



Indiana University of Pennsylvania

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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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, IUP aspires 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, and 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 strive for the betterment of the community; myself, my university, the nation, and the world.

IUP DEPARTMENT OF MUSIC MISSION STATEMENT

The mission of the Department of Music is the professional preparation of students as teachers, performers, composers, conductors, and scholars at the undergraduate and graduate levels. The department is committed to providing the highest level of creative, intellectual, and cultural experiences through curricular offerings, performances, masterclasses, and workshops. The department also recognizes its responsibility to serve a local and global community, to promote diversity, and to embrace and encourage lifelong advocacy for the musical arts. The Department of Music is an accredited member of the National Association of Schools of Music.

FACULTY AND STAFF

A currently listing of Music faculty may be found at: <http://www.iup.edu/music/faculty/>

ADMISSION

In addition to meeting IUP School of Graduate Studies and Research requirements, applicants to the MA in Music Performance or MA in Music Education program must have an undergraduate degree in music or a demonstrated equivalent.

For the performance degree, applicants must complete a satisfactory audition on their major instrument; audition requirements are available upon application.

For the music education degree, applicants must be certified in at least one state to teach music in K-12 public schools or have comparable certification in another country.

The Music Department may request additional supporting evidence of adequate preparation in specific concentration areas.

Once the Graduate School receives an application, it's sent to the Music Department for further review and a recommendation regarding admission. The Graduate School then notifies the applicant of the decision. Applications are now handled online; check the system for information about the status of your application, or contact the graduate coordinator.

More information is available at the Graduate Admissions website: www.iup.edu/admissions/graduate/

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

FINANCIAL ASSISTANCE

Graduate Assistantships

The department of music awards a number of graduate assistantships each year. All applicants and current students are considered for these assistantships. In general, awards are made for one year, with the expectation that they will be renewed the following year, assuming that the student performs well academically and in the assistantship. The Graduate Coordinator will communicate the details of each assistantship to students who receive a GA. Further details about each assistantship will be specified in the GA contract, which the student will receive from the Graduate School. For general information about financial aid, visit: <http://www.iup.edu/admissions/graduate/financialaid/assistantships-and-scholarships/>

The department will also occasionally award scholarships to graduate students; details will be forwarded with each scholarship offer.

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/arlab/
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: 1 - 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 for all IUP official communications. It is your responsibility to check your IUP email regularly.** Visit www.iup.edu/itsupportcenter/howTo.aspx?id=23401 to learn more about setting up this account. For more information regarding University policy on email communication, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

GRADUATE STUDENT ASSEMBLY

The Graduate Student Assembly (GSA) represents the graduate student body's interests at IUP and within the Indiana community. The GSA makes recommendations related University-wide and graduate-specific policies and in areas of concern in the cultural, intellectual, and social life of the part- and full-time graduate student. Visit www.iup.edu/graduatestudies/gsa for more information.

PROGRAMS AND DEGREES**M.A. in Music Education Program Requirements****I. MUSIC EDUCATION SPECIALIZATION CORE COURSES (9 CR.)**

LIBR 600	Bibliography of Music	3 cr.
MUSC 516	Analytical Techniques	3 cr.
And one of the following Music History courses: MUHI 503, 504, 507, 521, or 525		3 cr.

II. MUSIC EDUCATION SPECIALIZATION (9 CR.)

MUSC 620	Foundations of Music Education	3 cr.
MUSC 631	Administration and Advocacy in Music Education	2 cr.
MUSC 636	Advanced Technology in Music Education	2 cr.
MUSC 640	Formative Assessment and Action Research in Music Education	2 cr.

III. MUSIC EDUCATION SPECIALIZATION COURSES (6 CR.)

Students may choose from the following courses:

EDSP 523	Education Programming: Gifted Learners	3 cr.
EDSP 577	Assessment of Student Learning	3 cr.
EDSP 624	Social, Emotional, and Cultural Factors in the Education of Gifted Learners	3 cr.
EDEX 569	Education of Persons with Emotional, Behavioral Disorders, Learning Disabilities or Brain Injury	3 cr.
EDEX 578	Education of Persons with Mental Retardation, Developmental Disabilities and Physical/Multiple Disabilities	3 cr.
EDSP 704	Advanced Educational Psychology	3 cr.

