### Record of Master's Thesis & Oral Presentation

#### Section I

<table>
<thead>
<tr>
<th>Student</th>
<th>RIN</th>
<th>Department</th>
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Current Address

<table>
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<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Phone</th>
<th>Email</th>
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Semester You Intend to Graduate

Please Check the Appropriate Box
- Thesis
- Project

Citation Style Used for References

**Thesis or Project Title**

**Student Signature**

**Date**

I hereby attest that the thesis/dissertation submitted is my own and I have completed this work in a manner consistent with the academic integrity policy of the Institute as given in the Student Handbook.

#### Section II

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**Date of Oral Presentation**

- Program/Institute Seminar
- Presentation at Symposium/Conference
- Traditional Defense

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**Print Name**

**Signature**  **Date**

**CHAIR SIGNS IN BOX BELOW**

Committee Member 2

Committee Member 3

Outside Committee Member 4*  
*The Electronic Arts program requires a committee of 4 members: a Chair, 2 Arts faculty members, and 1 outside member.

#### Section IV

I, as the above student’s committee chair, certify that the above student has met the requirement for the oral presentation. (Please see attached announcement/schedule.) Both the thesis, including any revisions required by the committee after the presentation, and presentation meet my approval and that of the committee. Any delay of release has been agreed upon by the above student and myself.

**Committee Chair**

**Signature**  **Date**

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**OFFICE OF GRADUATE EDUCATION APPROVAL:**

**Signature**  **Date**

OGE will send copies to: Registrar  Department
Record of Master’s Thesis & Oral Presentation

INSTRUCTIONS:

Section I: All students complete

Section II: Oral Presentation

The required Oral Presentation, which must be approved by your Chair, can be one of the following:

a. Program or Institute Seminar:
   Please Note: A presentation announcement must be posted publically within the student’s department (electronic or paper copy) at least two weeks prior to the date of the presentation. A copy of the announcement must be included when the student submits the Record of Master’s Thesis Presentation to the Office of Graduate Education. The entire committee is required to be present.

b. Presentation given at a conference or symposium:
   A copy of the schedule/announcement must be included when the student submits the Record of Master’s Thesis & Oral Presentation to the Office of Graduate Education.

c. Traditional thesis defense:
   The entire committee is required to be present.

Section III:

COMMITTEE Signatures

The committee should consist of three full-time, tenure track faculty members from student’s graduate program*. Committee names/signatures must match the Nomination of Master’s Committee paperwork on file with OGE and any changes made to the committee since initial OGE approval.

Committee signatures should only be obtained after the finalized version of the thesis has been approved by all committee members. In the event that there are necessary revisions to be made and any or all other committee members will not be available after the defense/presentation date to sign, they may sign at the defense and the chair may act as representative of those committee members with the final signature of approval after all revisions required by the committee have been satisfied.

NOTE: Signatures may be original, electronic or scanned.

Section IV: All students complete.

The chair should not sign this form until all necessary revisions have been made and approved. In the event that the rest of the committee signatures were obtained at the defense/presentation (or any time prior to the date of final approval), the signature of the chair will be considered representative of the approval of all committee members.

This form should be submitted to OGE via EMAIL, along with the required survey, WITHIN 1-2 BUSINESS DAYS of the chair’s approval. The thesis should then be uploaded to ProQuest ETD WITHIN 24 HOURS of the paperwork being submitted. Any delay in the submission of this form or the upload of the student’s thesis to ProQuest ETD may result in the delay of the OGE review process.

*The Electronic Arts program requires a committee of 4 members: a Thesis Chair, 2 Arts Faculty members, 1 outside member. Students who have questions should consult their Graduate Program Director.