

Student Instructions for Completing the Program of Study

NOTE: The instructions below mention Dynamic Forms, but the PDF version of the Program of Study is available at the forms library through April 26, 2027. After that date, you will only be able to access the Dynamic Forms version.

Completing a [Degree Sheet](#) (click the link and look under “Graduate Student Forms”) is excellent preparation for completing the Program of Study form.

1. Go to the [Forms Library](#) at the Graduate School’s website and look for either Doctoral Program of Study or Master’s and Certificate Program of Study.
2. Click on the link and you will be directed to Dynamic Forms. Log in.
3. You will need the name and email addresses of your advisor, Graduate Director, and Graduate School Program Coordinator. Dr. Jenkins’s first name is “John.” His email is dannyjenkins@sc.edu. Our Graduate School Program Coordinator is Kimberly Bradshaw (BRADSHAW@sc.edu).
4. Your name, USCID, and email will auto populate at the top of the form.
5. For Type of Program of Study, choose Certificate, Master’s or Doctoral.
6. Additional questions will appear including major, term admitted, Foreign Language and/or Research Methods Requirements, Thesis or Dissertation Requirement, and Candidacy for Doctoral Students.
7. You will be asked if you are submitting this form within 12 months of matriculation if you are a certificate or master’s student or within 24 months of matriculation if you are a doctoral student. If you have missed this deadline, you will have to provide a justification.
8. Doctoral Students have a residency requirement. Indicate which of the two options you fulfill, noting that for most students it will be Option 1.
 - a. Option 1: Two consecutive full-time semesters (either fall then spring or spring then fall) with at least 9 credit hours or at least 6 credit hours if you have a Graduate Assistantship
 - b. Option 2: A total of 18 credits over the course of three semesters (could include summer term as one of those semesters but does not have to)For each semester, indicate whether or not you were a GA and the course numbers and credit numbers you took as a student that semester. (Example: MUSC 811 (3), MUSC 726 (3), MUSC 744 (3).) You will have to list these course numbers again in the table below.
9. You will be asked to certify that you have reviewed the bulletin and to provide the minimum number of required credit hours to complete your degree.
 - a. Certificate – 18
 - b. Master’s of Music and Music Education – 32
 - c. Master of Arts in Teaching – 45
 - d. DMA – 48
 - e. PhD – 60

10. In the table, list the courses you plan to apply to your degree *in the order they appear on your transcript*. After listing the courses on your transcript, list courses in progress and courses yet to be taken to show your plan for satisfying all degree requirements.
11. Keep the following in mind:
 - a. The following courses should never be included: GRAD 701; MUSC 523; credits of MUSC 811 or 891, 897, 898, 899 beyond those required for your degree.
 - b. Do not include any courses for which you received a grade of D, F, or W.
 - c. Any course assigned an “I” grade may be included, but that incomplete must be resolved before you graduate.
 - d. Do not include courses that you do not need to fulfill your degree requirements. This is particularly important for master’s or certificate students who might do another degree at USC. It is easier to use that credit in the future if you have not already applied it to another degree.
 - e. In some cases, especially with music history and theory, you will not know what course offerings will be available in future semesters. Under these circumstances, use the following course numbers:
 - i. Music Theory – MUSC 726 Topics in Music Theory
 - ii. Music History – MUSC 744 Topics in Music History
 - iii. Music Education – MUED 793 Topics in Music Education
 - iv. Anything else? Ask the Graduate Director
 - f. Aside from credits of MUSC 734/735 that are explicitly required by your degree, the following limits apply:
 - i. Certificate – No more than 4 credits of MUSC 734/735 in total may count toward electives.
 - ii. Master’s Degree – No more than 3 credits of MUSC 734/735 in total may count toward electives.
 - iii. Doctoral Degree - No more than 4 credits of MUSC 734/735 in total may count toward cognate/other studies in music.
 - g. Do not include 0-credit courses, unless you are documenting required semesters of MUSC 734.
 - h. If you have a doctoral minor, include all courses applying to the minor on the same Program of Study.
 - i. The “Where Taken” column only needs to be filled in if the location was other than USC Columbia campus. You do NOT need to indicate if it was a distributed or online course *unless* the credit came from somewhere other than USC Columbia.
 - j. If this course appears on another Program of Study (from a previous degree or certificate from USC), check “requesting Dual Credit.”
 - k. If the course was taken outside USC Columbia, check “Transferred Course.” (Be sure that you have submitted the paperwork to have this course approved.)

12. When you apply to graduate, if the courses you have taken vary from the plan on your Program of Study, please submit a [Program of Study Adjustment Form](#) (POSA) to make corrections. **Do not** submit a new Program of Study.
13. When you submit your form, it will go to your advisor/major professor who will review it. After they have signed it, it will be sent to the Graduate Director for approval. If the advisor or Graduate Director need to suggest any changes, they will inform you. The form will be sent back to you for your approval. Once the Graduate Director approves, the form will be sent to the Graduate School.
14. An approved Program of Study must be on file before scheduling the Comprehensive Exams.