

Columbia University in the City of New York
Graduate School of Arts & Sciences
Master of Arts in European History, Politics, and Society
Final Thesis Evaluation

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

GRADE _____

_____ Minor revisions needed

_____ Major revisions needed

Comments

ADVISOR #2 (if applicable)

GRADE _____

_____ Minor revisions needed

_____ Major revisions needed

Comments

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

SIGNATURE _____

SIGNATURE _____

Date _____

Date _____

INSTRUCTIONS FOR ADVISOR: SEE FOLLOWING PAGE. Return this form to the European Institute Program Manager at 475 Riverside Drive Suite 308, New York, NY 10115 OR by email at <ma.europe@columbia.edu>. 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 right-hand column. The **first advisor** should fill in the appropriate blanks in the left-hand 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.