

Instructions for Microsoft Excel PhD Music Education 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:
 - M- Music Education
 - R – Research
 - P – Professional Education or Other Fields
 - L – Electives
 - H – Music History and/or Theory
 - D – Dissertation
 - B – Courses fulfilling PBC or Minor (Please note that there is a separate column for PBC/Minor 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 Cat Keen Hock (rckeen@uncg.edu), along with the Director of Graduate Studies and (if different) the chair of your Dissertation 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 Cat Keen Hock, 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 the updated form to Cat Keen Hock and the Director of Graduate Studies, along with the Plan of Study Revision form (also on the Graduate School website).
- Completion dates for your proficiencies, comprehensive/preliminary exams, and dissertation approval will be indicated on the form by the Director of Graduate Studies as those requirements are met.
- Questions or issues with the form may be directed to Cat Keen Hock. Questions or issues about your advising should be directed to your Director of Graduate Studies.