



THE UNIVERSITY of NORTH CAROLINA

GREENSBORO

School of Music

Instructions for Microsoft Excel DMA Plan of Study Forms

1. With your primary instructor / advisor, decide which courses to take for the entire duration of your degree. Fill in all course numbers, names, and credit hours on the first page of the Plan of Study (POS) form. (The grades columns and other fields in the sheet are locked on purpose, and will be filled in by the Graduate Student Services office. You are responsible only for the coursework, credit hours, and codes.)
2. Code each course in its proper category for your degree. Those codes / categories are:
 - P – Performance
 - D – Dissertation
 - S – Reading / Writing / Speaking-Intensive Seminars
 - E – Electives
 - C – Cognate*
 - *Please note that there is a separate column for cognate coding. These hours are calculated differently than the other columns.
3. The form will auto-calculate coded hours into the table on the second page of the POS form.
4. Check that your POS for your degree meets the requirements for number of hours in each category, and total number of hours.
5. Email the electronic form to Dr. Catherine Keen Hock (rckeen@uncg.edu), along with **all** members of your Doctoral Advisory Committee (DAC).
6. If this is your first POS submission, fill out and print the “Recommendation for Doctoral Advisory / Dissertation Committee and Plan of Study” form (found on the Graduate School website – grs.uncg.edu), and have it signed by **all** members of your DAC. If this is a revision, fill out and print the “Plan of Study Revision” form (also found on the Graduate School website – grs.uncg.edu), and have it signed by **all** members of your DAC.
7. Bring the signed DAC / POS form to the Graduate Student Services office (Room 337), and a hard copy of your POS will be attached to it to be signed by you and the Director of Graduate Studies, and then sent to The Graduate School for final approval.
8. Keep an electronic copy for your records! Check your Plan of Study each semester and note any changes that need to be made (other than entering grades). Changes should be submitted to Dr. Catherine Keen Hock and your committee, and must be accompanied by the Plan of Study Revision form (also on the Graduate School website).

Questions or issues with the form may be directed to Dr. Catherine Keen Hock (rckeen@uncg.edu). Questions or issues about your advising should be directed to either your primary instructor or the Director of Graduate Studies, Dr. Randy Kohlenberg (rbkohlen@uncg.edu).