



The University of Oklahoma
School of Music

October 1, 2024

Document/Dissertation Proposal Process

1. After the student completes the defense of the proposal, they will initiate the form from the School of Music website.
 - a. Even if the student does not pass the proposal defense, we still expect this form to be completed. They will complete this form each time they defend the proposal until they pass.
2. Student must complete each section of the form, including uploading a PDF of the proposal.
3. The form will then be routed to the committee for approval.
 - a. The form will ask the Committee Chair about the outcome of the proposal defense:
 - i. Approved to proceed with the study as written (minor changes)
 - ii. Approved to proceed with the study with changes listed below
 - iii. Approved pending resubmission with changes listed below
 - iv. Not approved
 - b. All committee members must sign the form, confirming they attended the proposal defense and agree with the Committee Chair's assessment.
4. It will then route to the Graduate Studies Administrative Assistant to place the form in the student's file.

Students **CANNOT** defend their document/dissertation without submitting an approved proposal form AND submitting a physical copy to the Fine Arts Library (student must contact Dr. Matt Stock for binding/depositing instructions).

This is a School of Music requirement that must be followed.