



*The University of Oklahoma*  
School of Music

*October 1, 2024*

**Doctoral Recital Content and Committee Approval Process**

1. Student will initiate the form from the School of Music website.
2. Student must complete each section of the form, including recital date, time, location, etc.
3. Student must upload a word document of their recital content.
4. The form will then be routed to the committee for approval.
  - a. If the student does NOT have an ACR on file with the Graduate College, they must select the 3 School of Music members that will serve to evaluate their recital content and performance.
  - b. If the student does have an ACR on file with the Graduate College, it will automatically route to the entire committee.
5. Committee Members will be asked to approve or not approve the content. After selecting the evaluation, they must sign and submit the form.
  - a. To view recital content, committee members must click on the word document within the form.
6. It will then route to the Graduate Studies Administrative Assistant to place the form in the student's file.
  - a. If the content is not unanimously approved, the Graduate Music Office will reach out to the student and the chair with further instructions.

**This form is due at least 30 days prior to the scheduled recital.**

Students **CANNOT** perform a recital without the written consent of their committee. It is the responsibility of both the student and the committee to not allow a recital without the approved form.

It is always recommended to save a PDF copy of the completed form. You will be prompted to save the PDF once you complete and sign the form.