

**INSTRUCTIONS  
FOR COMPLETION OF  
REPORT OF FINAL EXAMINATION/DEFENSE OF THESIS  
MASTER'S OR SPECIALIST IN EDUCATION DEGREES**

**The University of Tennessee  
The Graduate School**

**Purpose of Form:**

This form is to be completed by the Master's or Educational Specialist Committee when the graduate student has completed the final examination for the degree or has defended the thesis. This form is used to communicate the results of the final examination/defense of thesis from the Master's Committee to the Graduate School.

**Deadline:**

The completed form, signed by all Master's Committee members, must be filed in the Graduate School by the Deadline posted in the "Graduate Student Deadline Dates" in the semester in which the student has applied to receive the degree. <http://gradschool.utk.edu/gradhooding.shtml>

**Responsibility for Filing:**

In the semester in which graduation is expected, the graduate student must file the form with the Graduate School or confirm with the Graduate School that the form was filed by the academic department.

**Steps to Completion:**

1. The major professor completes the information on the form related to the student (name, identification number, degree, date of examination, results of examination).
2. The major professor and the other members of the committee sign the form, indicating the decision of the committee about the results of the examination.
3. The form is filed with the Graduate School in P-105 Andy Holt Tower.

**Notes:**

- Only original signatures of the approved Master's Committee members, as noted on the Admission to Candidacy form, will be accepted.
- The original form with original signatures must be filed. Faxed copies will not be accepted.
- No signatures will be accepted from an individual other than the approved Master's Committee members, including the academic department head's signature for an absent committee member.
- The form should be dated with the date of the examination, including month, day, and year.
- This form is not to be used by doctoral students. The Graduate School sends the Report of Defense of Dissertation to the major professor for doctoral students.

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| <p><b>Submit Exam Results by Deadline to:</b><br/>The Graduate School<br/>P-105 Andy Holt Tower<br/>Knoxville, TN 37996-0104</p> |
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This is to certify that

\_\_\_\_\_  
(student name)

a candidate for the \_\_\_\_\_ degree,

\_\_\_\_\_  
(passed or failed)

the final examination in partial fulfillment of the requirements.

Date: \_\_\_\_\_

Student ID #: \_\_\_\_\_

**Committee Names and Signatures**

|                             |                    |
|-----------------------------|--------------------|
| _____<br>Name (Chairperson) | _____<br>Signature |
| _____<br>Name               | _____<br>Signature |
| _____<br>Name               | _____<br>Signature |
| _____<br>Name               | _____<br>Signature |
| _____<br>Name               | _____<br>Signature |

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