

**Final Examination Results for the Master's Degree**

**Directions:** Type directly on this form and then print for committee signatures. Submit to the Graduate School in 102 Roudebush Hall a *minimum of two weeks before commencement*.

Thesis       Non-Thesis

**Student Legal Name:**

**Banner ID:**

**Program:**

**Commencement Date:**

**Degree:**

**Student MU Email:**

*The program and degree must match what is listed in Banner and Prospect.*

**Thesis Title** (for non-thesis, enter "Non-Thesis"):

*The title must match the title of the thesis that is uploaded to OhioLink.*

Committee Members (Signatures)	Vote (Pass/Fail)	Grad Faculty Level	Committee Members (Type full names)
_____	_____	_____	
Thesis Director/Advisor			
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	

**Final Examination:**

Passed       Failed

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

\_\_\_\_\_  
Department Chair or Program Director Signature

**For the student to receive his/her degree, a Certificate to Award the Master's Degree must be completed by the Graduate Director or his/her designee AND all S, U, N, N, IG, and IGY grades must be changed.**

*For Graduate School Use Only*

Date Thesis Deposited: \_\_\_\_\_

\_\_\_\_\_  
Approval of Dean of the Graduate School

\_\_\_\_\_  
Date

## Instructions for Miami University Graduate School Form M-1: Final Examination Results for the Master's Degree

Note: All steps described in these instructions should be completed using Adobe Acrobat Reader. You can download Adobe Acrobat Reader for free at [get.adobe.com/reader](http://get.adobe.com/reader)

### Initial Steps:

1. Type the student's legal name into the "Student Legal Name" form field
2. Type the student's Banner ID (e.g., +00000000) into the "Banner ID" form field
3. Choose the student's program from the "Program" dropdown list
4. Enter the month and year in the "Commencement Date" form field
5. Choose the student's degree from the "Degree" dropdown list
6. Enter the student's Miami University email address into the "Student MU Email" form field
7. Type or paste the exact thesis title into the "Thesis Title" form field
8. Type the full name of the Thesis Director/Advisor into the appropriate field under the "Committee Members" column

Type the full names of the remaining committee members into the appropriate fields under the "Committee Members" column

### Obtain Signatures on a Paper Form:

1. Print the form,
2. Obtain signatures, votes, and faculty levels from all committee members. A committee member must check the Passed or Failed box and record the date of the examination.
3. Obtain the signature of the Department Chair or Program Director.
4. Submit the form to the Graduate School in 102 Roudebush Hall

### Obtain Digital Signatures:

Note: All steps described should be completed using Miami University email addresses, except for committee members who are off-campus scholars.

1. The PDF form with "initial steps" completed should be sent by email to the one of the committee members. The committee member shall check the Passed or Failed box and record the date of the examination.
2. On the line with their name, the committee member shall record their vote, and faculty level.
3. The committee member shall click on the appropriate signature field and digitally sign the form using Adobe Acrobat.
4. The committee member shall save the file and email the saved form to the next committee member.
5. Steps 2-4 shall be repeated until all committee members have digitally signed the form.
6. The form should be emailed to the Department chair or Program Director, digitally signed, and saved.
7. The form should be submitted by the Department Chair or Program Director to the Graduate School at [GradSchool@MiamiOH.edu](mailto:GradSchool@MiamiOH.edu).