

MM and MA Programs: Satisfactory Progress

The Graduate School of the University of Wisconsin Madison sets minimum requirements for satisfactory progress that all graduate programs in all disciplines must abide by (see <https://grad.wisc.edu/documents/satisfactory-progress/>). Each department has the option to set additional standards for satisfactory progress. The following are the School of Music requirements that go beyond the minimum Graduate School requirements. They fall into four broad categories: GRADES, COURSE LOADS, TIME CONSTRAINTS, and EXAMS.

GRADES

The student must maintain an over-all grade point of at least 3.25 in graduate courses completed at UW-Madison School of Music for credit toward the Masters degree. If the GPA falls below 3.25, the student will have the next term in which he/she is enrolled to raise the GPA to the minimum level before progress will be considered unsatisfactory. Any course in which a grade of BC or lower is earned will not be accepted for credit counting toward graduation, but the grade will still be factored into the cumulative GPA.

- a) After the first semester in which the cumulative GPA falls below 3.25 the Director of Graduate Studies will notify the student in writing. At the end of the second successive semester in which the cumulative GPA falls below 3.25 the student will be placed on Probation effective the next semester. This action suspends all financial aid awards (loans and work-study are not affected). A student who does not raise the GPA to 3.25 or above in the Probation semester will be withdrawn from the Graduate School and the School of Music.
- b) Incompletes—(same as Graduate School Requirements –see <https://grad.wisc.edu/documents/incompletes/>). Exceptions only by petition to the School of Music Graduate Committee and Director of Graduate Studies.

COURSE LOAD

Students who receive University funding (TA, PA, or any kind of Fellowship) are required to take a certain minimum number of credits each semester based on the percentage of funding awarded. Exceptions to the following can be made only upon recommendation of the Graduate Committee and approval of the DGS (Director of Graduate Studies):

- a) The minimum credit load for a TA or PA with an appointment below 33.4% is 8 credits of graduate level courses applicable to the degree (same as full-time student load).
- b) The minimum credit load for a TA or PA with an appointment at 33.4% or above is 6 credits, and the minimum load for an appointment at 50% or above is 4 credits. These are special reduced loads for graduate assistants only.
- c) The minimum credit load for a student with any type of Fellowship (e.g. Collins, University Fellowship, AOF Fellowship, etc.) is 8 credits of graduate level courses applicable to the degree.

MINIMUM NUMBER OF GRADUATE-LEVEL CREDITS PER SEMESTER

	Unfunded	Fellow	TA/PA	International (funded, unfunded)	Dissertator
Full-Time Study	Minimum 8 cr.	Minimum 8 cr.	Minimum 8 cr. (below 33.4%)	Minimum 8 cr. (5 cr. w/ ESL)	<i>Must be</i> 3 credits
Part-Time Study	2-7 cr.	<i>Must be</i> <i>Full-Time</i>	<i>Must be</i> <i>Full-Time</i>	<i>Must be</i> <i>Full-Time</i>	<i>Must be</i> <i>3 credits</i>
≥ 33.4% FTE	---	---	6 cr.	8 cr.	3 cr.
≥ 50% FTE	---	---	4 cr.	8 cr.	3 cr.

Teaching/Project Assistants must be enrolled in a minimum of **6 credits** or **4 credits** each semester they are enrolled, depending upon the percentage of their appointment.

***TA/PA:** In the semester you take your exams (comprehensive exams for master's, preliminary exams for doctoral), you may enroll in the minimum number of credits needed to complete your degree requirements. Please note that this will qualify you as a **part-time** student.

International Students must be enrolled in a minimum of **8 credits** each semester they are enrolled, unless they hold a TA or PA position (see above).

****International students:** In the semester you take your exams (comprehensive exams for master's, preliminary exams for doctoral), you may be permitted to enroll in the minimum number of credits needed to complete your degree requirements. Please note that this will qualify you as a **part-time** student, and you will need to obtain permission from ISS in order to do so.

Fellows must be enrolled in a minimum of **8 credits** each semester they are enrolled.

Dissertators must be enrolled in exactly **3 credits** each semester they are enrolled.

Students who are U.S. citizens and do not receive University funding are under no obligation to take any certain number of credits each semester except that they must complete the degree by the general time limit allowed for MM or MA degrees (see TIME CONSTRAINTS below). 8-12 credits is considered to be full-time, 2-7 credits is part-time. The Graduate School mandates a 2 credit minimum.

Source: Grad School's Academic Guidelines:
<https://grad.wisc.edu/documents/enrollment-requirements/>

TIME CONSTRAINTS

The following time limits apply to the Masters degrees in the School of Music. Exceptions to the following can be made only upon recommendation of the Graduate Committee and approval of the DGS (Director of Graduate Studies):

1) Students in the M.M. and M.A. programs are expected to complete requirements for the degree, including comprehensive examinations, by the end of the fourth semester of full-time

enrollment. Factors such as double-degree programs or TA appointments greater than 33.4% may require exceptions to this policy, with the approval of the Director of Graduate Studies.

2) Part-time and unfunded MM and MA students who have not completed the degree in seven years should submit a letter of intent and statement of progress to the DGS (Director of Graduate Studies). The letter should include a statement of intent to complete the degree, factors that have impeded progress, what work they need to complete to finish the degree, as well as how and when they intend to complete the degree. Exceptions can be made only upon recommendation of the Graduate Committee and approval of the DGS (Director of Graduate Studies).

EXAMS

Failure of one or more parts of the Comprehensive Exam or an unsuccessful defense or completion of a thesis, project, or recital is considered not to be making satisfactory progress.

Each student's work will be reviewed every semester by the Graduate Coordinator based on standards and requirements set forth in this document or in the Graduate School regulations (<http://guide.wisc.edu/graduate/#policiesandrequirements>). If satisfactory progress is not being made, a signed statement from the Director of Graduate Studies will be sent to the student and the major professor informing them of possible ramifications, such as probation, loss of funding or termination within the program.