At least 6 months before the start of the 6-month Scholarly Project period each student must submit a project proposal in the form of an application template. This must be submitted with the Mentor’s approval. The following will be the process of proposal review and approval.

1. At least 2 reviewers will independently review the proposal. One will be a faculty member from AOC Administration (i.e. the Pathway Leaders and Director). The other will be the Leader of the student’s AOC or that Leader’s content expert designee. Each reviewer will prepare a separate Reviewer’s Evaluation to be submitted to AOC administration. The review will include comments to be transmitted to the student (and his/her Mentor), as well as confidential comments for the AOC administration only. A final recommendation will be made by each reviewer to either (a) accept the application with minor or no revisions; (b) accept the application with major revisions; or (c) reassess the project because of major problems identified.

2. If there is a major discrepancy between the recommendations of the two reviewers [for example, one reviewer recommends (a) and the other recommends (c)], AOC Administration may request a 3rd content expert to review it.

3. AOC Administration faculty will then collectively review the responses from the two (or three) reviewers, and reach a unified decision which will be conveyed to the student along with narrative comments.

4. If the decision is (a) (“accept with minor revisions”), the student should respond to the critiques and make appropriate revisions, but the proposal will not need to be reviewed again.

5. If the decision is (b) (“accept with major revisions”), the student must make revisions in response to the critiques, get his/her Mentor’s approval of the revised proposal, and then resubmit the revised proposal within 2 weeks of receiving the critiques. The revised proposal will be re-reviewed collectively by AOC Administration faculty who may then accept it or request additional revisions.

6. If the decision is (c) (“reassess because of major problems”), a member of the AOC Administration will meet personally with the student to provide constructive guidance to revising or redirecting the project.