



B Examination Results Form Instructions

STUDENTS

Deadline: You must submit the Results of Exam form to the Office of Student Services, Graduate School, 143 Caldwell Hall within THREE business days of your exam.

Submitting the Results Form:

- ✓ Print the form and take it with you to your exam.
- ✓ All regular, proxy, and field-appointed members of the examining committee must sign the Results of Exam form.
- ✓ Before submitting the form to the Graduate School, you must obtain signatures from your DGS and GFA.
- ✓ Please make a copy of your form for your field office/GFA and their records. Then, send it to the Graduate School Student Service Office, 143 Caldwell Hall. You may deliver the form in person to your student service representative via PDF in an e-mail or through campus mail. To find or contact your student service representative, visit <http://www.gradschool.cornell.edu/about-us/contacts>

Submitting Your Dissertation:

- ✓ Once you've made revisions and the dissertation is in its final format, submit your dissertation to Graduation Manager <http://www.gradschool.cornell.edu/thesis-and-dissertation> within 60 days of the exam. If you miss this deadline, you will be charged a late fee.
- ✓ The conferral of your degree is dependent on the date by which you submit your dissertation and has received all approvals from the Graduate School and your committee and/or proxy members. Please visit <http://www.gradschool.cornell.edu/thesis-and-dissertation> for deadlines and conferrals.
- ✓ You must maintain the status of "registered" as per the Graduate School and Cornell University while you are completing your degree, and until the conferral of your degree. Consult the Office of Student Services at the Graduate School before scheduling your exam if you have questions.
- ✓ Submit the UMI and Survey of Earned Doctorates before leaving campus.
- ✓ Fees will be charged directly to your Bursar account once your dissertation has been submitted and approved.
- ✓ You may obtain a Certificate of Completion after your dissertation has been submitted and approved. You should request the certificate at the time of submission via that option in Graduation Manager.
- ✓ For more detailed information, consult the *Code of Legislation* <http://www.gradschool.cornell.edu/policies>. Please see V. Academic Program.

COMMITTEE MEMBERS

By signing this form, you are attesting to the exam results. All members of the Special Committee or their proxies must sign this form. Signatures also attest to attendance at the examination. If there are issues associated with a student's exam, please contact your student service representative at the Graduate School prior to signing the form.

For more detailed information, please consult the *Code of Legislation* at <http://www.gradschool.cornell.edu/policies>.

DGS and GFA

- ✓ Please be sure all the correct committee members have signed this form.
- ✓ Please retain a copy of the form if you are not sending it via email PDF to the Graduate School. If you are sending it via email PDF you may retain the original for your files. Please do not send a hard copy if you are emailing the Graduate School the form.
- ✓ Please direct questions to the applicable student service representative at the Graduate School at (607)255-5820 prior to sending the form.



**Cornell University
Graduate School**

143 Caldwell Hall
Ithaca, NY 14853-2602

B Examination Results Form

BIOGRAPHICAL INFORMATION

_____	_____	_____	_____
Cornell 7 digit ID number	NetID	Email address	
_____	_____	_____	_____
Last name	First name	Middle initial	Gender
_____	_____	_____	_____
	PHD	May August January	
_____	_____	_____	
Field of study	Degree program	Please circle the conferral you intend on meeting	

Passed Exam

Passed exam on _____

** Student: Dissertations must be submitted in Graduation Manager in order for your committee to approve the document and for your degree to be awarded. Please go to www.gradschool.cornell.edu/thesis to fulfill this requirement.

Conditionally Passed Exam

Conditionally Passed Exam on _____

(Chairperson: Please email your student service representative at the Graduate School with an outline of the conditions under which a pass result is being awarded after your discussion with the student. Please note submission of dissertation is not a valid reason for a conditional pass. Conditional passes should only be used if it is found the student is lacking course work, research is not complete, or there are other issues with the student's current status. When the conditions have been met you must notify the student service representative at the Graduate School that the exam is a full pass. The student should not submit the dissertation until conditions have been met.)

Failed Exam Student Continuing in the PhD Program

Failed Exam on _____

(Please note another exam may not be scheduled until 3 months after the failed exam. Please refer to the *Code of Legislation* for a detailed explanation.)

COMMITTEE SIGNATURES OF APPROVAL

Having reached consensus on the results, all members of the Special Committee or their proxies must sign this form. Signatures also attest to attendance at the examination.

_____	_____	_____
Chairperson printed Name	Chairperson signature	Date
_____	_____	_____
1 st minor member printed name	1 st minor member signature	Date
_____	_____	_____
2 nd minor member printed name	2 nd minor member signature	Date
_____	_____	_____
Ad hoc member if applicable printed name	Ad hoc member signature	Date
_____	_____	_____
Field appointed for exams printed name	Field appointed for exams signature	Date
_____	_____	_____
Director of graduate studies signature	Date	Graduate field assistant signature
		Date