



School of Music

Proposal Approval Evaluation Form

Members of the student's document committee should each fill out a copy of the form on page 1 below and submit it to the committee chair, who will retain copies in their records. If the student has passed the defense, page two should be signed by all committee members and submitted to the Director of Graduate Studies.

Part I. Evaluation of the proposal.

Does the student...

Item	Yes	No	Comment (optional)
Present a feasible topic with a clear thesis?			
Establish the relevance of the topic to the discipline?			
Outline the content of each chapter logically?			
Demonstrate command of relevant literature both within the proposal and via the bibliography?			

Part II. Evaluation of the defense.

Does the student...

Item	Yes	No	Comment (optional)
Demonstrate reasonable command of the topic at this stage?			
Demonstrate an awareness of the next steps necessary to continue their research/writing?			
Answer any questions or concerns the committee poses?			
Appear prepared to see the project through to its completion?			

Part III. Member's recommendation.

Please select one:

☐	I approve the proposal as written.
☐	I request that the proposal be revised and resubmitted according to the comments above.

Provide additional comments below as necessary:

(Member's signature)

(Date)



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Proposal Approval Confirmation Form

The following student has successfully completed their document proposal.

(student name)

(date)

☐ A check mark in this box confirms that the student, advisor, and full committee have discussed and agreed upon the appropriate uses of artificial intelligence for this project.

(chair's name)

(chair's signature)

(reader's name)

(reader's signature)

(reader's name)

(reader's signature)

Committee Chair: Please keep one copy for yourself (the student's advisor) and give one copy to the Director of Graduate Studies.