



IUP MASTER OF ARTS IN MUSIC PROGRAM HANDBOOK

Department of Music



Handbook Updated 2019

Master of Arts in Music
Department of Music
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Program Website: <http://www.iup.edu/music/grad/>
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WELCOME

Welcome to the Department of Music! We are delighted that you have chosen to continue your musical training in our community and look forward to guiding you through your program. Do not hesitate to contact your advisor or the graduate coordinator if you have questions about the information that appears in this handbook. There are also a number of excellent resources on the School of Graduate Studies and Research (SGSR) website.

IUP's Civility Statement

As a university of different peoples and perspectives, we aspire to promote the growth of all people in their academic, professional, social, and personal lives. Students, faculty, and staff join together to create a community where people exchange ideas, listen to one another with consideration, and respect. We are committed to fostering civility through university structures, policies, and procedures. We, as members of the university, strive to achieve the following individual commitments:

To strengthen the university for Academic Success I will act honestly, take responsibility for my behavior and continuous learning, and respect the freedom of others to express their views.

To foster an environment for personal growth I will honor and take care of my body, mind, and character. I will be helpful to others and respect their rights. I will discourage intolerance, hatred, and injustice, and promote constructive resolution of conflict.

To contribute to the future I will...

ACADEMIC ADVISEMENT

Each graduate student is paired with an academic advisor, who is responsible for guiding the student through the program. For students in the Performance track, their advisor will be their primary applied teacher. For students in the music education track, their advisor will be the graduate coordinator.

CAMPUS RESOURCES & STUDENT SUPPORT

The School of Graduate Studies and Research: www.iup.edu/graduatestudies/
Graduate Catalog: www.iup.edu/graduatestudies/catalog/
Office of the Bursar: www.iup.edu/bursar/
Office of the Registrar: www.iup.edu/registrar/
Disability Support Services: www.iup.edu/disabilitysupport/
IUP Campus Library: www.iup.edu/library/
MyIUP: www.iup.edu/myiup/
Applied Research Lab: www.iup.edu/arl/
IT Support Center: www.iup.edu/itsupportcenter/
Veterans and Service Members: www.iup.edu/itsupportcenter/
IUP Writing Center: www.iup.edu/writingcenter/
IUP Career and Professional Development Center: <http://www.iup.edu/career/>
IUP Parking Services and Visitor Center: <http://www.iup.edu/parking/>
University Police: <http://www.iup.edu/police/> 724-357-2141
Crisis Intervention 24/7 Hotline: 877 - 333 2470

IUP EMAIL

IUP offers an email account to all active students. Your IUP email address is the primary means by which the university will contact you with official information and you should use it for all IUP official communications. It is your r

1. 4cr applied lessons (semester) or APMU 740, recital (4cr, final semester)
2. One of the three 3cr core classes
3. 1-3 Ensembles –

DEGREE COMPLETION

Upon completion of the degree requirements, including the Thesis, Recital Thesis, or comprehensive exam, students must apply for graduation on URSA by December 1 (Fall), May 1 (Spring), or August 1 (August).

UNIVERSITY POLICY AND PROCEDURE

University policy is the baseline policy. Programs may have policy that is more stringent than the University baseline policy, however, not less stringent than the University baseline policy. For questions regarding this statement, please contact the Graduate Coordinator or the School of Graduate Studies and Research.

Academic Calendar

View the [Academic Calendar](#) for more information.

Following completion of course work, including internship or practicum; (excluding comprehensive qualifiers) all doctoral and masters thesis students must be on at least one credit of dissertation or thesis each semester (Fall and Spring) annually, through the graduation of the student or until the time limit is exceeded. There is no separation between completions of course work, internship or practicum and initiation of dissertation or thesis credit registration.

Once the student has registered for the number of dissertation credits required by the program of study (typically three to six), or the number of thesis credits required by the program of study (typically three to six), she or he must register for one dissertation or one thesis credit each semester (Fall and Spring) annually through the graduation of the student or until the time limit is exceeded (See Time Limitation Policy for doctoral students). For this period, the student will be considered a full masters student.

All dissertation and thesis credits will be pass/fail credits. Students must complete the minimum number of dissertation or masters thesis credits required by their program, but may take additional dissertation or thesis credits as is necessary to comply with the Continuous Graduate Registration for Dissertation and Thesis.

