

Directions for completing the Graduate Degree Examination Results form

NOTE: This form can only be submitted to the Graduate School by committee chairperson, advisor, or director. Students are not allowed to submit this form.

1. Complete the student identifying information and required program information.
2. For examinations requiring multiple days, i.e., preliminary written exam, indicate the start and end date of the examination. For example, June 7 – 12, 2011.
3. A separate form should be submitted for each exam administered and for re-administration of a previous exam.
4. Check the appropriate exam box and indicate as appropriate whether the student passed or failed the exam. If a specific exam format, for example oral, is not required for a particular exam, indicate this by checking “Not Applicable”.
5. Comments are not required but may be included to document tasks or assignments given to the student for reassessment or to complete an examination. Example: The student passed the preliminary exam; however, the student is being required to provide a 5 page summary on the theory of XYZ.
6. Type the name of the committee chairperson / advisor and all committee members on the form and have each member sign the form.