

Advising Reminders

Any questions pertaining to academics should be directed to Dr. Siu, PAHB 259, jsiu@umbc.edu.

General Information

Students need to be advised prior to registering for each new semester. Registering for classes other than what was advised can put a student at risk for delayed graduation. Not all classes count for GEP requirements, some music core classes automatically fulfill GEP requirements, some classes are only offered in the Fall or only every TWO YEARS, and many classes have important prerequisites. If you're not sure, ask first!

Graduation Requirements

All students need the following in order to graduate with a degree from UMBC:

- 120 credit hours (at least 30 of which must be earned at UMBC)

- 45 upper level credit hours (300-400 level)

- All GEP requirements fulfilled

- All requirements for their major area

Excess Credit Permission

A student is considered full-time with 12 or more credit hours a semester. A normal load is 12-19.5 credits. To go beyond that amount, an "Excess Credit Form" needs to be signed by your advisor and be approved by the Advising Office before registering for any amount beyond 19.5 credits. The Advising Office will check the student's GPA and past overload success to make a decision.

Course Withdrawals

If you are having trouble in a class, contact your instructor immediately – don't even wait a week. Follow the advice given and keep your instructor up-to-date on your efforts. If you feel you need to withdraw from a class, it is best to do so before the end of the schedule adjustment period; otherwise, a "W" will show up on your transcript. The last days to add/drop a class are published in the online Schedule of Classes for each term.

Incomplete Grades (from the Undergraduate Catalog)

Incomplete ("I") grades shall not be granted unless specifically requested by a student. If requested by a student, a grade of "I" may be granted at the discretion of the course instructor under exceptional circumstances. To be eligible for an incomplete grade, only a small portion of course work shall be remaining, but, for reasons beyond student's control, cannot be completed by the end of the semester. The student must also be passing the course to be eligible for an incomplete grade. An incomplete grade should not be granted early in the semester. If an incomplete grade is requested through the tenth week of the semester, the student shall be advised to explore alternative options (i.e., tutoring support, a course drop or course withdrawal depending on timing).

If an incomplete grade is granted by the course instructor, the instructor should document the incomplete grade agreement in writing using the incomplete grade agreement functionality available in the myUMBC grade book. If an incomplete grade is granted, students may not re-register for or participate unofficially in the course in a later term as a means to make-up the incomplete course work. Any outstanding course work must be completed under the guidance of the original course instructor. If there are extenuating circumstances in which it is not possible to complete the outstanding course work under the guidance of the original course instructor, students may consult with the chair of the academic department to determine if an alternate arrangement is feasible.

If a grade change form has not been submitted by the course instructor by the date grades are due at the end of the regular semester following the one in which the "I" was issued, a grade of "F" will be awarded automatically, unless the instructor requests a one-time, one semester extension of the "I" grade by submitting an RT Help Ticket to the Registrar's Office.

Incomplete coursework must be resolved before a UMBC degree will be awarded.

Music students may request an incomplete only if the majority of the work (at least 85%) has been completed for the term. Students must work with the faculty member to schedule due dates after the semester ends, and preferably before the next semester begins. Students and faculty must agree upon a plan for completion with hard deadlines for the remaining required work. This plan is provided to the student's advisor and to the department chair as documentation of the agreement.

This agreement is solely between you and the faculty member who teaches the class in which you request the incomplete; no other faculty member may involve themselves in the process.

Satisfactory/Unsatisfactory Grading Method

As part of UMBC's ongoing commitment to the academic success of our students, beginning in Fall 2023, UMBC has implemented a new grading option in undergraduate courses, Satisfactory/Unsatisfactory (S/U) grading.

The S/U grading option will be available for all graded undergraduate courses that currently carry a P/F grading option designation. Students will now have until the individual course withdrawal deadline each semester to choose to utilize the S/U grading option. A maximum of 12 credits of S/U grades will count toward a student's degree.

What does not change with the new S/U grading option is that courses taken S/U may **only** be used toward the student's elective credits, and **not to fulfill general education, major, minor, pre-requisite or certificate requirements, and do not count toward Latin Honors eligibility requirements.**

The new the S/U grading option will provide equity in grade calculation as neither the S nor U grade will be computed in the student's GPA, and it will allow students who opt into S/U grading to remain in the course past the withdrawal deadline and receive academic content until the end of the semester.

