

DMA Recital Approval Process Instructions

Going forward, we will use DocuSign to manage the recital approval process. This will help to streamline the signing process between students and their committee members.

1. Before starting the DocuSign process, you must have a committee formed. For details about who can serve on the committee, please see the School of Music Graduate Handbook. (<https://music.osu.edu/current/grad-resources/som-handbook>)
2. Check all committee members' names and email addresses. Be certain to use only osu.edu email addresses. Some Ohio State faculty may also have buckeyemail.osu.edu addresses, but those are, in many cases, not being used.
3. Navigate to:
<https://www.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=2ebad921-da74-4b58-a451-b54aae018334&env=na1&acct=387d1013-fb1c-4705-9bd9-7cf575f484ce&v=2>
4. Be certain to list your advisor under Primary Advisor as that individual will mark Satisfactory/Unsatisfactory after consultation with your committee.
5. All other committee members may be listed in any order after the advisor.
6. Once all committee members have signed, the Graduate Studies office will receive a copy which will then be placed in your electronic file. It is recommended that you also keep a copy for your records.