IV. MUSIC EDUCATION SPECIALIZATION ELECTIVES (6 CR.)

Students may choose from the following courses:

MUSC 503	Practicum in String Pedagogy	1 cr.
MUSC 535	Music for the Exceptional Student	2 cr.
MUSC 537	Techniques for the Marching Band	2 cr.
MUSC 540-550	Summer Music Workshop	1-3 cr.
MUSC 628	Contemporary International Approaches to Elementary Music Education	2 cr.
MUSC 635	Psychology of Music Education	2 cr.
MUSC 501	Advanced Choral Conducting	2 cr.
MUSC 502	Advanced Instrumental Conducting	2 cr.
MUHI 503	Music of the Baroque Era	3 cr.
MUHI 504	Music of the Classical Era	3 cr.
MUHI 525	Nineteenth-Century Music	3 cr.
MUHI 507	Music of the Twentieth Century	3 cr.
MUHI 521	Topics in American Music	3 cr.
MUSC 575	Music Ensemble	3 cr.
MUSC 681	Special Topics	1-4 cr.
APMU 601-771	Applied Music Lessons	4 cr.
MUSC 795	Thesis	4 cr.

V. COMPREHENSIVE EXAMINATION (0 CR.)

M.A. in Music Performance Program Requirements

I. CORE COURSES (9 CR.)

MUSC 516	Analytical Techniques	3 cr.
LIBR 600	Bibliography of Music	3 cr.
And one of the following Music History courses: MUHI 503, MUHI 504, MUHI 507, MUHI 521, or MUHI 525		3 cr.

II. MUSIC PERFORMANCE SPECIALIZED APPLIED MUSIC COURSES (12 CR.)

APMU 601-771	Applied Lessons on Each Instrument	12 cr.
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III. MUSIC PERFORMANCE SPECIALIZATION ELECTIVES* (4 CR.)

APMU, MUSC, or MUHI prefix, 500 or above

IV. MUSIC PERFORMANCE SPECIALIZATION CULMINATING PROJECT** (4 CR.)

MUSC 795	Thesis	4 cr.
OR		
APMU 740	Graduate Recital	4 cr.

Total: 31 Credits

**Flexibility is given to represent the requirements and priorities of the student and the major professor. If the recital option is chosen, Thesis could be selected as an elective subject with advisor approval.

COURSE DESCRIPTIONS

For the most current list of course descriptions, see the following:

<http://www.iup.edu/graduatestudies/catalog/course-descriptions/apmu--applied-music/>

<http://www.iup.edu/graduatestudies/catalog/course-descriptions/muhi--music-history/>

<http://www.iup.edu/graduatestudies/catalog/course-descriptions/musc--music/>

<http://www.iup.edu/graduatestudies/catalog/course-descriptions/libr--library/>

GRADUATE COURSE ROTATION

Courses in the Music Graduate program are offered in a rotation that makes it possible for Performance students to complete their program in two academic years, and for Education students to complete their program in six consecutive semesters (including the summer comprehensive session, usually the two weeks prior to July 4). Students should keep this rotation in mind when planning their program.

The core classes, MUSC 516, MUHI 5**, and LIBR 600, rotate in a four-semester sequence, with LIBR 600 appearing twice in the rotation:

Fall, even years: MUHI 5** Music History course (also offered online)

Spring, even and odd years: LIBR 600, Bibliography

Fall, odd years: MUSC 516 Analytical Techniques (also offered online)

The education core classes rotate as follows (all are online except the summer courses noted below):

Fall, even years: MUSC 631, Administration & Advocacy in Music Education

Spring, odd years: Music Ed elective, such as Music for the Exceptional Student, Psychology of Music Ed, etc.

