



Report of Preliminary 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 preliminary committee meeting for a culminating project.

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 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.

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

The committee appointed to conduct the Preliminary Conference for the student listed above for the

- MA
 MS
 MEM
 MM
 MSW
 Specialist
 Ed.D

reports that the Preliminary Conference was held on the date of _____.

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

- Accepts Proposal
 Accepts Proposal with corrections/edits as listed
 Rejects Proposal

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 preliminary 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. 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 <https://www.stcloudstate.edu/graduatestudies/forms/default.aspx>.
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 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.