



Record of Master's Thesis & Oral Presentation

Section I

Student _____ RIN _____ Department _____

Current Address _____

City _____ State _____ Zip _____ Phone _____ Email _____

Semester You Intend to Graduate _____ Please Check the Appropriate Box Thesis Project

Citation Style Used for References _____

Thesis or Project Title _____

Do you wish to delay the release of your thesis?

Yes No

Length of Time: _____

Reason: _____

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

Section III

Date of Oral Presentation

Program/Institute Seminar

Presentation at Symposium/Conference

Traditional Defense

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

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.

All signatures on this form **MUST** be original. OGE cannot accept scanned, stamped, or otherwise reproduced signatures. In the event that a committee member is not available in person to sign this form (members from other institutions, for example), the form should be overnight priority mailed to that member in order to obtain the required signature.

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, along with the required surveys, and the upload of the dissertation to ProQuest ETD **WITHIN 1-2 BUSINESS DAYS** of the chair's approval. 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.**