Thesis Prospectus Evaluation Form

Instructions for Student

Before your Prospectus Meeting...

- Fill in the top half of the Evaluation Form.
  Note: You should have already notified the department of your full committee. If you haven't done so, or if there have been any changes or additions, notify the department *immediately (before the meeting!)* to verify your committee meets departmental requirements.
- 'Proposed Thesis Title' can be a tentative, working title.

Bring the form to your Prospectus Meeting, and give to your Supervisor (including this instruction page).

After your Prospectus Meeting...

- **Immediately return the completed form** to the Undergraduate Office, either in William James Hall 218 or via e-mail at **psychology@wjh.harvard.edu**.
- If your supervisor prefers to submit it, check with the UGO to verify it was received.
- Be sure to follow the instructions on form based on your evaluation.

Instructions for Committee

At the end of the Prospectus meeting, please decide between the following options...

- **"Prospectus approved without qualification"** if the proposal as described in the prospectus represents a complete and satisfactory plan for the thesis: the student is not required to change or amend the prospectus, or hold another meeting. *Note: This is very rare; most prospectuses do require some kind of modification or amendment.*
- **"Prospectus provisionally approved"** if the prospectus requires some changes or amendments, but no further meeting is required. Please specify whether a revised prospectus or amendment is required, as well as a deadline for completion. *Note: Committee approval of final document is required.*
- **"Prospectus not approved in present form"** if the prospectus requires significant changes or additions, and another meeting is necessary to evaluate the updated prospectus. Please specify a deadline for the student to make these changes and schedule a follow-up meeting (no later than two weeks after the primary meeting deadline) to discuss and evaluate the new prospectus. *Note: A second form should be completed at this meeting and submitted to the Undergraduate Office.*
- **"Thesis proposal disapproved"** if the prospectus is not satisfactory, and you determine that there are no feasible additions or changes that would produce a satisfactory thesis project. In this case, the student and supervisor should immediately consult with the Undergraduate Office.

Please indicate your decision on the form and sign. Immediately return to student (or, if you would prefer to submit this form to the Undergraduate Office yourself, please have the student e-mail us at psychology@wjh.harvard.edu to let us know).

Harvard University • Department of Psychology
Thesis Prospectus Evaluation Form

Student Name: _____

Supervisor: _____

Co-supervisor: _____
(if applicable)

Reader: _____

Working Thesis Title: _____

FOR THE COMMITTEE

Please check one, sign, and return to student or Undergraduate Office <u>immediately</u> following meeting.

_____ **Prospectus approved without qualification:** No changes or stipulations are required; no additional meeting is necessary.

_____ **Prospectus provisionally approved:** Student is required to modify the prospectus or create an amendment. No additional meeting is necessary.
Student will submit [circle one:] modified prospectus / amendment to committee by _____
Student must submit a hard copy of the relevant document (modified prospectus or amendment) with committee signatures to the Undergraduate Office within one week of specified deadline.

_____ **Prospectus not approved in present form:** Student is required to revise and re-submit prospectus to committee and office by _____. A second prospectus meeting will be held on _____ (no later than two weeks after primary meeting deadline) to evaluate updated prospectus.

_____ **Thesis proposal disapproved:** Student and supervisor should consult with Undergraduate Office about student either continuing in a modified course for credit or withdrawing from Psychology 991A.

_____   _____
Supervisor Signature   **Date**

_____   _____
Co-supervisor Signature   **Date**

_____   _____
Reader Signature   **Date**