

## MA COMPOSITION CHECKLIST

Graduate Orientation – August of first Fall semester enrolled

Advisory committee form submitted – end of first year: [Link](#)

Degree plan submitted – end of first year

An approved degree plan is required before a student may submit a proposal

Date approved:

Canvas plagiarism module passed

Date passed:

Canvas copyright module passed

Date passed:

MA Thesis Approval Form Submitted: [Link](#)

Date Submitted:

Topic proposal approved by Advisory Committee Division Chair

Date approved:

External editor approved, if required

Date approved:

IRB approval, or confirmation of exemption, if required

Date approved:

Permission secured for examples/images, or confirmation of fair use

\*\*\*Students are solely responsible for securing permission to reproduce examples and/or images in their document. Failure to do so will result in complications in the dissertation submission process. For more information on copyright and fair use, please visit <https://guides.library.unt.edu/SCCopyright/fairuse>

Online resource review by student:

1. College of Music Style Guide: [Link](#)
2. Writing resources for graduate students: [Link](#)
3. Toulouse Graduate School style guide: [Link](#)
4. Toulouse Thesis or Dissertation Format Checklist: [Link](#)
5. UNT's policy on academic integrity: [Link](#)

Apply to graduate!

Submission of document and TurnItIn report to defense committee – at least two weeks prior to defense

Date submitted:

- Graduate students are required to share the TurnItIn report with their committee members to review for instances of plagiarism before the student passes the defense and submits the dissertation to the Director of Graduate Studies. Dissertations which contain plagiarism will not be approved for submission to the Toulouse Graduate School.

"I have reviewed the similarity report and have used both citations and quotes (either in-line or offset) for any statements which are not my original words."

Acknowledgment - by checking this box, I acknowledge that I have read the above statement and that my document is free of any instances of plagiarism.

"I have reviewed UNT's definition of plagiarism in the Academic Integrity Policy and understand that failure to review this document and the TurnItIn similarity report could result in submission to UNT's Academic Integrity Office, causing a delay in graduation. I understand that it is my responsibility to review the TurnItIn report with my defense committee, and to ensure that I have appropriately included citations and quotations (offset or in-line) and have secured the rights to include any examples (including and musical or visual material.)"

Acknowledgment - By checking this box, I acknowledge that I have read the above statement and that I have shared and reviewed the Turnitin similarity report with my defense committee, as well as secured any right necessary to reproduce musical examples/images.

Defense passed

Date passed:

Submission to Canvas for review by DGS

- The DGS will review each dissertation for approval no more than two times for each graduation deadline. The College of Music deadline is two weeks in advance of the Toulouse Graduate School deadline to allow for college-level review. Deadlines are strict.

Date submitted:

Approval by the College of Music Director of Graduate Studies

Date approved:

Submission of Final Document to Vireo

Date submitted:

- Toulouse Graduate School ETDs: [Link](#)
- UNT Vireo Submission Guide: [Link](#)
- Link to Vireo: [Link](#)

Revised 1/24