

Instructions for Microsoft Excel DMA Plan of Study Forms

- With your primary instructor/advisor, decide which courses to take during the duration of your degree. Fill in all course numbers, names, and credit hours on the first page of the Plan of Study form. (The grades columns and other fields in the sheet are locked on purpose, and will be filled in by the Graduate Administrative Assistant. You are responsible only for the coursework, credit hours, and codes.)
- Code each course in its proper category for your degree. Those codes/categories are:
 - P – Performance
 - D – Dissertation
 - S – Reading/Writing/Speaking-Intensive Seminars
 - L – Electives
 - C – Cognate* (Please note that there is a separate column for cognate coding! Those hours calculate differently!)
- The form should auto-calculate those hours into the table on the second page of the Plan of Study form.
- Check that your Plan of Study for your degree meets the requirements for number of hours in each category, and total number of hours.
- Forward the electronic form to Sara Hunt (sehunt@uncg.edu), along with all members of your Doctoral Advisory Committee.
- Fill out and print the Doctoral Advisory Committee/Plan of Study form (found on the Graduate School website), and have it signed by all members of your DAC.
- Bring the signed DAC/POS form to Sara Hunt, who will attach it to a hard copy of your Plan of Study to be signed by your Director of Graduate Studies and sent to the Graduate School.
- Keep an electronic copy for your records! Check your Plan of Study each semester. If any changes need to be made (other than entering grades), make those changes and submit to Sara Hunt and your committee, along with the Plan of Study Revision form (also on the Graduate School website).
- Questions or issues with the form may be directed to Sara Hunt. Questions or issues about your advising should be directed to either your primary instructor or your Director of Graduate Studies.