSIDE the School of Music, you MUST include, as one of your five committee members, someone from the minor department. You may also include other faculty, instructors, or academic staff (if appropriate) as the fifth or optional sixth committee member.

Ph.D. students in Ethnomusicology, Musicology and Theory: The *Preliminary Exam committee* includes the major professor, the minor professor; and other members as determined by the area faculty. The *Dissertation Committee*, formed after preliminary exams have been passed, includes the major professor and has a total of at least five faculty members, one of which must be from an area outside the major (usually the minor professor). These five must sign your degree warrant (document required by the graduate school that enables you to graduate). All doctoral committees must be composed of graduate faculty members (Assistant, Associate or Full Professors).

Additionally, Graduate School policy regarding the composition of Graduate Committees is as follows:

- 1) The chair or co-chair of the committee must be Graduate Faculty from the student's major program. Doctoral committees (PhD and DMA) must have at least five members, four of whom must be Graduate Faculty or former Graduate Faculty up to one year after resignation or retirement. At least one of the five members must be from outside of the student's major field (often from the minor field).
- 2) Master's thesis committees must have at least three members, two of whom must be Graduate Faculty or former Graduate Faculty up to one year after resignation or retirement.
- 3) Non-thesis master's committees must have at least one Graduate Faculty member from the student's major program.
- 4) The required fifth member of a doctoral committee or third member of a master's thesis committee may be from any of the following categories, as approved by the program Executive Committee or its equivalent: Graduate Faculty; Tenure-track faculty from a department without a graduate program; Academic Staff (including emeritus faculty); Visiting professors; Faculty from other institutions; Postdoctoral scholars; Other individuals deemed qualified by the Executive Committee or its equivalent.

MASTERS DEGREES

Exam Committees (3 Tenure Track Faculty Members)

degree	areas	includes:	Orals?
MM	performance composition	major prof. music history prof. music theory prof.	no
MM	education	maj. prof. & at least two other members determined by area	no
MA	history ethno theory	determined by major prof.	yes

Recital/Thesis Committees (3 Faculty Members)

degree	areas	includes:	tenure- track?	signatures on warrant?
MM	performance composition	maj. prof. & at least one other member from MAJOR area	not necess ary	NA
MA	history ethno* theory*	determined by major area	yes	NA 3 3

*Exam/thesis committees are the same

DOCTORAL DEGREES

Preliminary Exam Committees (Tenure Track)

degree	areas	# of members	from	signatures on warrant
DMA	perf. comp.	determined by area	determined by area	major & minor prof. DGS
Ph.D.	history ethno theory	min. 5	major & minor areas	major prof, minor prof., DGS

Dissertation/DPRC Committees (Formed first semester of first recital, at the latest; minimum of 5 members)

degree	areas	from	tenure track?
DMA	perf. comp.	major prof. minor prof OR one member to include ANOTHER area [pref. academic]	yes (5 th and optional 6 th members can be non-TT)

Ph.D	history ethno theory	major prof. minor prof. or one member to include ANOTHER area	yes (5 th and optional 6 th members can be non-TT or academic staff)
------	----------------------	---	--

COMMUNITY MUSIC LESSONS PROGRAM

You may register to teach private lessons to community members (including public school students and non-majors within the university) through the Community Music Lessons program, 4539 Humanities, coordinated by Stephanie Frye. The Community Music Lessons program serves as a teaching laboratory for university music majors. By registering to teach lessons, you can be paid on an hourly basis through the School of Music and use practice rooms for instruction. School of Music and University policy prohibits any other form of teaching for personal profit anywhere on University property. Any violation of this policy may result in loss of practice room and locker access for the entire year.

COURSE LOAD

A full-time course load consists of 8 to 12 *graduate-level* credits. If you need to take more than 12 credits, even if this includes undergraduate credits, you need to submit a Credit Overload Request form. This form must be signed by your major professor first and then by the DGS before it is sent to the Graduate School (allow 3 weeks for approval). The form is available from the Graduate School web site: <http://info.gradsch.wisc.edu/education/forms/overload.html>

Assistantships, fellowships, other forms of financial aid, and international student status may require you to register for full-time study. **Please check your appointment letters** and ask in the Music Graduate Office if you are still unsure. The minimum registration for graduate students (except dissertators) is 2 graduate credits; dissertators must register for exactly 3 credits each fall and spring semester.

