

**GRADUATE COURSE OF STUDY
CENTRAL WASHINGTON UNIVERSITY
(Submit the original and three copies)**

Check One:
INITIAL
REVISED

The course of study form is to be completed before a student has accumulated twenty-five (25) quarter credits leading to a master's degree; however, it may be required prior to that for Financial Aid purposes.

Submit the original and three copies of this form, signed by an advisor and the department chair, to the Office of Graduate Studies and Research (Barge 305M). Approved copies will be returned to the advisor, department chair, and student. Unless the advisor and department chair approve substitutions or revisions, the Graduate Office will require completion of, or enrollment in, all courses listed below before a student may be advanced to candidacy for the degree.

If credit from another institution is included on this Course of Study, designate such course(s) with an asterisk (*) and name the institution from which the credit is transferred: _____
An official copy of the transcript showing this credit must be on file with the Office of Graduate Studies and Research.

Student Name SAMPLE COURSE OF STUDY Birth Date _____
Mailing Address _____ Student ID _____
City, State, Zipcode _____ Date _____
Admitted to the Master's Program Fall (Quarter) 2005 (Year)

Required Background Courses (not to count toward degree credits)

PREFIX	NUMBER	EXACT CATALOG TITLE	CREDITS	ANTICIPATED QTR. TO COMPLETE	
MUS	380	Music History Review	3	Winter	2006
MUS	340	Analytic Techniques I	3	Fall	2005

The following list of courses, totaling at least forty-five (45) credits, will be accepted as meeting requirements for the Master of Music degree in Performance (specialization).

PREFIX	NUMBER	EXACT CATALOG TITLE	CREDITS	ANTICIPATED QTR. TO COMPLETE	
MUS	521	Methods of Musical Research (required)	3	Fall	2005
MUS	664E	Major Applied Study (major)	4	Fall	2005
MUS	664E	Major Applied Study (major)	4	Winter	2006
MUS	664E	Major Applied Study (major)	4	Spring	2006
MUS	700	Thesis (major)	2	Spring	2006
MUS	700	Thesis (major)	2	Fall	2006
MUS	700	Thesis (major)	2	Spring	2007
MUS	571	History of Orchestral Music (other music-history credit)	3	Winter	2007
MUS	520	Methods of Teaching Music Theory (other music-theory credit)	3	Spring	2006
MUS	566	Wind Ensemble (other-ensemble credit)	1	Fall	2005
MUS	577	Orchestra (other-ensemble credit)	1	Winter	2006
MUS	532	Stage Band (other-ensemble credit)	1	Spring	2006
MUS	541	Conducting (other music)	3	Fall	2006
MUS	664E	Major Applied Lessons (elective)	4	Winter	2007
MUS	566	Wind Ensemble (elective)	1	Winter	2007
MUS	426E	Studio Literature (elective)	3	Spring	2007
MUS	514	Brass Choir (elective)	1	Winter	2007
MUS	596	Independent Study: Jazz Arranging (elective)	3	Spring	2007

EVEN IF YOU INTEND TO TAKE MORE THAN THE MINIMUM, DO NOT LIST MORE THAN 45 CREDITS-- PROVIDE ONLY THE CLASSES ADDING UP TO THE 45 CREDITS YOU WANT TO COUNT TOWARD THE DEGREE
DON'T WORRY! ALL THE COURSES YOU TAKE WILL SHOW UP ON YOUR TRANSCRIPT. THIS FORM IS ONLY TO HELP THE GRADUATE OFFICE ACCOUNT FOR THE MINIMUM NUMBER OF COURSES YOU WILL TAKE TO COMPLETE THE DEGREE, AND TO SHOW THE OFFICE OF FINANCIAL AID THAT YOU HAVE A PLAN FOR FINISHING THE DEGREE IN A REASONABLE AMOUNT OF TIME.

GUIDELINES FOR RETAINING THE COURSE OF STUDY

_____	_____	_____	_____
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_____	_____	_____	_____
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_____	_____	_____	_____
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_____	_____	_____	_____
—			
	TOTAL CREDITS	45	

_____	_____	_____	_____
Advisor or Committee Chair	Date	Department Chair or Designee	Date
		_____	_____
		Associate VP of Graduate Studies	Date

GUIDELINES FOR PREPARING THE COURSE OF STUDY

- 1) **Accuracy of Course of Study.** It is very important that all information coincides with official transcript entries and that the amount of credit be precisely entered. Do not enter a variable amount of credit or enter a selection of courses from which one is to be elected. The approved Course of Study, together with substitutions or revisions submitted for approval, is used for determining the completion of degree requirements.
- 2) **Transfer of Credit.** A combined maximum of fifteen (15) quarter credits completed either before formal admission to a master's degree program or at another institution while enrolled in a master's degree program at CWU may be accepted. The maximum to be transferred from another accredited institution which offers graduate degrees is nine (9) quarter credits and must be graduate level courses. Approval of transfer credits shall be made through the Office of Graduate Studies and Research only after an official Course of Study has been filed and official transcripts have been submitted. Transfer credits must be graded A or B.
- 3) **Credits from Extension and Workshops.** A combined maximum of eight (8) quarter credits of workshop courses numbered 591 can be applied towards a master's degree. CWU catalog courses numbered 500 (Professional Development) or 491 (Workshop) are not applicable to a master's program. Credits earned via correspondence courses also may not be applied to any master's degree.
- 4) **Maximum Time Limit.** Credits earned more than six (6) years before the date of the master's degree award may not be counted as part of the degree credit requirements except as may be approved by formal action of the Associate Vice President of Graduate Studies.
- 5) **Credit/No Credit Option.** Graduate students are urged to use the credit/no credit option as a way to explore academic areas in which they are interested. Students are allowed to select one class per quarter for a credit/no credit grade. Credit/no credit courses will not be counted toward a master's degree or in the graduate grade point average. A student must designate a class as credit-no credit during registration or by the end of class change day. (Check with Financial Aid for the affect the credit/no credit option may have on awards.)
- 6) **Credits Required.** Each graduate student must complete at least forty-five (45) credit hours of course work, generally at the 400 and 500 level (some programs require more than forty-five (45) credits). No less than twenty-five (25) credits of the total required for the degree must be elected at the 500 or above level. Courses at the 400 level taken at CWU may be accepted for credit toward a graduate degree provided they are approved as part of the student's official Course of Study and taken after formal admission to a master's degree program. In such cases, graduate students are expected to perform at a high level, while completing requirements in addition to those expected of undergraduates enrolled in the course. At least thirty (30) credits of course work must be graded, that is not elected for S/U grading.
- 7) **Teaching Experience (MEd and MAT Teacher Candidates).** The MEd and MAT degree candidates must have met requirements for state certification and, with the exception of school counselor and school psychologist candidates, must have completed at least one year of successful teaching experience certified by an appropriate school official.
- 8) **Required Enrollment During Final Quarter.** Students must be registered for a minimum of two (2) credits during the quarter the master's degree is conferred.
- 9) **Program Requirements.** Graduate students are expected to know the requirements of their individual programs based on the catalog in effect for their quarter of admission. The Office of the Associate Vice President of Graduate Studies and the faculty will aid in the communication of University regulations, but the final responsibility of following the directives remains with the student. Although regulations for graduate study will generally not change before the publication of a new issue of the catalog, the University reserves the right to make changes without notice.