

### **DMA PERFORMANCE CHECKLIST**

Graduate Orientation – August of first Fall semester enrolled

Advisory committee form submitted – end of first year

Degree plan submitted – end of first year

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

Date approved:

Written qualifying exams passed

Date passed:

Oral qualifying exams passed

Date passed:

Canvas plagiarism module passed

Date passed:

Canvas copyright module passed

Date passed:

Topic pre-proposal approved by GPDC

Date approved:

Topic proposal approved by GDPC

Date approved:

External editor approved, if required

Date approved:

Permission secured for example/images, or confirmation of fair use status for thesis or dissertation.

IRB approval, or confirmation of exemption

Date approved:

Online resource review by student:

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

Apply to graduate!

Apply by the posted deadline in your MyUNT account. More info can be found: [here](#)

[Oral Defense Approval Form](#) submitted and approved by committee members

Date submitted:

Submission of document and iThenticate report to defense committee at least four weeks prior to lecture recital, lecture, or oral defense—whichever is scheduled first.

Date submitted:

- Graduate students are required to share the iThenticate 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.

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. No exceptions will be made for late submissions.

Date submitted:

Approval by the College of Music Director of Graduate Studies

Date approved:

Submission to Vireo

Date submitted:

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

Revised 07/25