Fall, odd years: MUSC 636, Advanced Technology in Music Education

Spring, even years: MUSC 640, Formative Assessment and Action Research in Music Education

N.B.: The rotation for the Spring and Fall music education courses may be reversed according to scheduling needs.

For the summer intensive session:

Even years: MUSC 620, Foundations of Music Education

Odd years: LIBR 600, Bibliography

Additional elective courses are not offered on a schedule but will be made available according to student needs and faculty availability. Required courses through the College of Education and Educational Technology are offered frequently and should not pose a scheduling problem.

COURSE SCHEDULING FOR M.A. PERFORMANCE STUDENTS

A typical schedule for students in the M.A. Performance degree will consist of:

1. 4cr applied lessons (semesters 1-3) or APMU 740, recital (4cr, final semester)
2. One of the three 3cr core classes
3. 1-3 Ensembles – Note: all graduate performance students should sign up for MUSC 575, Graduate Music Ensembles, rather than the individual ensemble itself (i.e. Wind Ensemble). MUSC 575 has three sections with 1-3 credits, depending on how many ensembles the student has registered for. If the student is in two ensembles (i.e. Orchestra and Wind Ensemble), she or he should register for section 2 of MUSC 575, which carries 2 credits.
4. Electives as appropriate to the individual instrument; consult your advisor for suggestions.

Note that with 31 credits, students in this program will generally only need to register for 4 credits in their final semester; however, students with graduate assistantships or who are international students may be required to take a higher load. Students are encouraged to consult with the graduate coordinator for their particular situation.

COURSE SCHEDULING FOR M.A. EDUCATION STUDENTS

The Education degree is designed to be completed in six consecutive semesters, including two fall, two spring, and two summer terms. In each term, students take one three-credit course and one two-credit course for a total of five credits. All courses for fall and spring are available online, while the summer courses are only taught on campus.

M.A. IN MUSIC PERFORMANCE: RECITAL AND OPTIONAL THESIS REQUIREMENTS

Students in the M.A. in Music Performance must present a public performance (conductors) or a solo recital (vocalists and instrumentalists) consisting of approximately 60 minutes of music at a professional level. In addition, students may elect to complete a written thesis along with the recital.

RECITAL

As of Fall 2019, MA Performance students no longer need to complete a “Recital Thesis” through the School of Graduate Studies and Research. Students wishing to complete the Recital without the optional thesis should register for APMU 740. Students who wish to complete the optional, additional written thesis must still perform a recital according to the steps described below, but they will register for MUSC 795 instead of APMU 740.

The student should plan the recital program with their major applied teacher. By September 15 (for a fall recital) or December 1 (for a spring recital), the student must complete the Graduate Recital Proposal form and submit it to the Graduate Coordinator. The student and the advisor should choose two other faculty members to comprise a recital committee. This committee will hear the program no less than two weeks prior to the recital date and determine whether the student is ready for public performance. The committee members will also hear the recital and provide feedback to the advisor, who will enter the final grade.

Following the recital and before the end of the term, students must submit a copy of the recital program as well as an audio recording of the recital to the Graduate Coordinator. EXCEPTION: If the recital is recorded by the department's contracted recording technician, Al Teare, he will submit a recording to the library for its archive and no other recording submission is necessary. However, the student should still submit a copy of the program to the graduate coordinator.

RECITAL AND THESIS OPTION:

Students who ALSO wish to complete a written thesis will still follow the steps above, but they will register for MUSC 795 instead of APMU 740. For the written component, they must follow the thesis process defined by the School of Graduate Studies and Research (see <https://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-information/>). This begins with the online Research Topic Approval Form, which must be approved prior to beginning the research. Please note the following deadlines for submitting the RTAF and the Thesis. Since several people must examine and sign these documents, students should complete each step as soon as possible prior to the deadline.

FOR A DECEMBER/MAY/AUGUST GRADUATION (Only applies to Thesis)

August 15/December 15/May 15: Master's candidates have filed the online **Research Topic Approval Form** (find the link in MyIUP > Academics > Graduate Student Resources).

