

Masters Exam Reporting Form

Some programs require Masters students to demonstrate coursework competency through an oral and/or written examination. Scheduling of Masters exams through the Office of Graduate Education is not required, but the department or program must file the results of any such examination with the Office of Graduate Education within one week of completion of the exam.

The report must be delivered by a department/program representative. No forms will be accepted from students.

Student Name: _____ Student ID: _____
(Print)

Date of Masters exam: _____

Department/Program: _____

Student is enrolled in a: ___ thesis program ___ non-thesis program

Student certification:

I have taken the oral/written examination for my Masters degree and been advised of the result.

Student Signature: _____ Date: _____

Department/program certification:

___ I certify that the student listed above has successfully completed a Masters coursework exam as required and administered by the department/program.

___ I report that the student listed above has taken a Masters coursework exam but has failed to pass it wholly or in part. The student will be required to repeat all or part of the exam by this deadline _____.

___ I certify that the student listed above has taken the Masters coursework exam the maximum allowable times and has NOT successfully completed the exam(s) and is NOT authorized to continue studies in the aforementioned Masters program. A formal notification letter, initiated by the department/program and signed by the Office of Graduate Education, will be sent to the student to inform them of this outcome.

Advisor/Major Professor Signature

Print Name & Dept

Date

Dept. Head or Program Coordinator Signature

Print Name & Dept

Date