Until the dissertation or thesis is successfully defended, a grade of "R" will be assigned to each registered credit. Upon successful completion of the dissertation or thesis, the grade assigned by the dissertation or thesis committee will apply to all registered dissertation or thesis credits. Students must pay university fees for all credits (equal to the mandatory fees), and may choose to pay the Wellness Fee.

*Note:

doctoral or M.F.A. students intent to “quit” the program, he/she should schedule an appointment with the graduate coordinator as soon as possible to avoid any further registration and subsequent assessment.

Graduate Fresh Start Policy

A graduate student who has been separated from the university as a result of academic dismissal, to degree dismissal, may only apply for readmission to the University if separated from the university, for a minimum of two calendar years (24 consecutive months) from the date of dismissal. A student who is separated from the university, for a minimum of two calendar years (24 consecutive months) from the date of dismissal, to be considered for readmission to the University must be into a graduate program, and readmission from which the student was dismissed may not be sought. A student dismissed as a result of an academic violation is barred from utilizing the Graduate Fresh Start Policy to request readmission.

Conditions for a Graduate Fresh Start Application

A graduate student may apply for a Graduate Fresh Start only if he/she meets all of the following conditions:

- he/she was academically dismissed, including dismissal from an IUP graduate program;
- he/she has been separated from the university for a minimum of two calendar years (24 consecutive months);
- he/she applies for readmission consideration to a graduate program at IUP, excluding the program in which the student was academically dismissed.

The graduate student must apply to the desired program through the standard Admissions process. Having reviewed the prior and intervening factors for evidence of potential for improved academic success, the graduate coordinator, after departmental review, may recommend Graduate Studies and Research that the student be readmitted to the University and admitted to the program. The Dean's decision is final and subject to appeal.

Conditions for a Graduate Fresh Start Record

All credits and grades for IUP courses taken before readmission under this Graduate Fresh Start Policy shall remain on the transcript. Upon readmission, a new cumulative (GPA) is established based on grades earned from the date of readmission. Individuals may seek readmission through the provisions of this policy only once.

Prior Record

The student's graduate record will be identified as a Graduate Fresh Start. No graduate credits earned in a program in which the student was dismissed are permitted to be Graduate Fresh Start sought for a degree. Any other transfer credits must meet the IUP Transfer Credit Policy.

Students seeking a degree under the Graduate Fresh Start are not permitted to repeat a previous course from the program in which the student was dismissed and have it count towards improving the previous GPA that was prior to readmission. Any course repeat(s) will be counted as a course taken under the Graduate Fresh Start and applied solely to the new degree sought under a new cumulative GPA.

Academic Standards

Registration

Students register via My.IUP.edu. For more information, see <http://www.iup.edu/registrar/students/registration/>

For more information regarding registration and tuition, please contact the Office of the Bursar: www.iup.edu/bursar/

Social Equity

The Office of Social Equity www.iup.edu/social-equity/

Student Conduct

Policies from the Office of Student Conduct www.iup.edu/student-conduct/policies/ IUP Email

- b. Doctoral candidate time limitation (see Time Limitations policy) may be extended through petition. The program coordinator, on behalf of the student, no later than the first day of the month of the student's degree expiration date, makes the request to the Dean (or designee) of the SGSR. The request must include justification for the extension and amount of time by the Dean (or designee) of the SGSR to support the request.
- c. No time extensions are considered for doctoral students unless all degree requirements (including the approval of the research topic and IRB, if needed) have been completed by the expiration of the time limit (see Time Limitations policy).

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APPENDIX: GRADUATE RECITAL PROPOSAL FORM

(Due to the Graduate Coordinator by September 15 for a Fall recital December 1 for a Spring recital)

STUDENT'S NAME: _____

PERFORMING MEDIUM: _____

ADVISOR (MAJOR APPLIED TEACHER): _____

SIGNATURE PAGE

My signature below indicates that I am responsible for reading and understanding the information provided and referenced in this department/program student handbook.

_____ [please initial] understand my program coordinator may share this document with the School of Graduate Studies and Research

Print Name

Signature

Date

Submit to Matthew Baumer, Graduate Coordinator, by the end of your first week of classes.

The music department graduate program will keep this signed document on file.