Cal Poly Pomona Music Department
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. Submit the final program with any changes to Teresa two weeks before the presentation.
   d. Attend the final presentation and moderate the presentation evaluation.
   e. 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.

Revised 8/27/2010