

THE MA ADVANCEMENT TO CANDIDACY FORM

READ THESE INSTRUCTIONS BEFORE STARTING THE FORM.

The master's Advancement to Candidacy form is due by the end of the second week of the quarter in which you plan to receive your MA.

1. Read the form's instruction sheet carefully. Notice that some of the instructions are for you, "the graduate student", and some are for "the graduate department": for our department that is Anna Laven. Do not get any other signatures. If this instruction sheet and the form's instructions seem to conflict, check with Anna Laven.
2. **TYPE or PRINT VERY NEATLY (in pen).** Since this is a multi-copy form, you will need to plan everything out before you begin typing or writing. Neat corrections may be made.
3. Make sure you enter the correct degree. Your degree is Master of **ARTS**
4. Contrary to every other university form, they want your name first name first.
5. There are only 2 possible responses for "Specialization": "systematic musicology" or nothing.

COURSE LISTING: List your courses BY TERM. Include only those courses you will be counting toward your degree, including any not yet completed. (For courses in progress, leave the "Grade" column blank; *do not* enter "Inc" or anything like that as it has other implications.)

6. **List** only the courses required for your degree—term-by-term—including the term you will graduate.
 - Enter ALL 200- and 500-level courses under "(1) Required graduate";
 - Enter 100-level courses under "(2) Elective".
7. **Do not list** courses not applicable to your degree, such as
 - 300-level courses
 - 400-level courses, except by departmental petition
 - courses numbered lower than 100
 - language courses
 - Ethno courses used to make up an entrance deficiency
8. If you received an Incomplete in any course, list it in the quarter you took the class but put in the grade you eventually got, if it has been submitted.
9. Sign the form and return all copies to Anna Laven by the end of the second week of the quarter in which you plan to graduate.