



THE UNIVERSITY of NORTH CAROLINA

GREENSBORO

School of Music

Instructions for Post-Baccalaureate and Post-Master's Certificates

- In consultation with your certificate program advisor, decide which courses you will take to fulfill the requirements for the certificate. On the Program Checklist form, check the courses you selected and fill in the semester/year and number of credit hours you will take each course.
- Certificate options within the music departments include:
 - PBC Composition
 - PBC Ethnomusicology
 - PBC Musicology (Historical)
 - PBC Historical Keyboard Performance
 - PBC Jazz Studies
 - PBC Music Education
 - PBC Music Theory
 - PMC Music Theory Pedagogy (for doctoral students only)
- Courses that fulfill requirements in your MM or DMA/PhD Plan of Study may also count toward the requirements for a certificate. However, not all courses meeting certificate requirements may need to appear on your MM/DMA/PhD POS. If you are pursuing multiple degree programs, you must submit a separate POS/checklist for each program (i.e., if you are a DMA student simultaneously pursuing a certificate – either as a cognate or in addition to your cognate – you must submit both a POS for your DMA and a checklist for your certificate, even if your certificate courses are listed within your DMA POS as your cognate).
- Submit this checklist along with your signed POS form (unless your POS is already on file) to Dr. Catherine Keen Hock (rckeen@uncg.edu) who will copy and send both forms to the Graduate School.
- Keep a copy for your records! Review this checklist along with your Plan of Study each semester. If any changes need to be made (other than entering grades), make those changes and submit an updated form to both Dr. Keen Hock and your advisor.
- Questions or issues with the form may be directed to Dr. Keen Hock. Questions or issues about your advising should be directed to your degree advisor and your certificate advisor, or the Director of Graduate Studies.