



The University of Oklahoma
School of Music

October 1, 2024

New Course Proposal Process

1. Faculty will initiate the form from the School of Music website.
2. Faculty must complete each section of the form.
3. The form will then be routed to the Assistant Director for Undergraduate Studies and/or the Coordinator of Graduate Studies (depending on the information).
4. The proposal will be taken to the Undergraduate Studies Committee and/or the Graduate Studies Committee for evaluation and vote.
 - a. This requires at least two meetings. 1 for introduction and 1 for discussion and vote.
 - b. If any edits need to occur before going to the full faculty, the Assistant Director for Undergraduate Studies/Coordinator of Graduate Studies will send the form back to the faculty member to adjust.
5. If the committee(s) approve the proposal, it will be routed to the Associate Director and taken to the full faculty for evaluation and vote.
 - a. This requires at least two meetings for faculty vote. 1 for introduction and 1 for discussion and vote.
6. If the full faculty approve the proposal, the Associate Director will submit the information to CourseLeaf for approval by the university.
7. The Associate Director will keep the faculty member aware of where the proposal is at during the approval process by the university.

No course proposals will be brought forward without the completion of this form.