

Master's Examination Report Form

Master's thesis plan students, and non-thesis students with a final examination requirement, must pass a thesis defense or final exam. In order to have a degree awarded in any given semester, the exam must be passed by the deadline, and the form must be completed through this process within the following week. The student should begin to work with their graduate program well in advance to understand examination and committee member requirements of both the Graduate School and their graduate program. In particular, students should be sure to identify their committee members to their program well in advance of the exam to ensure that the members are acceptable.

The landing page below should give students all the information they need to initiate the process.

Master's Final Examination Form

Information & Deadlines

Master's thesis plan students, and non-thesis students with a final examination requirement, must pass a thesis defense or final exam. In order to have a degree awarded in any given semester, the exam must be passed by the [deadline](#), and the form must be completed through this process within the following week. The master's examination committee is comprised of at least three members meeting Graduate School and program requirements. Work with your program well in advance of the defense or exam to identify appropriate committee members.

Signatures Required

Signatures must be obtained in a multi-part process explained and initiated below. The Graduate School and your graduate program must approve your committee, and the form will be sent to your committee members upon completion of your exam. All members must sign the form.

Submission & Routing Information

At least **two weeks before** your defense or exam, complete the fields below with your name, program, and the names and colorado.edu e-mail addresses of the committee chair and the other committee members. Click "submit."

On the form, add the date of your examination/defense and student ID number. Read and acknowledge the information on the form and select "finish" to route the form through the following process:

1. The form will be sent to the Graduate School for review of your committee.
2. Following Graduate School committee approval, the form will be routed to your program for review in advance of the exam.
3. After the exam/defense has been conducted, work with your graduate program assistant to route the form to your committee members.
4. Committee members will receive the form simultaneously and all members must sign the form.
5. When all members have signed and the form is complete, you will receive a pdf version of the form with signatures via e-mail. The form will also be forwarded to your program, committee members, and to the Graduate School.

At the bottom of the landing page, the student should enter their information.

Select the college where your unit is housed: *
College of Arts & Sciences

Please Select the A&S Division: *
Arts & Humanities

Student Information:

Student ID (9 Digits) *
123456789

First Name *
Ralphie

Last Name *
Buffalo

Colorado.edu e-mail *
ralphie.buffalo@colorado.edu

The student will need to select the college where their program is housed, and in some cases a division.

Next, enter the name, Colorado.edu e-mail address and departmental affiliation of each committee member. For a master's final exam, a minimum of three members must be listed. If a member from another institution or industry is serving as a committee member, the student may include the external e-mail address and enter N/A for department affiliation.

Committee Chair Information:

Name (First & Last) *
Chip Mascot

Colorado.edu e-mail (if applicable) *
chip.mascot@colorado.edu

CU Department Affiliation (if applicable)
Education

Member Two:

Name (First & Last) *
Buff Fan

Colorado.edu e-mail (if applicable) *
buff.fan@colorado.edu

CU Department Affiliation (if applicable)
English

Click submit to be directed to the form. The student will be directed to a list of programs, based upon the college and division selected. This will help to route the form. If the student discovers that they selected the incorrect college, they can return and select again. Remember that some programs are listed as “interdisciplinary”.

Master's Final Examination Form

Arts & Humanities

Please select your program from the list below.

<p>Art History</p> <p>Art Practices</p> <p>Asian Languages & Civilizations</p> <p>Classics</p> <p>Dance</p>	<p>English & Creative Writing</p> <p>Experience Design</p> <p>French</p> <p>German Studies</p> <p>History</p>	<p>Philosophy</p> <p>Religious Studies</p> <p>Russian Studies</p> <p>Spanish</p> <p>Theatre & Performance Studies</p>
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If your program is not listed, return to previous & select "Interdisciplinary" or a different A&S Division.

The student will be directed to the form, and basic information will populate from the landing page (name, program, and committee information). Students confirm the last 4 digits of their student ID number, select the date of exam from a calendar, and select the type of master’s examination from the drop-down options.

START

DocuSign Envelope ID: CE2572BB-6EDE-40DE-95BF-E35391D0BD45

Graduate School
UNIVERSITY OF COLORADO BOULDER

Master's Examination or Project Report

Student Information

Last Name Buffalo First Name Ralphie

Confirm Last Four Digits of Your Student ID

Master's degree Program

Date of Examination Exam Type

-- select --

Thesis Defense

Comprehensive/Final Examination

Project Defense

Capstone

Creative Thesis Project

Committee Information:

Chair Name Chip Masoct CU Dept. Affilid

Satisfactory Unsatisfactory Signature

Name Buff Fan CU Dept. Affiliation (if applicable)

Satisfactory Unsatisfactory Signature

Name Member Three CU Dept. Affiliation (if applicable)


Satisfactory Unsatisfactory Signature

Graduate School Master’s Examination Report Form

August 2021

The student should scroll to the bottom of the form to read and initial important information.

