Masters Proposal Reporting Form

All programs require Masters students in the thesis option to defend a research proposal. Scheduling the Masters proposal defense through the Office of Graduate Education is not required, but the department or program must file the results with the Office of Graduate Education within two weeks of completion of the proposal defense.

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 proposal defense: _____

Department/Program: _____

Student certification:
I have completed the proposal defense 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 thesis proposal as required and administered by the department/program.

____ I report that the student listed above has taken a Masters thesis proposal defense but has failed to pass it wholly or in part. The student will be required to repeat the attempt by this deadline _____.

____ I certify that the student listed above has taken the Masters thesis proposal defense the maximum allowable times and has NOT successfully completed it. Please check one of the following:

___ the student is not authorized to continue in the Master's program
___ the student is required to switch to the non-thesis option

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

Graduate Office Use: _____