

MUSIC, PH.D.

POLICIES

GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (<https://grad.wisc.edu/acadpolicy/>) provide essential information regarding general university policies. Program authority to set degree policies beyond the minimum required by the Graduate School lies with the degree program faculty. Policies set by the academic degree program can be found below.

MAJOR-SPECIFIC POLICIES

PRIOR COURSEWORK

Graduate Work from Other Institutions

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

UW–Madison Undergraduate

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

UW–Madison University Special

Some students may have completed coursework at 300 level or above at UW–Madison as a Special Student; with program approval coursework so taken may be considered to fulfill up to 6 credits of graduate program requirements. However the Graduate School mandates that fees be paid in these cases.

PROBATION

Ph.D students who fail to make satisfactory progress in any of the following four areas: grades, course load, time constraints, or exams, will be notified in writing by the DGS. 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). For details see Satisfactory Progress for Doctoral Students (<http://uwsom.wpengine.com/wp-content/uploads/2014/05/DoctoralSatisfactoryProgressDocument.pdf>).

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. Committee structures differ among degrees and majors. The principal advisor for most graduate students in the Mead Witter School of Music is generally referred to as the major professor.

In M.A. and Ph.D. programs the advisor may not be the eventual thesis or dissertation advisor. 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.

Ph.D. students have two committees: a four-member preliminary examination committee composed of the major professor, minor professor, and two others determined by the area; and a dissertation committee with four faculty including the major professor and a faculty member from a program other than the major. Three of these four members must be graduate faculty.

CREDITS PER TERM ALLOWED

15 credits

TIME CONSTRAINTS

Graduate students in DMA or Ph.D. programs are allowed a maximum of four calendar years from the date entering the program to complete all course work requirements and successfully pass the preliminary examinations. The candidate must complete the dissertation (Ph.D.) or doctoral performance and research (DMA) within five years after passing the preliminary examinations.

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/>)
- Dean of Students Office (<https://doso.students.wisc.edu/>) (for all students to seek grievance assistance and support)
- 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 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

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