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

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.
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](image)

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

Student Name: Ralphie Buffalo

Initials: [ signature ]

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: [ signature ]
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.

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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

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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.
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:

PRIVATE MESSAGE
Message 1: Your master’s examination report form has been submitted and will be sent first to the Graduate School for approval of your committee. Upon approval of committee, the form will be routed to the Graduate Program Assistant in your unit. When your exam has been completed, please work with your GPA to confirm the committee/exam completion and route the form to your committee members.

Message 2: You will receive a second e-mail (with the same content) when all members have signed, along with the completed form. Your exam must be passed by the deadline posted on the Graduate School website, and the form received within about a week, to have the degree awarded in any given semester.
Example of completed form:

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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.