

EXAM REPORT FORM

This form is to be completed by the graduate student's department following the completion of the PhD qualifying exam and/or master's exam. This report must be submitted whether the exam has been passed or failed. If the student's program offers a multi-part exam, do not submit this report until all parts are completed and scored.

UR ID Number _____ Student Last Name _____ Student First Name _____

Department/Program _____ ☐ Master's ☐ PhD
Degree Program

	Exam given: (select all that apply)	Exam result: (select one for each exam type given)
PhD	☐ PhD Qualifier	☐ Pass ☐ Fail
Master's	☐ Master's Plan A Thesis ☐ Master's Plan B <i>(select one of the following)</i> ☐ Oral ☐ Written ☐ Essay	☐ Pass ☐ Fail

Exam Date: _____

The undersigned, having examined the above candidate, certify that the above exam result(s) is correct and, if the result of the exam is pass, all requirements attendant to the final Master's degree and/or admission to PhD candidacy have been fulfilled.

Advisor/Research Supervisor

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member

Email approvals from each committee member may be attached to this form in place of signatures.

Submission: This form should be submitted to the GEPA Office for review and processing within fifteen (15) working days of the conclusion of the exam, with attention paid to conferral deadlines set by the GEPA Office. The program coordinator will receive email confirmation when processing is complete.

GEPA Office Approval _____ Date _____

EXAM REPORT FORM INSTRUCTIONS

Degree Requirements

This form is required for the following degree requirements. This form may be used for combined PhD Qualifier and Master's exams. Regardless of degree requirement type, exam report forms should be submitted to the GEPA office within fifteen (15) working days of the completion of the exam.

- PhD Qualifier Exam
- Master's Plan A Thesis Exam
- Master's Plan B Exam

Exam Date

The following are guidelines for determining the exam date of each exam type.

- For written exams (either the PhD Qualifier or Plan B written), use the final date that the student took the exam.
- For oral exams (either the PhD Qualifier, Plan A thesis defense, or Plan B oral), use the date of the oral defense or exam.
- For essay-based exams (either the PhD Qualifier, Plan A thesis, or Plan B essay), use the date that the student submitted the exam for scoring.
- For any exams with multiple parts (e.g., exam with essay followed by oral defense), use the later of the two exam dates. This form should not be submitted until all parts of the exam are completed and scored.
- If the reported exam date differs considerably from the exam date listed on the exam appointment form, an updated exam appointment form may be requested.

Committee Requirements

The following committee constitutions are required to serve on each type of exam.

- PhD Qualifier – minimum three (3) faculty members; some departments require one (1) member to be from outside the department.
- Master's Plan A Thesis Exam – minimum three (3) faculty members, including one (1) member from outside the department.
- Master's Plan B Exam – minimum two (2) faculty members.

A petition must be filed with the GEPA Office for the participation of any non-standard committee members, including non-tenure eligible faculty, full-time faculty equivalents, and external faculty and PhD holders.

All members of the examining committee must approve this form, either by signature or email approval attached to this form.

Final Copy of Plan A Master's Thesis

The exam appointment form must be accompanied by the final PDF copy of the student's master's thesis manuscript. The master's thesis must follow the formatting requirements as outlined in the University's [dissertation manual](#). Any formatting changes that the GEPA Office requested upon the filing of the exam appointment form must be incorporated in the final thesis, or the thesis will be sent back to the student for further revision.