MINIMUM NUMBER OF GRADUATE LEVEL CREDITS PER SEMESTER

	Unfunded	Fellow	TA/PA*	International	Dissertator
Full-Time	8 cr.	8 cr.	See Below	8 cr. (ESL: 6 cr.)	3 cr.
Part-Time	2 cr.	NA	NA	NA	NA
<33.33% FTE	NA	NA	8 cr.	8 cr.	3 cr.
>33.33% FTE	NA	NA	6 cr.	6 cr.	3 cr.
50% FTE	NA	NA	4 cr.	4 cr.	3 cr.

NA --- Not applicable

Source: Grad School's Academic Guidelines:

<http://www.wisc.edu/grad/education/acadpolicy/guidelines.html#42>

*See L&S Handbook for rules regarding PA appointments:

<http://www.ls.wisc.edu/handbook/ChapterThree/chIII-9.htm#PA>

If you hold a TA/PA appointment in the summer, see this page:

<http://www.wisc.edu/grad/education/acadpolicy/guidelines.html#171>

COURSE REGISTRATION DEADLINES

Make yourself aware of all enrollment deadlines to avoid any fees and unwanted records on your transcripts. **The University is strict about deadlines and allows very few exceptions.** Important registration dates can be found on the Registrar/Timetable web site at: <http://registrar.wisc.edu/deadlines.php?term=1054>

DEGREE PROGRESS

You should meet with Marina Drake, the Graduate Coordinator, or the DGS at least once a year to ensure that you are on track to finish your degree, have signed up for the right courses, do not have any course deficiencies (such as Incompletes), and have not missed any deadlines.

DOCTORAL MINORS

Every doctoral student must declare a minor course of study. A handout describing pre-approved minors within the School of Music is available in the forms box outside the Graduate Office. It is in your best interest to decide on a minor early and review your plans with your major professor, as well as with the DGS. You must then submit a form to declare your minor. You may also choose a minor from outside the School of Music, or create a distributed minor by combining courses from two or three departments, (which can include the School of Music), with the approval of the DGS. (Note: A collection of unrelated courses will not be approved.) Minor requirements generally range from 10 to 12 credits total.

E-MAIL AND EMAIL LISTS

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

EXAMS (See also these sections: “COMMITTEES” and “WARRANTS”)

Students must express their intent to graduate and/or take exams and schedule a summary review with the Graduate Office by ***October 1st (for fall exams/graduation) or March 1st (for spring exams/graduation)***. Exams take place in mid-November and mid-April; exact dates will be publicized by email early in each semester. ***Do not schedule anything else on exam days. Comprehensive (M.A. & M.M.) and preliminary (D.M.A. & Ph.D.) exams are mandatory and take precedence over all other activities.*** Teaching assistants are encouraged to find substitutes to teach their classes during exam week. Exams aren't given during summer months. You must be registered in the semester you graduate or take exams.

Doctoral Preliminary Exams

(See also Oral Exams)

All doctoral students must take preliminary exams (a.k.a. “prelims”), as required by the Graduate School and the National Association of Schools of Music (NASM). These should be taken during the semester when all degree requirements (including language study, coursework in the minor field, and residency requirements) will be completed (except recitals). The courses may be in progress when you take the exams but must be completed successfully for you to advance to dissertator status. All D.M.A. and Ph.D. students have oral exams as well, described below.

D.M.A.:

Preliminary exams for D.M.A. students consist of a major area exam of at least two hours, and may include both written and oral components. Questions in the minor area may be submitted at the discretion of the minor professor. Questions in distributed minors (two or more departments) are not required. After you pass your written exams, you will have a 2-hour oral exam with at least 3 of your committee members present.

Historical Musicology Ph.D. :

Musicology Ph.D. students write exams specific to areas of study determined by their committees. Students generally write for 6 hours the first day and 2 hours the second day. Questions from the minor area are normally required as part of the exam. Your major professor schedules and administers the exams and can provide you with more specific information regarding format and procedures. After you pass these written exams, you will also have a 2-hour oral exam with at least 3 of your committee members present.

Ethnomusicology Ph.D. :

Ethnomusicology Ph.D. students write exams specific to their areas of study during the preliminary exam week. Questions from the minor area are normally required as part of the exam. Your major professor schedules and administers the exams and can provide you with more specific information regarding format and procedures. After you pass these written exams, you will also have a 2-hour oral exam with at least three of your committee members present.

