

This form is used to report to the School of Graduate Studies the completion of a preliminary committee meeting for a culminating project.

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

**Student has a 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 preliminary meeting (if applicable).**

**Committee Approval form has been submitted and ALL committee members are approved members of the graduate faculty (student and chair receive email from School of Graduate Studies).**

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

**REPORT OF PRELIMINARY EVALUATION COMMITTEE**

The committee appointed to conduct the Preliminary Conference of

_____					_____ for the	
<b>Student Name</b>					<b>SCSU Student ID</b>	
MA	MS	MEM	MM	MSW	Specialist	Ed.D

Reports that the Preliminary Conference was held on \_\_\_\_\_  
Date

Based on the examination, the Committee makes the following recommendation

Accepts proposal

Rejects proposal

Accepts proposal with the following conditions/corrections:

Comments:

**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 Preliminary (proposal) meeting

1. Request the student 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 at least a 3.00 GPA.
  - student has met the requirements of the graduate program for eligibility to hold a preliminary 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. Confirm that all voting members are approved members of the graduate faculty. Permanent graduate faculty are listed [online](#). Permanent or temporary appointments to the graduate faculty must be approved at least two weeks in advance of the meeting. For SCSU employees, submit a signed permanent or temporary appointment form to the School of Graduate Studies. To engage a person from outside SCSU, a signed External Committee member form, signed volunteer agreement and CV or resume must be submitted to the School of Graduate Studies. Faculty forms are online at <http://www.stcloudstate.edu/graduatestudies/faculty/facForms.asp>
  
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 the student Huskynet email address and copied to the faculty chair.
  
7. Request for clarification or additional information will be sent to the student and/or faculty chair 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.