

This form is used to report to the School of Graduate Studies the completion of a final committee meeting for a culminating project (final oral examination or final defense).

Prior to holding the final meeting, the student and advisor must confirm the following:

- Student has an accurate program of study on file.**
- Student has a GPA of 3.00 or higher**
- Student has met the requirements of the graduate program to hold a final committee meeting.**
- Student completed a preliminary conference in a prior term.**
- The School of Graduate Studies has approved any changes to committee composition.**

The School of Graduate Studies will not approve any final evaluation completed prior to meeting the above conditions.

REPORT OF FINAL EVALUATION COMMITTEE

The committee appointed to conduct the Final Oral Examination of

_____ for the
Student Name _____ Student ID Number
 MA MS MEM MM MSW Specialist Ed.D

reports that the Final Examination was held on _____ and that the Examination was
Date
 conducted in conformity with the regulations established by the School of Graduate Studies and by the graduate program.

Based on the examination, the Committee makes the following recommendation:

Pass Pass with corrections/edits as listed Fail

Committee: (Type or Print Name)

Signature:

_____, Chair _____

Please return completed form to the School of Graduate Studies, Administrative Services Building 121 for inclusion in the student's file.

School of Graduate Studies Review

Student Notified _____

Approved ___ Denied ___ Reason _____

Instructions

Prior to holding the Final evaluation (defense) meeting

1. Student will print and provide a copy of the degree audit and confirm student eligibility:
 - student has a completed program of study form on file with the School of Graduate Studies;
 - student has a completed preliminary conference;
 - student has at least a 3.00 GPA;
 - student has met the requirements of the graduate program for eligibility to hold a final evaluation meeting;
 - student is aware of the graduate enrollment policy requiring all graduate students to be registered for at least one credit in the semester they wish to graduate
2. Committee composition must conform to the graduate policies and receive approval from the School of Graduate Studies. Submit the Committee Approval Form at least one month prior to the Preliminary Conference Meeting. If changes have occurred in committee composition, these changes must be approved via the Petition process.
3. Provide complete information on the form
4. Obtain all required signatures.
5. Submit the completed, signed form to:
 - School of Graduate Studies
 - St. Cloud State University
 - 121 Administrative Services Building
 - 720 Fourth Avenue South
 - St. Cloud, MN 56301-4498
 - Or fax to 320.308.5371
6. Notice of approval will be sent to your Huskynet email address.
7. Request for clarification or additional information will be sent to your Huskynet email address.

Please note: Failure to meet any of the above conditions will invalidate the meeting and will affect the student's ability to complete the degree.