Music Theory Ph.D. :

Preliminary exams for Music Theory Ph.D. students take place during the posted exam week but are scheduled and administered by the professors involved. Questions in the minor area may be submitted at the discretion of the minor professor. After you pass these written exams, you will also have a 2-hour oral exam with at least three of your committee members present.

Master's Comprehensive Exams (See also Oral Exams, below)

Master's students (except Music History students) generally take comprehensive exams during exam week in the last semester of completing degree requirements.

M.M.:

Students in performance and composition write two exams administered over two days: the major exam (typically 2 hours, consisting of questions from your major professor) and the music history exam (1 hour). These exams are scheduled and administered by the Graduate Office. There is no music theory exam for M.M. students; instead, a professor in the music theory area will sign your warrant, indicating successful completion of music theory coursework as part of your degree requirements. M.M. students generally do not have oral exams; students in Music Education write a take-home exam.

M.A.:

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

Oral Exams:

M.M. students do not take oral exams. Ph.D., D.M.A., and Music History M.A. students may schedule oral exams upon successful completion of the written exams. Ethnomusicology and Theory M.A. students defend their theses at their oral exams. Once you are given approval, you should schedule a 2-hour oral exam to take place approximately 2 weeks after the written exam, and before the degree deadline for that semester. You may reserve the Faculty Lounge for this purpose by contacting Martha Schultz on 3rd floor in the Music Administrative Offices. Students need to have at least 3 committee members present at the oral exam.

Sample Music History Exam:

There are four sample exams available in the Music Graduate Office: one for Master's students in Performance; one for Doctoral students with a Musicology minor; one for Master's students in Music History, and one for Ph.D. students in Historical Musicology.

FOREIGN LANGUAGE STUDY

All doctoral degree programs and the Master's degree programs in Music History and Ethnomusicology require proficiency at the intermediate level of at least one language. Voice students are required to study at least one year each of Italian, German and French as part of the degree requirements for the MM degree. For the DMA degree, students are required to complete one year each of Italian, French and German plus reaching the intermediate level in TWO of these languages. **Voice and Opera students should consult with their major professors about the foreign language requirement for their degrees.** There are several ways to fulfill the language requirement, including coursework and proficiency exams. Check with the Music Graduate Office for specifics.

FORMS: SCHOOL OF MUSIC and UNIVERSITY SYSTEM

Forms to add or drop classes, audit, credit overload etc., are all online through the Grad School's webpage:

<http://info.gradsch.wisc.edu/education/forms/index.html>

School of Music forms and informational handouts may be found on the wall outside the Music Graduate Office, Room 5554, including Satisfactory Progress documents, recital ballots, recital forms, independent study forms, forms to register doctoral committees and thesis topics, minor declaration forms, course equivalency review forms (to petition for credit for courses taken at other institutions), and others. These forms and informational handouts contain much useful and important information. Please check the forms boxes before contacting the Music Graduate Office.

GRADES

Music graduate students must maintain a cumulative grade point average (GPA) of 3.25. **Each course must be completed with a grade of B or better to be counted toward satisfying degree requirements, i.e., if you receive a BC in a class, you will need to repeat that class or take an equivalent class in order to fulfill your degree requirements.** Incompletes should be cleared as soon as possible. In the semester you plan to graduate, previous incompletes must be cleared **early** in the semester. The Graduate School will not issue a graduation warrant if the student has a pending incomplete.

INDEPENDENT STUDY

You may make special arrangements with a professor to study material outside of current course offerings by using the independent study course number 660-799. The Independent Study form (in the forms box outside the Graduate Office) should be completed for

each course and turned into the Graduate Office. This work may fulfill a degree requirement only with prior approval of the appropriate faculty member or committee and the DGS.

INTERNATIONAL STUDENTS

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

RECITALS

DMAs only:

Prior to the first recital, DMA students must form their Doctoral Performance and Research Committee (DPRC; see under “COMMITTEES”) and obtain signatures on the DPRC Registration Form. For each of your recitals, ALL FIVE members of your Doctoral Research and Performance Committee (DPRC) must be informed of the date and time. They do not all have to attend, but each recital must be attended by AT LEAST ONE member of DPRC and evaluated in writing (in the form of a recital ballot) by AT LEAST TWO ADDITIONAL members. Since some committee members may be unavailable to attend all performances, the candidate must make high-quality recordings of the performance available to the entire DPRC for later review.

Both DMAs and MMs:

1. At the beginning of the semester in which the recital is to be performed, **complete the “DMA-MM Recital” form** (in the forms box outside Graduate Office) and turn it in to the Graduate Office.

