Program of Study Instructions: Pullman and Global Campus Students

What is a Program of Study?
The Program of Study is the list of the courses you will take to satisfy the degree's required 30 credits. The Graduate School wants to document how each student will satisfy the degree requirements for their program.

What appears in a Program of Study?
The courses in your listing must include the core courses for the MA in Music degree:

Academic courses
o   MUS 560 (Introduction to Graduate Studies in Music; 2 credits)
o   Two theory courses:
    o   MUS 553 (Seminar in Music Theory; 2 credits)
    o   MUS 550 (Seminar in Analysis; 2 credits)
o   Two history courses selected from the following:
    o   MUS 563 (Seminar in Literature of the Classical/Romantic Eras; 2 credits; offered in-person/odd spring semesters)
    o   MUS 566 (Seminar in Literature of the Baroque Era; 2 credits; offered online/odd fall semesters)
    o   MUS 561 (Seminar in Literature of 20th and 21st Century Music; 2 credits; offered online/even spring semesters)

Research credits
o   MUS 702: 4 credits minimum
    o   Pullman-based students complete 6 MUS 702 credits.
    o   Global campus students complete 4 MUS 702 credits.
    o   *Please note: music graduate students typically complete a MUS 702 project rather than a MUS 700 project.*
        ▪   The MUS 702 project allows for greater flexibility and can be individualized depending on what the student wishes to do. You will determine your MUS 702 project in consultation with your primary teacher and committee.

Performance-based credits
o   Applied performance courses: 4 credits (lessons and ensembles)
o   If you select a performance emphasis for your degree, you must give a recital and enroll for credit (MUS 522—Graduate Recital; 2 credits).
    o   The Graduate Program Coordinator will be listed as instructor of record.
    o   This MUS 522 entry should appear in the semester you will perform your recital.
    o   *Please note: global campus students cannot select the performance emphasis.*

What else do I place in my Program of Study?
After the required 18 credits, you choose (with your primary teacher) the courses that best serve your artistic and professional goals. The courses may include credits for lessons, ensembles, chamber music, conducting, composition, independent studies, literature seminars, and other relevant 300/400-level music courses that speak to your interests. Depending on your interests, non-music courses such as foreign language may be applicable.

Additional Information—important!

- Up to 6 credits of non-remedial MUS 300/400-level courses can be used toward the 30 required credits.
    - *Please note: Five-year MA music education students will use 6 graded credits of their 400-level TCH_LRN courses on their Program of Study to meet the 30 required credits.*
- For both semesters of your second year, Pullman-based graduate students will enroll in 2 credits of MUS 702.
- In your second year after you have filed a Program of Study, the instructor of record for your MUS 702 is your committee chair.
- Global campus graduate students should enroll in the minimum number of 4 credits for MUS 702.
- *As per Graduate School policy, all graduate students, regardless of emphasis and campus location, must be enrolled in 2 credits of MUS 702 the semester in which they complete their final examination.*

Where do I find the most current version of the Program of Study form?

The PDF fillable form (labeled Program of Study Request) is on the Graduate School Forms page. **Be sure to download the form. It may not display correctly on a browser, and you will not be able to save changes. Do not skip this critical step!**

<u>Program of Study</u>

- Page 1
    - WSU ID: starts with 0
    - Name: must be legal name (the one you registered with)
    - Degree: M.A.
    - Program: Music
    - Thesis/Non-Thesis: Non-Thesis
    - Research Topic/General Area
        - The title can be a working title and does not need to be the official title.
    - Type in the names of your committee members and indicate their graduate program is music.
        - If you have a first-time chair, the name goes on the second line, and the faculty member acting as chair is listed on the first line.
    - Remember to sign and date the form.
        - **Signatures: Adobe Sign function (imaged ink).**
            - **No "fill-and-sign" Adobe-created cursive font. These must be your and the faculty members' signatures!**
            - **This can be done entirely electronically, or you could always print and scan to PDF.**
            - **Consult online resources for how to include your signature in a PDF.**
            - **The Graduate School will reject a Program of Study submitted with any "fill-and-sign" signatures!**
- Page 2
    - Fill in the information at the top to match what appears on page 1.
    - Courses are listed in chronological order: first semester to last semester of study.
        - Provide grades for the courses which you have completed and received a grade.

- o Display courses as they are listed in the catalog of courses and found on the Registrar's page under University Catalog.
  - o Core courses necessary for completion of the degree: MUS 560, 2 history courses, 2 theory courses, and 4 performance-based credits.
  - o ***Do not list MUS 702 credits in the table because they are not graded credits!***
  - o Note the "Subtotal" requires grades from this and next page (if your coursework listing continues to the next page).
- Coursework: Non-graded (S/F)
  - o ***MUS 600 Independent Study credits go here, not MUS 702.***
- Research Credits: MUS 702 credits
  - o 6 credits for Pullman-based students
  - o 4 credits for Global campus students
- Total Credit Hours: add all 3 types of credits (A-F, Non-graded, and Research)
- ***Since graduate students must earn a B or above in all required coursework, no entry on your Program of Study can be a B- or lower.***
- **If you need an additional table, you may fill out an additional page 2 of the Program of Study form, but you must include the identifying information at the top of this additional document.**

My Program of Study is complete. What do I do now?
After you have added your courses to the form, send it via email to the Graduate Program Coordinator for initial review. After this review, the student will then circulate the PDF to MUS 702 committee members and request faculty signatures (see previous note about signatures). Once you have obtained all the faculty signatures, you sign and date the document. The final step involves the student sending the Program of Study form to School of Music Director Dr. Keri McCarthy for her signature and date. A Program of Study will be rejected by the Graduate School without *all* these signatures in place! *Return the Program of Study form (PDF version only) with all those required signatures to the Graduate Program Coordinator for submission to the Graduate School.*

Deadlines
First-year MA Pullman-based students submit an accurate and complete Program of Study to the Graduate Program Coordinator before the last week of classes in the spring semester.
- Five-Year MA music education students may have an earlier deadline because of the accelerated nature of their degree program.
- Global campus graduate students, because of the varying length of their program, will submit their Program of Study in consultation with the Graduate Program Coordinator.

If the document is filled out incorrectly, signatures are missing, or you submit after the deadline, you will earn a "U" for MUS 702. Since you might be busy during the final weeks of that semester, consider setting a mid-semester deadline to complete this form.

After this form is submitted, remember each semester to compare your actual enrollments to your Program of Study. If you decide to alter your coursework, you will need to complete a Change of Program form semesterly as you amend your Program of Study.

The WSU Graduate School's list of deadlines for master's students can be found here (https://gradschool.wsu.edu/deadlines/). Pay close attention to those deadlines. Pullman and Global campus students may be at different stages in their degree. *You are responsible for meeting deadlines.*