

School of Arts and Humanities
Graduate Studies Committee
Criteria for Evaluating and Approving Proposals:

The Graduate Studies Committee evaluates the following proposals:

Humanities Ph.D. Dissertation proposals;
Humanities M.A. Portfolio proposals;
History M.A. Thesis proposals;
Latin American Studies M.A. Capstone Project proposals.

The committee has the following evaluative options for all proposals:

1. Approved as is;
2. Approved with suggested change(s) in committee composition;
3. Approved with suggestions for improvement;
4. Returned for resubmission, for reasons to be stated clearly in a letter to the student and the supervising committee.
In this case, the student and the supervising committee chair will schedule a meeting with a representative from the Graduate Studies Committee and the Associate Dean for Graduate Studies to discuss issues, strategies, and deadlines for revision and resubmission.

All evaluations of proposals must be made solely in terms of the following criteria.

Under no circumstances will the Graduate Studies Committees or its members fail to approve a proposal for matters of method, approach, or substance that have met the approval of the student's supervising committee, if the stated criteria have been met.

Final versions of all approved proposals, including new signature pages (options 2 or 3) and amended proposals (option 3), must be submitted to the office of the Associate Dean for Graduate Studies. Official paperwork will be forwarded to the Dean of Graduate Studies and enrollment in thesis, or dissertation hours will proceed only after the submission of all required documents.

Humanities Doctoral Dissertation proposals must:

- a. meet specified length and content requirements;
- b. provide a clear description of the proposed project and be understandable by a faculty peer;
- c. situate the proposed research or project within the bodies of relevant scholarly literature and provide an argument for its relevance to an on-going field of study or artistic endeavor ;
- d. follow standard scholarly conventions regarding quotation, citation, and bibliography;
- e. be substantially free of typographical and grammatical errors;
- f. fall within the areas of study conducted within the School of Arts and Humanities;
- g. identify the relevant faculty and, if necessary, their contributions to the project as committee members.

Humanities MA Portfolio Proposals must:

- a. meet specified length and content requirements;
- b. clearly describe the proposed portfolio papers or creative project and original critical essay;
- c. be substantially free of typographical and grammatical errors;
- d. present two separate papers or a creative project and an original critical essay;
- e. identify three faculty members with expertise relevant to the proposed papers or project.

History MA Thesis Proposals must:

- a. meet specified length and content requirements;
- b. provide a clear description of the proposed project and be understandable by a faculty peer;
- c. situate the proposed research within the bodies of relevant scholarly literature and provide an argument for its relevance to an on-going field of historical study;
- d. follow standard scholarly conventions regarding quotation, citation, and bibliography;
- e. be substantially free of typographical and grammatical errors;
- f. identify three faculty members with expertise relevant to the proposed thesis.

Latin American Studies MA Capstone Projects must:

- a. meet specified length and content requirements;
- b. provide a clear description of the proposed thesis or (creative or applied) project, understandable by a faculty peer;
- c. situate the proposed thesis or project within the bodies of relevant scholarly literature and/or practice and provide an argument for its relevance to Latin American studies;
- d. follow standard scholarly conventions regarding quotation, citation, and bibliography;
- e. be substantially free of typographical and grammatical errors;
- f. identify three faculty members with expertise relevant to the proposed thesis.

Approved by the faculty of the School of Arts & Humanities, October 13, 2010;
amended February 8, 2012; amended November 13, 2013.

ATEC programs removed with the creation of a separate school Fall 2015.