

# Instructions for Final Master's Exam Report (FME)

Master Students Form Only

A final program examination is required for all master's degree candidates. For *thesis degree plan* candidates, the examination will be an oral defense of the thesis. The Final Master's Examination Report must be filed no later than three weeks before the date on which the candidate expects the degree to be conferred. The student must be enrolled in the term in which he/she takes the Final Master's Exam.

For *thesis substitute* or *non-thesis degree plan* candidates, the final examination will be a comprehensive examination that is written, oral or both. Some programs require successful completion of a specified course in the final term of study to satisfy this requirement.

- Complete the Final Master's Exam Report in its entirety
- The Committee Chairperson/Supervisor will record the result of the Final Master's Exam and the Committee's recommendations
- Acquire (typically done by Chairperson/Supervisor) **REQUIRED** signatures from
  - Chairperson/Supervisor
  - Committee Members
  - Graduate Advisor/Coordinator
  - Student
- The Advisor/Coordinator will need to **email** the completed form to the Office of the Registrar via [gradteam@uta.edu](mailto:gradteam@uta.edu)
- Student must also submit thesis and supplemental documentation to the library

The Office of the Registrar **must** receive this report after each administered examination, regardless of the outcome of the examination. An unconditional pass is required before degree can be conferred. In order to update a student from "passed with conditions" the Milestone Conditions Update form will need to be submitted.

All master's students in the thesis option must be aware of requirements, components and deadlines associated with the thesis, final defense, and submission of the manuscript to the Library.

<https://www.uta.edu/records/graduation/deadlines.php>

<https://library.uta.edu/etd>

Milestones are manually added and will be displayed in the Student Center for all completed status. They can also be seen on the students Maverick Academic Progress Report (MAP), but only the passed unconditional status - other results will not reflect on the MAP.

**University of Texas at Arlington  
Office of the Registrar  
Graduation Team**

University Administrative Building  
Room 129 · Box 19088  
701 South Nedderman Dr  
Arlington, TX 76019-0088

Phone: 817-272-3372  
Email: [gradteam@uta.edu](mailto:gradteam@uta.edu)

**Reminder:** Make sure you retain a copy for your records.

The University of Texas at Arlington  
**FINAL MASTER'S EXAM REPORT (FME)**

*This report must be submitted to the Office of the Registrar, via email to gradteam@uta.edu, after the examination is administered, regardless of the outcome of the defense. Students & advisors should consult the current Graduate Catalog for deadline dates applicable to the administration & report of the exam. The student must be enrolled in the term in which he/she takes the Final Master's Exam. An unconditional pass is required before degree can be conferred. In order to update a student from "passed with conditions" the Milestone Conditions Update form will need to be submitted.*

Student: \_\_\_\_\_ Date of Examination: \_\_\_\_\_  
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

UTA ID: \_\_\_\_\_ Degree Name: \_\_\_\_\_ College/School: \_\_\_\_\_ Dept: \_\_\_\_\_  
*Example: Sociology MA (TH)*

Degree Plan \_\_\_\_\_ Supervisor: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

This is to report that the above-named student completed the Final Master's Examination with the following results

- Passed Unconditionally
- Passed, with following conditions that must be satisfied
- Failed, with permission to retake with these stipulations
- Failed, dismissal from the program

Name (typed) \_\_\_\_\_ Signature \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_

Student