Student Name Ralphie Buffalo

Student Initials:  The committee listed has been established with my graduate program/department to meet Graduate School and program requirements. The master's final examination report form will be sent to the Graduate School for committee approval, and then to my graduate program/department. I will work with my Graduate Program Assistant as needed to establish a timeline for completion of the exam. When the exam is complete and the program approves the committee, the form will be sent to all members of the committee for their signature and will be complete once all members have signed. Registration for at least one credit (P/F or for a grade) is required during the semester in which the defense or exam is passed.

Upon completion the student should click finish. The form will first be routed to the Graduate School to review and approve the committee to ensure that committee standards are met. Once the committee has been approved, the Graduate School will sign.

Graduate School Approval of Committee:

Signature  _____
41518E17694A4E0...

Date Signed 11/24/2020

Upon GS approval of committee, the form will be routed to the graduate program selected on the landing page. The program will see the following message, which explains how and when to review and sign the student's form.

Graduate School sent you a document to review and sign.

REVIEW DOCUMENTS

Graduate School
graduate.school@Colorado.EDU

PRIVATE MESSAGE
NOTE: Review form and approve near date of exam.


Premature approval may lead to form expiration. The student named above has submitted a master's final exam form and the Graduate School has approved the committee. Please review the committee- if the committee is not acceptable, decline the form and advise the student of the need to re-submit the form with new committee. If the committee meets graduate program/department standards, hold the form in your docuSign account until the defense or exam is complete. At that time, sign the "program confirmation of committee and exam" line to route the form to committee members for their signature. The form will be sent to all committee members simultaneously and you will receive an e-mail with a completed copy of the form once all have signed.


Please DocuSign: Masters Exam Report for

The program has the option to decline the form if the committee or date is unacceptable. If the committee and date of the exam meets the requirements and expectations of the program, **hold the form until the student has completed the exam (or is about to do so).**

At that time, click the signature line to confirm the committee and that the exam has taken place as of the date on the form.

Program Confirmation of Committee/Exam:

Name 


Signature  _____

Date Signed 11/24/2020

When the graduate program confirms the examination details, the form will be distributed to all committee members simultaneously. Each member will receive an e-mail with the following instructions:

Graduate School sent you a document to review and sign.

REVIEW DOCUMENTS


 Graduate School
gradinfo@colorado.edu

PRIVATE MESSAGE

Following the master's thesis defense or final examination of the above named student, please use the docusign process to click either the "satisfactory" or "unsatisfactory" field and the signature field. The exam report form has been sent to all committee members simultaneously and will be complete when all members have signed. Your timely response is requested to ensure the student can meet all applicable graduation deadlines.

Each member must select "satisfactory" or "unsatisfactory" and click the signature icon to sign the form.

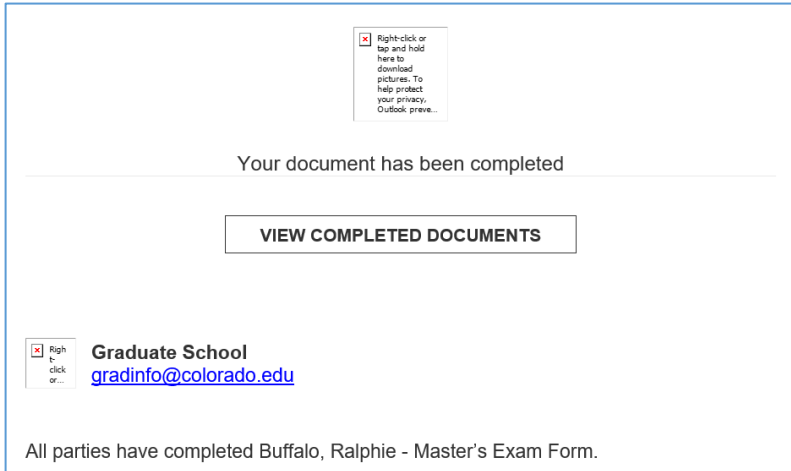
Chair Name Chip Mascot CU Dept. Affiliation (if applicable) Education

