

UNCG School of Music
Instructions for Microsoft Excel DMA Plan of Study Forms

1. With your Academic 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*
 - *Note that there is a separate column for cognate coding. These credits are calculated differently than the other columns. A cognate-designated course can be coded as both “P, S, or E” and “C” together, or it can be coded as only “C”. Your Advisor will recommend how to code your cognate courses.
3. The form will auto-calculate coded credit 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 credits in each category, and total number of credits.
5. Email the electronic form to Dr. Catherine Keen Hock (rckeen@uncg.edu) and **all** members of your Doctoral Advisory Committee (DAC).
6. If this is your first POS submission, you should also include the “Recommendation for Doctoral Advisory/ Dissertation Committee and Plan of Study” form (found on the Graduate School website – grs.uncg.edu). This form must be signed by **all** members of your DAC and accompanies submission of your POS (once approved) to the Graduate School.
7. If this is a POS revision, you should include the “Plan of Study Revision” form (also found on the Graduate School website – grs.uncg.edu). This form must be signed by **all** members of your DAC and accompanies submission of your POS (once approved) to the Graduate School.
8. Your signed POS/DAC forms must go through the School of Music Graduate Student Services office. The completed forms will be reviewed and signed by the Graduate Program Director (Dr. Randy Kohlenberg), and then sent to The Graduate School for final approval.
9. Keep copies of all signed forms 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 Plan of Study form may be directed to Dr. Catherine Keen Hock (rckeen@uncg.edu). Questions or issues about your advising should be directed to your Academic Advisor or the Graduate Program Director, Dr. Randy Kohlenberg (rbkohlen@uncg.edu).