



Report of Final Evaluation Committee

Please complete form, obtain signatures, and email to the School of Graduate Studies at graduatestudies@stcloudstate.edu. Please allow 20 business days for review and notification. An email with a decision will be sent to your HuskyNet email.

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.

Student Name (Last, First, Middle)	Student Tech ID Number	HuskyNet Email Address

The committee appointed to conduct the Final Examination for the student listed above for the

- MA
 MS
 MEM
 MM
 MSW
 Specialist
 Ed.D

reports that the Final Examination was held on the date of _____ and that the Examination was 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

Comments:

Signatures Needed

Committee Chair (Signature)	Committee Chair Name (Print)	Date
Committee Member (Signature)	Committee Member Name (Print)	Date
Committee Member (Signature)	Committee Member Name (Print)	Date
Committee Member (Signature)	Committee Member Name (Print)	Date

Approved Denied

Reason:

School of Graduate Studies (Signature)	School of Graduate Studies Name (Print)	Date

FOR OFFICE USE ONLY: Student Notified



Instructions

Prior to holding the Final evaluation (defense) meeting

1. **Student will 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 via email to the School of Graduate Studies at graduatestudies@stcloudstate.edu for processing.
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.