Satisfactory Unsatisfactory Signature  Chip Mascot 11/24/2020

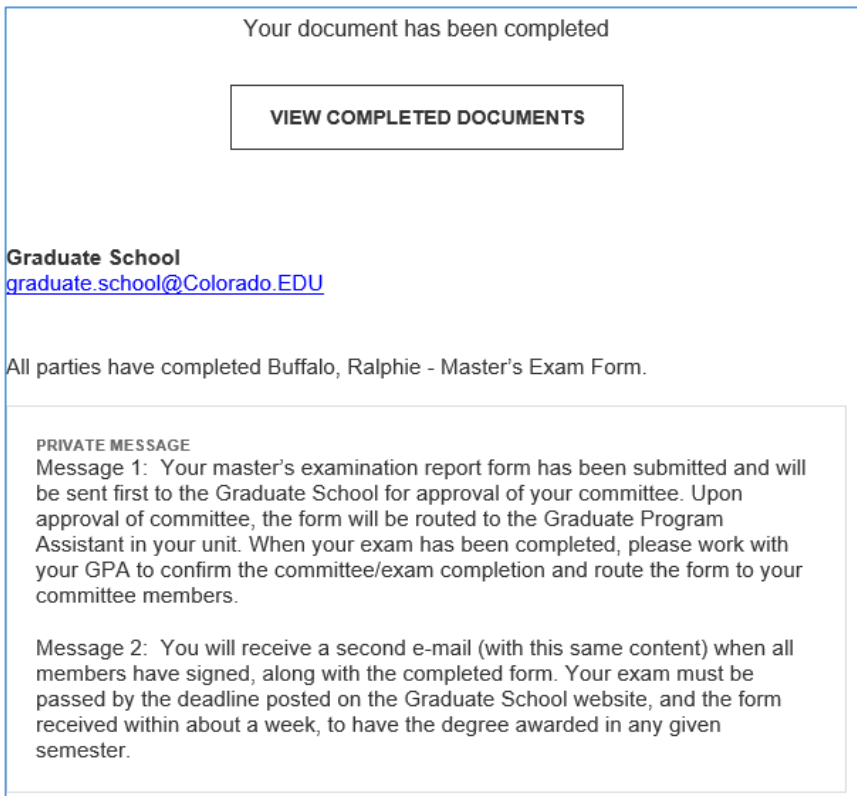
DocuSigned by:
SF893CCB77BB4F3...

The final document with all three committee signatures and satisfactory or unsatisfactory assessment will be sent to the Graduate School for review and to ensure that the student is registered for credit hours as required.

The graduate program and committee members will receive a final copy of the completed form with this message:



Note that the student will receive an e-mail upon submission of the form and when completed. The message is the same on both occasions, but has information specific to each situation:



Example of completed form:

DocuSign Envelope ID: CE2572BB-6EDE-40DE-95BF-E35391D08D45



Graduate School
UNIVERSITY OF COLORADO BOULDER

Master's Examination or Project Report

Student Information

Last Name Buffalo First Name Ralphie

Confirm Last Four Digits of Your Student ID 1234

Master's degree Program Art History

Date of Examination 08/31/2021 Exam Type Thesis Defense

Committee Information:

Chair Name Chip Masoct CU Dept. Affiliation (if applicable) Education

Satisfactory Unsatisfactory Signature  8/20/2021

Name Buff Fan CU Dept. Affiliation (if applicable) English

Satisfactory Unsatisfactory Signature  8/20/2021

Name Member Three CU Dept. Affiliation (if applicable) Art and Art History

Satisfactory Unsatisfactory Signature  8/20/2021

Name G CU Dept. Affiliation (if applicable) _____

Satisfactory Unsatisfactory Signature _____

Name _____ CU Dept. Affiliation (if applicable) _____

Satisfactory Unsatisfactory Signature _____

Name _____ CU Dept. Affiliation (if applicable) _____

Satisfactory Unsatisfactory Signature _____

Graduate School Approval of Committee:

Signature  _____

Date Signed 8/20/2021


Program Confirmation of Committee/Exam:

Name Genevieve Borst _____

Signature  _____

Date Signed 8/20/2021

Student Name Ralphie Buffalo _____

Student Initials:  The committee listed has been established with my graduate program/department to meet Graduate School and program requirements. The master's final examination report form will be sent to the Graduate School for committee approval, and then to my graduate program/department. I will work with my Graduate Program Assistant as needed to establish a timeline for completion of the exam. When the exam is complete and the program approves the committee, the form will be sent to all members of the committee for their signature and will be complete once all members have signed. Registration for at least one credit (P/F or for a grade) is required during the semester in which the defense or exam is passed.



Note that docuSign requests cannot be sent back for additional information or changes. If the form needs to be altered for any reason, a signer may decline to sign. However, the student must then initiate a new request. Anyone who declines an exam form should e-mail the student separately, explaining the reasons, the additional information necessary, and that a new form must be initiated.