November 1/April 1/July 1: Both master's and doctoral candidates have successfully defended thesis or dissertation (if degree program requires a defense). **This means that all fall/spring/summer recitals must be scheduled prior to this deadline for those electing the thesis option.**

November 1/April 1/July 1: Draft copy of thesis submitted to the School of Graduate Studies and Research (grad-research@iup.edu) for review.

November 1/April 1/July 1: Copies of signed thesis signature pages and [necessary forms](#) submitted to the School of Graduate Studies and Research.

November 15/April 15/July 15: Electronic thesis submitted to [ProQuest](#).

December 1/May 1/August 1: Both master's and doctoral candidates have applied for graduation through [URSA](#).

THESIS COMPLETION

Thesis/Dissertation Defense Department Process or Protocol

For written theses (MUSC 795), each student, along with her or his advisor, will arrange for a defense prior to the deadline for the semester. The defense is closed to the public and will include only the student the members the committee.

EVALUATION OUTCOME FOR APMU 740 AND MUSC 795

Students will receive a grade for APMU 740 (Recital) or MUSC 795 (Thesis). A passing grade shall indicate that the student is allowed to complete the program and graduate; any grade less than B indicates that the student must retake APMU 740 or MUSC 795, according to the Graduate Course Repeat Policy (<http://www.iup.edu/graduatestudies/catalog/university-policies/academic-policies/course-repeat-policy/>).

Effective fall 2017 for students admitted and students admitted after -- Dissertation and thesis credits will be assigned Pass or Fail as the final evaluation outcome for the taken credits and carry no quality points weighted towards a student's CGPA [This does not apply to APMU 740].

Ongoing Dissertation and Thesis students admitted "prior" to fall 2017 – Dissertation and thesis credits will be assigned a letter grade as the final evaluation outcome for the credits taken and carry quality points weighted towards a student's CGPA for the number of dissertation credits required for the program. "Extended" dissertation credits are not calculated into a student's CGPA [This does not apply to APMU 740].

M.A. IN MUSIC EDUCATION: COMPREHENSIVE EXAM

All students completing the M.A. in Music Education must pass the comprehensive exam. This exam is designed to assess each student's understanding of class content, but more importantly, it is designed to assess how the student has integrated that understanding into her or his overall pedagogy and philosophy of music teaching. The exam will be scheduled in the semester that the student graduates. Students should contact the graduate coordinator prior to the start of their final semester to schedule the exam. The coordinator will select three members of the music education committee, who will evaluate the exam.

The exam is scheduled for two weeks, beginning on a Friday at noon and ending at noon on a Friday two weeks later. The student will answer each question in the form of an essay of 700-1000 words (three essays in total). The exam must be the student's own work, but students are welcome to consult class notes or other scholarly sources. All sources should be cited, except for class notes, using APA format and provide a works cited page for each essay.

Once the student submits the essay, the committee will return a provisional grade of pass or fail, along with feedback according to the questions below. If the initial essay or essays do not meet the standards for passing, the student will be given one more week from the date of the feedback to re-write one or more essays. If the revised essays still do not meet the standard, the student may retake the exam once more in the following semester. After two complete failed attempts, students will be dismissed from the program.

For more information regarding School of Graduate Studies and Research Policy on grading, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/.

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 IUP Academic Calendar: www.iup.edu/news-events/calendar/academic/

Academic Grade Appeal Policy

For Information regarding the Grade Appeal policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Academic Integrity

For more information, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/ *The Source: A Student Policy Guide*: www.iup.edu/studentconduct/thesource/

Academic Status and Satisfactory Academic Progress

For more information, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Affirmative Action

Indiana University of Pennsylvania is committed to providing leadership in taking affirmative action to attain equal educational and employment rights for all persons, without regard to race, religion, national origin, ancestry, sex, physical handicap, or affectional or lifestyle orientation. This policy is placed in this document in accordance with state and federal laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 as well as federal and state executive orders. This policy extends to disabled veterans and veterans of the Vietnam era. Please direct inquiries concerning equal opportunity to: Office of the Provost, 205 Sutton Hall, 1011 South Drive, IUP, Indiana, PA 15705-1046 U.S.A.

