

PREAMBLE

In comparison to undergraduate policies and procedures, graduate program policies and procedures are typically more individually tailored to program needs. Each graduate program develops its own unique characteristics that necessitate individualized policies and procedures. The following graduate policies and procedures are designed to accommodate all graduate programs, but they have been written with the particular needs of Master of Arts in Music Therapy (MA-MT) students in mind. As such they represent a first step in the development of graduate study at Wartburg College. These policies and procedures will need to be reviewed, amended and extended to meet the needs of new programs as they are developed. The goal is to retain consistency among the policies of all graduate programs while still allowing for the unique needs of individual programs.

GRADUATE POLICIES & PROCEDURES

MISSION

Wartburg College is dedicated to challenging and nurturing students for lives of leadership and service as a spirited expression of their faith and learning.

APPLICATION PROCESS

Students submit the graduate application, application fee and official transcripts from all colleges/universities previously attended. Official transcripts must be received directly from these institutions. For students whose first language is not English, test scores from either TOEFL or IELTS must be submitted. All materials should be submitted to:

Wartburg College
Vice President for Academic Affairs
100 Wartburg Blvd
Waverly, IA 50677-0903

TUITION AND FEES

The (estimated) cost per course credit is \$2,100.00. Please refer to the summary of charges for additional fees and room and board charges. For information on earning graduate credit as an undergraduate student, please refer to the academic policies and procedures section below.

SOURCES OF FINANCIAL SUPPORT

Degree-seeking students who are U.S. citizens and are enrolled at least half time are eligible for Federal Student Loans. Several financial institutions also provide low-interest loans for students. Government agencies and private foundations provide grants to help graduate students pay for their education. Please contact the financial aid office for further information.

ACADEMIC POLICIES AND PROCEDURES

Graduate and undergraduate students should refer to the academic policies and procedures section of the college catalog for information about the following:

- Arranged Study
- Auditing Courses
- Grades and Grade Point Average
- Independent Study
- Registration
- Repeating Courses
- Withdrawal and Leave of Absence

The following policies and procedures pertain to graduate students.

Course Load and Full-Time Status

Full-time graduate student status is 2.75 course credits for each Fall and Winter Term. Overload fees are assessed for credits beyond the 4.25 maximum in Fall Term and Winter Term and the 1.25 maximum in May Term. To enroll in more than 4.25 course credits in either Fall Term or Winter Term and 1.25 course credits in May Term, students must complete a variance form to request clearance by the vice president for academic affairs. At least 7.75 course hour credits must be taken at Wartburg after admission into the MA in Music Therapy program.

Graduate Credit Taken as an Undergraduate Student

Fourth year music therapy major students can enroll in graduate (general coursework only) courses during the same term if they have completed the necessary prerequisites, and have permission of the music therapy program director. Master's level courses in music therapy require a Music Therapist-Board Certified (MT-BC) certification or eligibility to sit the MT-BC exam. Graduate level courses cannot be used towards satisfying requirements in the undergraduate degree. The graduate tuition rate will apply to the graduate-level courses. Please refer to the program degree requirements for credit hour requirements to be taken after admission to the program.

Transfer Credit

Students need prior permission from the registrar and the program director to be assured that courses taken at another accredited institution will be accepted for course credit towards the graduate degree. Please refer to the program degree requirements for credit hour requirements to be taken after admission to the program.

Academic Standing

Graduate students are subject to probation or suspension at the end of any term in which their cumulative graduate GPA falls below a 3.00. At the end of the first semester that this occurs, the student is placed on academic probation. If the cumulative GPA remains below a 3.00 for two consecutive semesters, the student will be suspended.

The assistant dean for academic affairs reviews the academic standing of all students at the end of Fall Term and at the end of Winter/May Terms (considered jointly). Notification of academic probation and suspension appears on the grade report and is sent for informational purposes to academic advisers. Suspension appears on the transcript.

Suspended students are ineligible to enroll as graduate students for the term following their suspension (Fall or Winter/May). If and when they return to graduate student status following a period of suspension, students remain under the terms and conditions set by the catalog in effect at the time they matriculated (subject to statutory limitations for earning a master's degree).

Suspended students wishing to seek readmission following the period of suspension must do so by writing to the assistant dean for academic affairs, stating specific reasons for seeking readmission and providing evidence of ability to succeed in graduate-level studies.

Students may appeal suspension if they believe extenuating circumstances have contributed to poor academic performance. Appeal letters must be addressed to the dean of the faculty and received in accordance with deadlines stated in the suspension notice. Appeal letters should contain specific reasons for requesting removal of suspension status and plans for improving academic performance. The dean of the faculty, in consultation with the suspension appeals committee, the student's academic adviser, the assistant dean for academic affairs, and the dean of students will render the final appeal decision.

If the appeal is granted, notification of suspension will be removed from grade reports and transcripts, and students will be readmitted with probationary status. The dean of the faculty has the prerogative to place enrollment conditions upon students who are readmitted.

Students who are readmitted after having served a suspension are automatically dismissed if they are suspended a second time. Dismissals cannot be appealed and dismissed students will not be readmitted.