Graduate School of Arts and Sciences
Enrolled Student Office
P.O. Box 400773
Charlottesville, VA 22904-4773
http://graduate.as.virginia.edu/
gsasregistrar@virginia.edu

FINAL EXAMINATION FORM

This form is to be completed by a student's committee and department to indicate that the student has passed the final defense of their thesis/dissertation, written or oral exams. This form must be scanned and emailed to the Enrolled Student Office by the appropriate deadline: **November 30** for December, **April 30** for May, and **July 30** for August graduation.

In signing this form, the committee affirms that it has discussed with the student the appropriate option for the electronic upload of this dissertation or thesis, including public access, limited access or embargo.

Last Name _____ First Name _____ University/SIS ID _____

Program _____ Date Final Examination Passed: _____

Master's Final Examination: A candidate must achieve satisfactory standing in a final examination (oral, written or both) conducted by two or more graduate faculty members designated by the candidate's department.

PhD Final Examination: This committee, chaired by the primary advisor, will consist of a minimum of four tenured or tenure-track members of the faculty of the Graduate School of Arts and Sciences. One member of the committee will serve as a representative of the Graduate School of Arts and Sciences to affirm that the student has been assessed fairly and with due rigor. This representative is appointed by the student's director of graduate studies and must hold a primary appointment outside of the student's department. This representative may be drawn from the tenured or tenure-track faculty of other graduate schools at the University, but must hold a Ph.D. A director of graduate studies may petition to permit a reader from outside the University who holds a Ph.D. to serve as one of the four core members of the committee by providing the associate dean with the reader's CV and a statement regarding the reader's particular suitability for the committee. This external reader may not serve as the representative of the Graduate School. Once these minimum requirements have been met, additional committee members from within the University or other institutions may be added.

Committee	Name	Signature	Department
Primary Mentor			
Committee Member			
Committee Member			
GSAS Representative			
Committee Member (optional)			

Approved Title of Doctoral Dissertation or Master's Thesis if Required

_____

_____ _____ _____

Director of Graduate Studies (Print) Signature Date

_____ _____ _____

Department Chair or Representative (Print) Signature Date

This examination is in fulfillment of the requirements as described in the Record for the appropriate degree.

Please have your Graduate Administrator scan and email this form to gsasregistrar@virginia.edu