INSTRUCTIONS FOR STUDENT: Complete the top portion of this form and give it to your Advisor with a copy of the thesis and the Instructions for Advisors. If you have two advisors, the form should go to the first advisor, who arranges the coordination of grading.

Student_______________________________ Phone number_____________________ Date _______________

Title_______________________________________________________________________________________

Advisor(s):
1. name______________________________ campus address________________________ phone_______________
2. name______________________________ campus address________________________ phone_______________

INSTRUCTIONS FOR ADVISORS: SEE FOLLOWING PAGE

EVALUATION OF THE THESIS

ADVISOR #1       ADVISOR #2 (if applicable)
GRADE ____________         GRADE _____________

_________ Minor revisions needed   _________ Minor revisions needed

_________ Major revisions needed     _________ Major revisions needed

Comments      Comments

========================================================================================================

CONSENSUS of Faculty:      GRADE _________________________ (Letter grade or Incomplete)

SIGNATURE ____________________________                  SIGNATURE ____________________________

Date  _________________                                                         Date  ________________

INSTRUCTIONS FOR ADVISOR: SEE FOLLOWING PAGE. Return this form to the director of the M.A. program in the European Institute, 1204 IAB MC 3337. Students may not submit the form.
Instructions for Advisors

Procedures for Grading:

Where two faculty have been designated for a thesis, one will already have been designated as the primary (first) advisor. This faculty member is listed with the Registrar as the 'instructor' of the student's thesis.

The second advisor (if there is one) should fill in the appropriate blanks in the righthand column. The first advisor should fill in the appropriate blanks in the lefthand column and fill in the blank for the consensus grade.

If the advisors do not agree on the grade as they have entered it individually, they should communicate with each other and come to a consensus, and the agreed-upon grade should be recorded in the space provided.

If a student has more than one advisor, the primary (first) advisor is responsible for providing the final grade.

The first advisor should forward this completed form directly to the European Institute. Do not give the form to the student to submit.

Grading system:

Students must receive at least a C to pass the thesis and to be recommended for the degree. + and – qualifiers may be used for letter grades. Grades of D and F are failing grades. A student who receives a D or F will not be certified for the degree, although he or she may submit for consideration a new proposal for a thesis.

Readers may recommend and specify minor revisions to be made in theses that earn a grade between A and C. These minor revisions must be completed by the student and the final thesis deposited in the program office before graduation.

If the thesis requires major revisions, the student should be given the grade of Incomplete. Students have one year to complete the work in order to receive a letter grade. The student must submit the revised thesis within a calendar year to the first advisor, who then determines the grade, completes the evaluation form, and submits all paperwork to the program office.

The student must bring a copy of the final thesis to the European Institute before graduation.