Bereavement-Related Class Absences

For Information regarding the Bereavement-Related Class Absences policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Continuous Graduate Registration for Dissertation and Thesis

***Note: Admission effective fall 2017 and after:** Masters thesis, MFA thesis and Doctoral dissertation students beginning the program fall 2017 and thereafter, must adhere to the following Continuous Graduate Registration policy for Dissertation and Thesis.

Following completion of course work, including internship or practicum; (excluding comprehensive exam or qualifiers) all doctoral and masters thesis students must be continuously enrolled for 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 nine or twelve), or the number of thesis credits required by their 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 or master's students). For this period, the student will be considered a full-time doctoral or 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 policy.

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 director will apply to all registered dissertation or thesis credits. Students must pay tuition and mandatory university fees for all credits (equal to the part-time mandatory fees), and may choose to pay the Wellness Fee.

***Note: Admissions prior to fall 2017:** doctoral dissertation students and MFA thesis students beginning the program "prior" to fall 2017 will follow the former Continuous Dissertation, MFA Credit, Extended Credit Registration policy which applies to doctoral and MFA students only.

Following completion of all course, language, and skill requirements and of the comprehensive examination requirement where applicable, doctoral and M.F.A. students must enroll for at least one credit of dissertation or thesis each semester (Fall/ Spring).

Once the student has registered for the number of dissertation credits required by their program of study (typically nine or twelve), or the number of thesis credits required by their program of study (typically three to six), she or he must register for one extended 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 or master's students). For this period, the student will be considered a full-time doctoral or M.F.A. student.

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 director will apply to all registered dissertation or thesis credits, including the extended credits. Students must pay tuition and mandatory university fees for all credits (equal to the part-time mandatory fees), and may choose to pay the Wellness Fee.

Grades earned for dissertation and thesis credits will remain part of the cumulative grade calculation; however, grades posted for extended credit registration will be excluded from the cumulative grade calculation.

Note: The Continuous Dissertation policy has been in place since 1990. Students failing to register as directed by this policy will be registered by their program coordinator and billed accordingly. If it is the

doctoral or M.F.A. student's 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, including time-to-degree dismissal, may only apply for readmission to the University if the student has been separated from the university, for a minimum of two calendar years (24 consecutive months) from the date of dismissal. The request to be considered for readmission to the University must be into a graduate program, and readmission to the program from which the student was dismissed may not be sought. A student dismissed as a result of an academic integrity 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 time-to-degree 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 from 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 program coordinator, after departmental review, may recommend to the Dean of Graduate Studies and Research that the student be readmitted to the University and admitted to the program. The Dean's decision is final and is not subject to appeal.

Conditions for a Graduate Fresh Start Record

All credits and grades for IUP course work taken before readmission under this Graduate Fresh Start Policy shall remain on the transcript. Upon readmission, a new cumulative (GPA) is established based on credits and grades earned from the date of readmission. Individuals may seek readmission to the University 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 from the program in which the student was dismissed are permitted to be transferred to the Graduate Fresh Start sought 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 previously taken course from the program in which the student was dismissed and have it count towards improving the previous CGPA 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 and new cumulative GPA.

Academic Standards

A student who is readmitted under the provisions of the Graduate Fresh Start Policy shall be required to meet current degree requirements. He/she shall be academically reviewed under the policies published in the academic catalog at the time of re-matriculation. Students readmitted to the University under this policy and who were dismissed initially by exceeded time-to-degree requirements may not be granted extensions of time-to-degree requirements.

Graduation Graduate Residency Requirement Policy

Graduate Students

1. For master's students, at least 2/3 of the credits meeting program requirements must be taken from the University offering the degree.

