

# MUSIC: EDUCATION, MM

## POLICIES

### GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (<https://grad.wisc.edu/acadpolicy/>) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (<https://policy.wisc.edu/>). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

### MAJOR-SPECIFIC POLICIES

#### PRIOR COURSEWORK

##### Graduate Credits Earned at Other Institutions

No more than 6 credits may be approved for graduate coursework taken at other institutions.

##### Undergraduate Credits Earned at Other Institutions or UW-Madison

The Graduate School allows departments to review requests to transfer up to 7 credits of undergraduate work at UW-Madison toward graduate program requirements, but this is rarely approved by the Mead Witter School of Music faculty.

##### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (<https://policy.wisc.edu/library/UW-1216/>) policy.

##### Credits Earned as a University Special Student at UW-Madison

Some students may have completed coursework numbered 300 or above at UW-Madison as a University Special student. With program approval, coursework so taken may be considered to fulfill up to 6 credits of graduate program requirements.

#### PROBATION

MM students who fail to make satisfactory progress in any of the four following areas: grades, course load, time limits, or exams, will be notified in writing by the Director of Graduate Study. At the end of the second semester of failing to make satisfactory progress the student is placed on probation effective the next semester. This action suspends financial aid (but does not affect loans or work-study). See details in the Satisfactory Progress for Master's Students (<https://kb.wisc.edu/mwsomkb/114465/>).

#### ADVISOR / COMMITTEE

All programs provide for faculty from several disciplines to follow the student's progress through the degree, provide mentorship along the way, and assess the student's success in reaching expected learning outcomes.

Music Education students have a committee of three or more graduate faculty, including the major professor.

The principal advisor for most graduate students in the Mead Witter School of Music is generally referred to as the major professor. In all programs the major professor is determined with the student's particular interests in mind.

The Director of Graduate Studies is also an advisor for all graduate students in Mead Witter School of Music programs. Students are expected to consult with the Director of Graduate Studies at least once per semester to determine appropriate course plans. Consultation is mandatory in the semester before intended graduation.

### CREDITS PER TERM ALLOWED

15 credits

### TIME LIMITS

MM and MA students not receiving university funding are expected to complete requirements and pass comprehensive examinations within seven years from the time of enrollment in the program. While graduate students may enroll on a part-time basis, this time constraint still applies.

All MM and MA students holding teaching assistant, project assistant, or fellowship appointments must complete requirements for the degree within four semesters (not counting summer sessions or thesis credits). If the appointment is more than 33.4% the expectation is to complete requirements in the sixth semester.

### GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (<https://doso.students.wisc.edu/bias-or-hate-reporting/>)
- Graduate Assistantship Policies and Procedures (<https://hr.wisc.edu/policies/gapp/#grievance-procedure>)
- Hostile and Intimidating Behavior Policies and Procedures (<https://hr.wisc.edu/hib/>)
  - Office of the Provost for Faculty and Staff Affairs (<https://facstaff.provost.wisc.edu/>)
- Employee Assistance (<http://www.eao.wisc.edu/>) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (<https://employee disabilities.wisc.edu/>) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (<https://grad.wisc.edu/>) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (<https://compliance.wisc.edu/>) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (<https://osas.wisc.edu/>) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (<https://conduct.students.wisc.edu/>) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (<http://www.ombuds.wisc.edu/>) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (<https://compliance.wisc.edu/titleix/>) (for concerns about discrimination)

Students should contact the department chair or program director with questions about grievances. They may also contact the L&S Academic Divisional Associate Deans, the L&S Associate Dean for Teaching and Learning Administration, or the L&S Director of Human Resources.

**OTHER**

n/a