Students are encouraged to consult with their [academic advisor](#) to make sure they are making an informed decision and are fully aware of the implications of taking a course(s) with the S/U grading option **before** submitting a request.

For more details, see <https://registrar.umbc.edu/satisfactory-unsatisfactory-grading-method/>

AP/CLEP Scores

Even though credit may be granted for AP and CLEP examinations, the music department determines which tests, if any, fulfill requirements for the music major.

Graduation Applications

Forms are online through Registrar ("forms"). **DO NOT** miss these deadlines:

February 15 for May graduation

June 15 for August graduation

September 15 for December graduation

Change of Major within Music

If a student wants to **change** to a different major within music or **add** a major to your current one (limit of two majors can be pursued), the first step is to discuss this with a faculty member from that major. Next, fill out a Change/Add of Music Major Form (obtained in the music office; copy appears on pg. 31), following the procedures indicated for that particular major, get the appropriate signatures and take it to Dr. Siu. Finally, submit a UMBC Declaration of Major form with the new information (signed by Dr. Siu) to the Registrar's Office.

Music Education Benchmark

The music education gateway experience is an opportunity to assess a student's progress towards the degree and certification. Proficiency in a range of areas is necessary to be a K-12 educator; successfully completing the gateway enables students to enter upper level music education courses. Students that began work at UMBC as a freshman will complete their gateway at the end of their fourth semester--the spring semester of their sophomore year. Transfer students will complete their gateway at the end of their second semester at UMBC. Students will provide an unofficial transcript, a list of musical activities from each semester at UMBC, a written self reflection, a brief (5-10 minute) oral presentation on their progress towards developing musical expertise and acquiring skills needed to become a certified music educator. Written feedback from music education faculty and reviews from the student's private lesson, keyboard skills, and musicianship instructors will be available to the student for review. The student's performance jury within the gateway semester will also be considered. Specific details and forms will be given within the first few weeks of a student's first semester at UMBC.

Transfer Students

Transfer students should schedule an appointment with the music advisor, Dr. Siu (jsiu@umbc.edu) as soon as they arrive on campus to go over transfer credits. Even though credit may be granted for classes transferred in, the music department determines which classes fulfill requirements for the music major. The department may request a course description from your prior institution in order to make a final decision.

- Please be aware that it usually takes 2-4 weeks for the Registrar's Office to process your transcript. If it hasn't shown up in your UMBC records after four weeks, contact Dr. Siu.
- ARTSYS (<http://artweb.usmd.edu>) website is a useful tool to help you determine the transferability of classes from a Maryland community college to UMBC. Enter the course name and number from the previous school and the UMBC direct equivalent (if there is one) will pop up.
- You have the option of testing out of some required music classes (keyboard skills, musicianship lab) if you are at a sufficient level. You will be given material ahead to prepare and have one opportunity to show your ability. Each level requires a separate test. If you pass out of a level, that class will not show up on your transcript nor will you receive credit for that class. Instead, the instructor will put a note in your records waiving that level requirement for you.

Provisional Status

For provisional students to achieve full acceptance into the major, they must meet the following requirements by the end of their first semester at UMBC:

1. Pass the end of semester jury on the student's primary instrument. Students must bring the "Special Jury Evaluation Notification Form" to his or her jury.
2. Pass the core music classes (music theory, musicianship, keyboard skills) with a grade of "C" or better. (If enrolling in MUSC 102 Advanced Music Fundamentals, you must pass the course with a grade of "B" or better)
3. If necessary, additional requirements as specified on the student's acceptance letter.

NOTE FROM DR. SIU: *As the Undergraduate Program Director for the Music Department, I try to make myself as available as possible. Please feel free to contact me with questions you might have. The most efficient way to reach me is via e-mail: jsiu@umbc.edu. If you have any form that needs my signature, please email me a PDF copy.*

IMPORTANT: *There are times when faculty or other students will need to get in touch with you.*
PLEASE, PLEASE check your UMBC e-mail frequently!