Note that these set the minimum number of credits that must be taken "in residence" and that universities can limit the number of hours that will be allowed to transfer into a graduate program.-

Active-duty service members who are graduate students will be handled on a case by case basis.

Exceptions are to be approved by the Office of the Chancellor's Division of Academic and Student Affairs.

Program Level Exams Appeal Policy

Appeals for Program Level Exams such as, candidacy, comprehensive, or qualifying examinations, are made to the Dean of the School of Graduate Studies and Research (SGSR) based on policy and/or procedural violations. The appeal can be based only on policy and/or procedural violations; and not simply on the outcome of the examination. Procedural violations would be cases in which the program /department failed to follow program/department and/or University policies and/or procedures relating to the administration and/or evaluation of the exam.

*The appeal must be made in writing to the Dean of the School of Graduate Studies and Research. Documentation of the policy(ies)/procedures in question must be provided, along with a detailed description of the alleged violation(s). All evidence supporting the alleged violation should also be provided. The student must submit the written appeal to the Dean of the SGSR within **30** days of receipt of the outcome of the examination.*

*Upon receipt of the written appeal to the Dean of the SGSR, the Dean will conduct an investigation of the allegation, review the documentation and render a final decision **which completes the appeal process.** **The final decision rendered by the Dean of the SGSR may not be appealed.***

If it is found that policy/and/or procedure has been violated, the Dean of the SGSR will instruct the program/department to allow the student to retake the exam, fully adhering to policy and procedures. In the event of a finding in support of the student allegation, the reexamination may not be counted as one of the attempts permitted under the University or Department's Reexamination Policy.

Reexamination Policy: Candidacy/Comprehensive Examination

No student is permitted a "third" examination without a recommendation to that effect from the degree program's sponsoring department per their adopted written procedures and the approval of the School of Graduate Studies and Research Dean (or designee). Exceptions to this policy for programs can be made only with the approval of the School of Graduate Studies and Research.

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 billing, please contact the Office of the Bursar: www.iup.edu/bursar/

Social Equity

The Office of Social Equity: www.iup.edu/socialequity/

Student Conduct

Policies from the Office of Student Conduct: www.iup.edu/studentconduct/policies/ (IUP Email Communication Policy, Student Behavior Regulations, The Source, Student Rights and Responsibilities, etc.)

Time Limitations

Masters students must complete degree requirements no later than five years from the date of earning or transferring credit, unless the period is extended through student petition. Petitions are approved by the student's department and the dean of the School of Graduate Studies and Research.

Doctoral candidates must complete degree requirements no later than seven years after beginning IUP doctoral program course work. No time extensions are considered for doctoral students unless all degree requirements other than the dissertation (including the approval of the research topic and IRB, if needed) have been completed by the expiration of the seven-year time limit.

Time-to-Degree Masters/Doctoral Dismissal Appeal Policy

A student dismissed from a program because of time-to-degree expiration (see Time Limitations policy) can appeal the decision to the Dean of the School of Graduate Studies and Research (SGSR), based on policy and/or procedural violations. The appeal can be based only on policy/procedural violations.

*The appeal must be made in writing to the Dean of the School of Graduate Studies and Research. Documentation of the policy(ies)/procedures in question must be provided, along with a detailed description of the alleged violation(s). All evidence supporting the alleged violation should also be provided. The student must submit the written appeal to the Dean of the SGSR **within 30 days** of receipt of the dismissal letter.*

*Upon receipt of the written appeal to the Dean of the SGSR will conduct an investigation of the allegation, review the documentation and render a final decision **which completes the appeal process. The final decision rendered by the Dean of the SGSR may not be appealed.***

If it is found that policy/and/or procedure has been violated, the Dean of the SGSR will rescind the dismissal.

