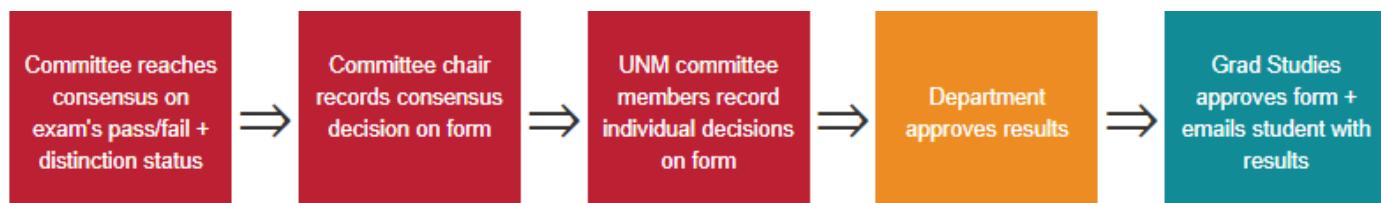


- This form is reports the results for the following: Doctoral Comprehensive Exam, Master's Plan II Exam, Defense of thesis, Defense of Dissertation.
- On the day of the student's exam/defense, the Committee members will complete the Report of Examination using **Grad Studies App** via <https://gradforms.unm.edu>.
- This form reports records the Committee consensus on the exam's/defense as well if distinction is to be awarded.

**Exam Committee Chair** records the consensus decision which will trigger the form for each committee member to agree or disagree with the decision. The committee chair should request the proxy vote for any non-UNM committee members.

**Committee members** (including committee chair) 'sign' the form by selecting agree or disagree (with the recorded decision). Further, each committee member notes whether the student should receive distinction. The committee chair is responsible for recording the vote for all non-UNM committee members.

**Department/unit approval** is open to three people for each graduate program: department chair, graduate program (faculty) advisor, and graduate (staff) advisor.



### **Example of Report of Examination Form- See Below.**

#### **Committee Chair Approval: Report of Examination**

*Please ensure the following information is correct before taking action at the bottom of this form.*

Student Name:	<input type="text"/>	UNM ID:	<input type="text"/>
Graduate Dept:	<input type="text"/>	Graduate Program:	<input type="text"/>
Degree:	<input type="text"/> Doctor of Education	Committee Type:	<input type="text"/> Doctoral Dissertation
Place:	<input type="text"/> Zoom	Date   Time:	<input type="text"/> 03/27/2024 13:30

**Examination Results**

We have read any written materials, participated in any oral examination and reviewed any exhibition work. On this basis, we report the student has:

Passed  
 Conditionally Passed (List conditions below.\* A memo to Graduate Studies from the committee chair is to verify that conditions have been met.)  
 Failed (please comment below.)

Reason(s) for Conditional Pass or Failed

**Evaluation of the Thesis/Dissertation Manuscript**

Manuscript is approved without change  
 Manuscript is approved with only minor editorial corrections  
 Manuscript must be revised before approval

A Certification of Final Form will constitute acceptance of the manuscript and any revisions.

If necessary, enter a comment regarding the disposition of the manuscript.

**Does this committee recommend that this student be considered by the graduate unit to receive distinction for this examination?**

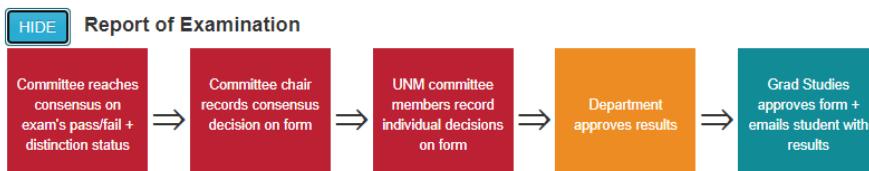
Distinction will not be transcribed unless "Distinction" boxes below are completed

Yes  
 No  
 Abstain

**Record Exam Results**

## Changing “Conditional Pass” to “Pass”

- If conditional pass is the result of the exam/defense, according to the catalog, a student with a conditional pass has the following semester to complete/satisfy the conditions.
- If you’re the committee chair then you would have the Report of Examination sit in your queue within the section “Exam Committee Chair Conditional Pass Review” – when you determine the conditions have been met *then* you complete the form (this takes the place of the chair sending a memo to Graduate Studies).



After an exam, the committee discusses the result.

**Exam Committee Chair** records the consensus decision which will trigger the form for each committee member to agree or disagree with the decision. The committee chair should request the proxy vote for any non-UNM committee members.

**Committee members** (including committee chair) ‘sign’ the form by selecting agree or disagree (with the recorded decision). Further each committee member notes whether the student should receive distinction. The committee chair is responsible for recording the vote for all non-UNM committee members.

**Department/unit approval** is open to three people for each graduate program: department chair, graduate program (faculty) advisor, and graduate (staff) advisor. Please see the Historical Judgements to determine if approval has been provided by someone else.



Exam Committee Chair Consensus Decision

- Doctoral Dissertation - DD2 - /2024 01:00PM - ZOOM [View Committee](#)

Historical Chair Committees [SHOW](#)

Exam Committee Chair Conditional Pass Review

- Doctoral Dissertation - DD1 - /2024 12:00PM - Zoom [View Committee](#)

Committee Member Report of Exam