



The University of Oklahoma
School of Music

October 1, 2024

Doctoral Recital Program 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 PDF document of their recital program.
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 same 3 members that evaluated their recital content.
 - 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 give a satisfactory or unsatisfactory response to the recital. After selecting the evaluation, they must sign and submit the form.
 - a. To view recital program, committee members must click on the PDF 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 recital is not unanimously approved, the Graduate Music Office will reach out to the student and the chair with further instructions.
7. It will then route to the Coordinator of Graduate Studies for final approval. The Coordinator of Graduate Studies will submit the final grade.

This form is due before the last day of each semester.

If the Coordinator of Graduate Studies does not receive the form by that date, the student will receive an “N” grade until the form is completed. The student cannot take the general exam, pass the degree check, graduate, etc. with an “N” grade, so it is imperative that this form is completed on time.