

**MIS SENIOR PROJECT QUALIFYING REVIEW AND APPROVAL FORM
(Approval Form Attached)**

Instructions:

1. The Qualifying Review should be scheduled approximately 2-3 weeks prior to the presentation date (**minimum 2 weeks**).

- a. Allow approximately one hour for the Qualifying Review.
- b. All members of the committee should attend the Qualifying Review.
- c. The presentation may be audio recorded if extenuating circumstances prevent a member from attending.
- d. All members of the committee must approve the Qualifying Review.

2. The student will:

- a. Select two or three possible dates for the Qualifying Review in consultation with the committee members. The Review is commonly held in a faculty office.
- b. **At the Qualifying Review**, provide a draft of the program. The committee members reserve the right to edit any portion of the program.
- c. **At the Qualifying Review** provide a draft of the flyer to the committee for approval.
- d. Print and post the approved flyer about 10 days before the presentation. Send invitations to family and friends
- e. Submit the final program with any changes to committee chair two **weeks** before the presentation.

3. The committee chair will:

- a. Send out a confirmation email to all parties involved at least 1 week prior to the Qualifying Review.
- b. Review, edit and approve the program and flyer.
- c. Attend the final presentation and moderate the presentation evaluation.
- d. Post the final grade for the student.

Presentation Approval Form

Date: _____

Name: _____ Bronco number: _____

Emphasis area: _____ Email: _____

Presentation date: _____

1. Student: Take this form to the people listed below for their initials. Return it to the committee chair.

Please initial approval of proposed Qualifying Review date:

Qualifying Review date: _____ Time: _____ Location: _____

Committee Chair

Committee member

List equipment needs: _____

2. Committee Chair: Bring this form to the Qualifying Review for presentation approval.

Presentation: approved _____ denied _____

Program: approved _____ denied _____ Flyer: approved _____ denied _____

Committee chair: _____

Committee member _____

If either the presentation, flyer, or program is denied, committee chair should attach the reasons for the denial and the committee's suggestions for improvement, changes, and a new pre-recital jury date if necessary.