2. **Register online for the correct recital credit:** *Master’s: 664-990*, (usually in lieu of lessons---check with your major professor). *Doctoral: 664-999*, (doctoral students usually take lessons and recitals the same semester---check with your major professor). If you plan to complete two recitals in one semester, register for each recital separately, i.e., in separate sections. (There should be two different section codes for each recital for your major professor. If not, email the department administrator, Tina Hunter.)

3. **Recitals used to satisfy degree requirements must be recorded. Students are responsible for arranging to have their recitals recorded.** The School of Music Recording Office does not record any recitals. D.M.A. recitals are part of the dissertation, and all recordings should be submitted together with the written project when you are ready to graduate. Recordings must be digital, i.e., in CD or DVD format. Master’s recital recordings should be turned into the Music Graduate Office with a copy of the program upon graduating. All recitals may be put together on a single disc.

4. One week before the recital, distribute recital ballots (available in the Grad Office forms boxes) to all of your committee members. (See ballots for more details.)

5. When you prepare your printed program, include the statement: “This recital is given in partial fulfillment of requirements for the [Master of Music] [Doctor of Musical Arts] degree in the School of Music, University of Wisconsin-Madison.”

RESIDENCY

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

SAFETY

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

SATISFACTORY PROGRESS

Each department at the University of Wisconsin is required to have standards to determine satisfactory progress. Copies of the School of Music policies for Master’s and Doctoral students are available in the boxes outside the Graduate Office. You should read this

document very carefully. Generally, it stipulates that Master's students must graduate after 4 full-time semesters, and doctoral students must take preliminary exams within 5 years of study, regardless of full-time or part-time course loads. Students not in compliance with satisfactory progress rules may not hold Teaching or Project Assistantships or Fellowships in the School of Music.

SUMMARY REVIEW

The Summary Review will take place only once or twice during your degree program, usually in the semester(s) in which you plan to take exams and also when you graduate. MM students and DMAs taking comps and prelims will be required to attend mandatory group meetings, while MA students, PhD students taking prelims and all graduating doctoral students will be notified by email to sign up for individual SR appointments with Marina Drake. During the group meetings and SR appointments, academic progress will be certified, the exam process and committee configuration will be reviewed, and paperwork will be prepared that will request a warrant from the Graduate School.

TRANSFER OF CREDITS

You may apply to transfer up to 6 credits of *graduate-level* course work completed successfully within the past five years at another institution by filling out a pink Course Equivalency Review Request form (available in the forms box outside the Graduate Office) for each course and furnishing a syllabus or other documentation to the faculty member teaching the equivalent course on this campus. Transfer of credits and their specific use to fulfill degree requirements also requires approval from your major professor and the DGS, and from the Graduate Committee for requests over 6 credits. Transfer credits will not be evaluated until you have enrolled as a graduate student and may not count toward the residency requirement.

TRANSPORTATION AND PARKING

Madison is a bicycle-friendly city, with many bike paths and bike lanes on most of the main routes to campus and bike racks located near every campus building and near most city businesses. For more information about biking in Madison, go to: <http://www.danenet.org/bcp2006/welcome.html> Madison Metro Transit buses run frequently to campus from all parts of the city, and students may pick up free bus passes during Welcome Week. Parking is difficult, at best, and very expensive. Metered spaces may be available on the bottom two floors of the Lake St./Francis St. Ramp, (a.k.a. Lot 46 or the Southeast Parking Facility), or under Helen C. White or Grainger Hall. The Transportation Services office at the Welcome Center, 21 North Park Street, provides information about other parking and transportation options, including Community Car, a member-based car sharing service that provides cars by the hour to individuals and organizations.

WARRANTS

Warrants are requested by the Music Graduate Office and issued by the Graduate School and must be obtained prior to Master's comprehensive exams and degree completion, doctoral preliminary exams, and the doctoral dissertation defense. Warrants cannot be requested until all degree requirements are complete, incomplete grades have been cleared, and the summary review has taken place. After passing written exams, students are responsible for picking up the warrant from the Music Graduate Office, obtaining the signatures from committee members listed on the warrant, and returning the original warrant to the Music Graduate Office. The Graduate Coordinator checks again for completion of degree coursework and clearing of any incomplete grades, dates the degree, makes a copy of the warrant for the student's file, and then forwards the original to the Graduate School.

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