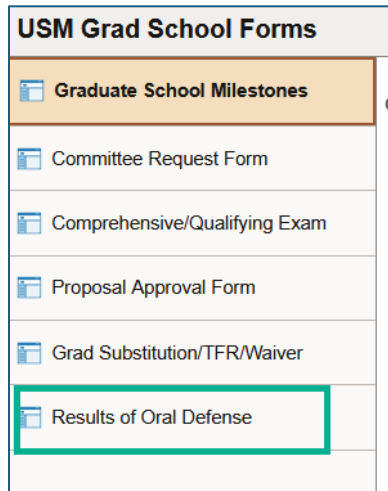


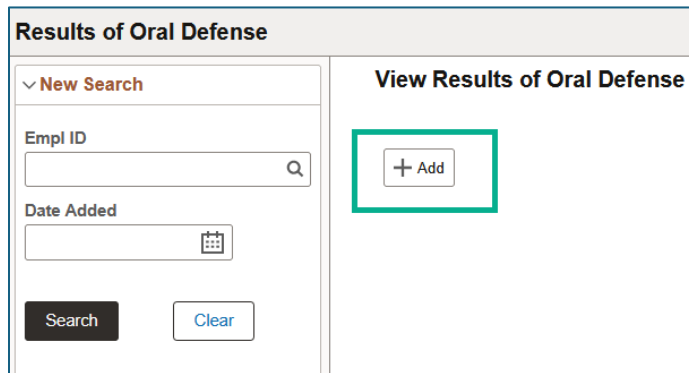
GRADUATE RESULTS OF ORAL DEFENSE FORM

1. **SOAR NAVIGATION:** From the Faculty Center Home Page click the **GRADUATE SCHOOL FORMS** tile and select **RESULTS OF ORAL DEFENSE**



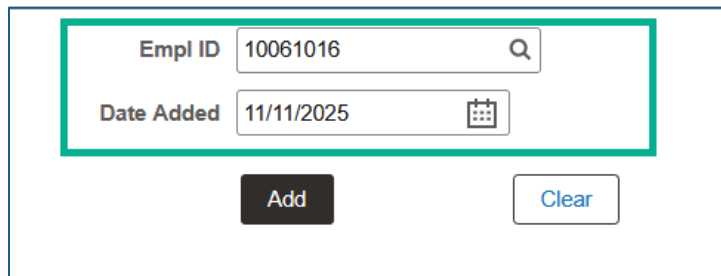
The screenshot shows a sidebar menu titled "USM Grad School Forms". It contains several items: "Graduate School Milestones", "Committee Request Form", "Comprehensive/Qualifying Exam", "Proposal Approval Form", "Grad Substitution/TFR/Waiver", and "Results of Oral Defense". The "Results of Oral Defense" item is highlighted with a green rectangular box.

2. Click **+ADD**



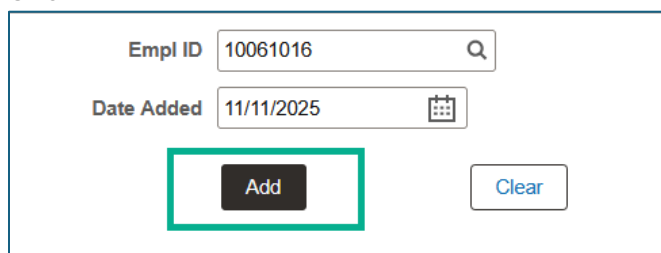
The screenshot shows the "Results of Oral Defense" form. On the left, there is a search section with fields for "Empl ID" and "Date Added", and buttons for "Search" and "Clear". On the right, there is a section titled "View Results of Oral Defense" which contains a "+ Add" button highlighted with a green rectangular box.

3. Enter the **STUDENT ID#**, and the **DATE** of the Oral Defense



The screenshot shows the "Results of Oral Defense" form. The input fields for "Empl ID" (containing "10061016") and "Date Added" (containing "11/11/2025") are highlighted with a green rectangular box. Below the fields are "Add" and "Clear" buttons.

4. Click **ADD**



The screenshot shows the "Results of Oral Defense" form. The "Add" button is highlighted with a green rectangular box. The input fields for "Empl ID" and "Date Added" are also visible.

5. The Student's degree information will automatically populate.

Results of Oral Defense		
Results of Oral Defense		
Empl ID	10061016	First Name Eva
Date of Defense	11/11/2025	Last Name Laryea
Print		
Campus	HBG	College Col of Education and Human Sci
Academic Plan	Res, Eval, Stats, & Asmnt PhD	School Education
Req Term	4201	Degree Doctor of Philosophy
		Minor

6. Select one of the **APPROPRIATE RESULTS OF ORAL DEFENSE OPTIONS**
(Approved, Approved w/ Revisions, or Not Approved)

Please select the appropriate result of oral defense	
☒ Approved	Approved with no revisions required
☐ Approved with Revisions	Approved pending revisions indicated by the committee
☐ Not Approved	Not approved. Student must defer graduation to a future semester, make required revisions, and defend again.

**** If you accidentally select the wrong option, you must cancel the form and start over ****

7. Enter the **PASS/FAIL OPTION** given by each of the Committee Members

****Note: External Committee Members WILL NOT populate on this list ****

Committee Approval	
External Committee members will not populate on this form,	
Committee Chair 118856	Shelley, Kyna J
Committee Member 1 687894	Lipscomb, Thomas J
Committee Member 2 785436	O'Brien, Thomas V
Committee Member 3 10105397	Wells, Kevin E
Committee Member 4	
Committee Member 5	

Pass or Fail	Pass
Pass or Fail	Fail
Pass or Fail	Pass
Pass or Fail	Pass
Pass or Fail	
Pass or Fail	

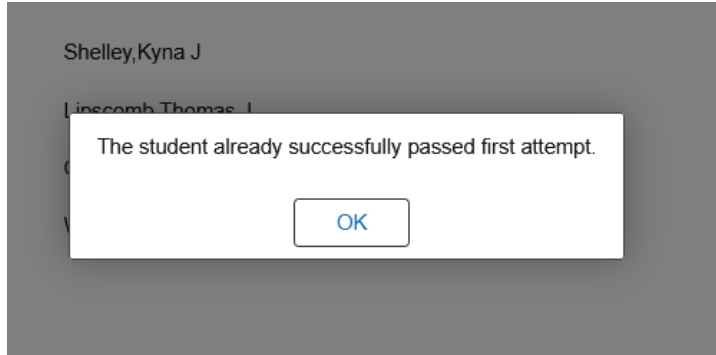
****If no committee members are listed- STOP. There is no Committee Form on file for this student, and one must be submitted before completing the Results of Oral Defense Form****

8. Enter the **FINAL RESULTS** of the Oral Defense (Pass/Fail) and select your **DEGREE AUDITOR**
(You can also include any additional comments if needed)

9. Click **SUBMIT FOR APPROVAL**

*Final Results of Oral Defense	
Requestor Brittney Hawkins	
Dgr Auditor 739950	Brock, Erica
Program Coordinator Comments	
Submit for Approval	
Cancel/Home	

10. If a Results of Oral Defense has already been submitted for the student, you will receive an error message.



11. If the Graduate Coordinator submits the Form:

The Results of Oral Defense will be routed to the Degree Auditor for Approval

If someone other than the Program Coordinator submits the Form:

The Results of Oral Defense form will be sent to the Program Coordinator's WorkList for approval, then routed to the Degree Auditor.

12. Once the Degree auditor receives the form, the Submitter and Graduate Coordinator will receive a confirmation email.