- a. Masters student time limitation (see Time Limitations policy) may be extended through student petition to the Assistant Dean of the SGSR. The program coordinator on behalf of the student, no later than the first day of the month of the student's time-to-degree expiration date, makes the request to the Dean (or designee) of the SGSR. The request must include justification for the extension. Official documentation to justify the request for the extension and the amount of time will be required by the Dean (or designee) of SGSR to support the request.*

- b. *Doctoral candidate time limitation (see Time Limitations policy) may be extended through student petition. The program coordinator on behalf of the student, no later than the first day of the month of the student's time-to-degree expiration date, makes the request to the Dean (or designee) of the SGSR. The request must include justification for the extension. Official documentation will be required to justify the requests 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 other than dissertation (including the approval of the research topic and IRB, if needed) have been completed by the expiration of the seven-year time limit (see Time Limitations policy).*

Title IX Reporting Requirement

For more information regarding Title IX Reporting Requirement policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Transfer of Credits (Effective Fall 2017) Policy

A student may transfer graduate credits from another institution, with Department approval, up to one third (1/3) of the required credits for the graduate student's program at IUP. These graduate courses must have been taken from a regionally accredited institution, within the past five years, and the grade earned must be a "B" or its equivalent or better. The time limitation rule and residency requirements pertain without modification to transfer credits.

Up to one third (1/3) graduate credits originally earned in one graduate program at IUP may be applied toward a different graduate program if: 1) the receiving department and 2) the School of Graduate Studies and Research both approve the credits as meeting degree requirements. These courses must have been completed within the past five years, and the grade earned must be a "B" or its equivalent or better.

The combination of transfer graduate credits earned at another institution and those earned at IUP may not exceed one third (1/3) of the total required graduate credits for the program.

To request transfer credits, the student must complete the Request for Graduate Transfer Credit Review form and follow the instructions listed on the form. A catalog course description or course syllabus must accompany the request. An official graduate transcript showing the earned graduate credits must be provided by the school at which the credits were taken. To be considered official, the transcript must arrive in a sealed envelope bearing the official seal of the issuing institution. The request is reviewed in the School of Graduate Studies and Research and the academic department. After review, the student's program coordinator and the student are notified of the transfer decision.

It is strongly recommended that students seeking to transfer graduate credits from another institution while enrolled at IUP receive advance written authorization for credit acceptance from the School of Graduate Studies and Research and the academic department prior to enrolling in that course.

If graduate credits earned at another institution are approved for transfer, only the credit, not the grade or accompanying quality points, will appear on the student's IUP transcript.

Graduate credits earned at IUP that are approved for transfer to a second program will not be posted to the transcript a second time.

For more information regarding School of Graduate Studies and Research policy on transfer credits, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

RESEARCH

Students are encouraged to carry out research projects, including performance projects. For travel or other resources needed for student research, IUP can help you find funding. See the resources at: <http://www.iup.edu/research/resources/funding-research/students/>.

For M.A. in Music Education students who choose to complete a thesis, be sure to visit the Graduate School pages on conducting responsible research, including the protection of human subjects: <http://www.iup.edu/research/resources/conducting-responsible-research/>.

STUDENT RIGHTS AND RESPONSIBILITIES

For more information regarding student rights and responsibilities, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

APPENDIX: GRADUATE RECITAL PROPOSAL FORM

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

STUDENT’S NAME: _____

PERFORMING MEDIUM: _____

ADVISOR (MAJOR APPLIED TEACHER): _____

RECITAL COMMITTEE MEMBERS:

Name: _____ Signature: _____

Name: _____ Signature: _____

RECITAL DATE/TIME: _____ RECITAL LOCATION: _____

Dept. Secretary’s signature, indicating that this time/location is available and has been reserved:

HEARING DATE/TIME: _____

COLLABORATING PERFORMERS/ENSEMBLES: _____

PROPOSED REPERTOIRE: (or attach separate list) _____

PLANS FOR RECORDING (attach email confirmation that the recording engineer has the date on their schedule):

_____ Al Teare

_____ Other (name): _____

DATE SUBMITTED: _____

APPROVAL:

Advisor /Date

Graduate Coordinator /Date

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] I 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.