

## Advisory Conference Instructions for Students and Committees

The purpose of the advisory conference is to aid the student in developing an overall plan for attaining a doctoral degree. The student and all committee members are expected to attend the advisory conference. After the advisory conference, the student will submit the completed *Advisory Conference Report* form (ACR) to the Graduate College.

The student should select members of the advisory conference committee in consultation with the academic unit. The advisory conference committee will examine the student's academic record to determine the coursework required to meet the student's individual needs. In most cases, the advisory conference committee will become the student's doctoral committee. For further information on committee member requirements, see the Graduate College Bulletin and the appropriate SoM Graduate handbook.

It is recommended that the advisory conference take place in the first semester of the second year of study. It may not take place any later than the semester before the student plans to take the General Exam.

**1. Student convenes advisory conference. The entire committee must be present, and the committee chair must email [gradmusic@ou.edu](mailto:gradmusic@ou.edu), documenting the date of the conference.** The committee approves the content of the ACR during the advisory conference. To prepare for the advisory conference, the committee members and student will need access to the following resources:

- Previous Master's Degree Transcript(s)
- Student's OU transcript
- Degree Check Sheet - sent to student and advisor following Preliminary Exams
- Course listings for future semesters
- Appropriate SOM graduate handbook: *currently being revised*
  - [DMA listed here](#)
  - [PhD listed here](#)
- [OU Graduate Bulletin, section 8](#)
- [Graduate Faculty appointment list: check each committee member status and expiration date](#)
- [Advisory Conference Report – Word Document](#)
  - Read all instructions to avoid delays in approval

*\*Changes in committee can be made via the [Request for Change in Committee](#) form.*

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### 2. Student completes the online ACR

- Fill out the Word document ACR form, then upload via the online form.
- When submitting the ACR for the first time, you will enter committee membership. This is the first time that the committee makeup is reported to the Graduate College.
- Changes to the ACR are reported simply by using the online *Doctoral Advisory Conference Report (ACR) Submission* form to upload a new version of the ACR.
- No “TBD” coursework can be listed on the ACR.
- No coursework taken for 0 credit can be listed on the ACR.

### 3. The online ACR is routed as follows for signatures:

*Student Online Submission —> Academic Counselor Approval —> Graduate Liaison Approval—> Committee Signatures —> Graduate College Final Approval —> Copy Sent to Student, Committee, Liaison, and Staff Administrator*

### 4. Changes to the ACR

Students will find they need to make changes to the ACR as they progress through the degree, due to changes in research interests or available course offerings. ACR updates are **required** by the Graduate College prior to each major degree milestone, including the general exam and dissertation defense. Students may choose to make more frequent updates.

Changes may be made by submitting a new ACR via the [Doctoral Advisory Conference Report \(ACR\) Submission](#) online form.

### 5. Changes to the ACR and Committee

Students who need to change both their coursework and the committee should first, submit the online [Request for Committee Change](#) form. The Graduate College will follow up via OU email.

After committee changes are finalized, then the student should make the coursework updates by completing a new [Doctoral Advisory Conference Report \(ACR\) Submission](#) form. This will ensure the new ACR is routed to the current committee for review.

### 6. Important Contacts

School of Music Graduate Liaison  
School of Music Admin Assistant  
Graduate College Academic Counselor

Dr. Chris Baumgartner  
Cathrine Chesbro  
Rebecca Horner

[cbaumgartner@ou.edu](mailto:cbaumgartner@ou.edu)  
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