



Cornell University Graduate School

143 Caldwell Hall
Ithaca, NY 14853-2602

Date _____

AD HOC COMMITTEE MEMBER REQUEST

Form A8

BEFORE YOU BEGIN

Special Committee

In research master's programs (M.A., M.S., research-oriented M.Arch., and two-year M.L.A.) and research doctoral programs (M./Ph.D., Ph.D., D.M.A., and J.S.D.), the Special Committee, under the leadership of the committee chair, has primary responsibility for developing the student's independence in scholarship. Special Committees and students are urged to meet at least once a year. Students in the professional degree programs select a committee in accordance with degree requirements established by the Field.

Selection

A student selects the members of the Special Committee, with their consent, from the current graduate faculty. Any member of the graduate faculty may serve on a Special Committee, subject to the limitations imposed on different categories of that faculty. For more information, see www.gradschool.cornell.edu/code.

The Dean of the Graduate School may approve an individual as a minor subject member on a special committee without conferring graduate faculty membership. The following individuals may be considered for "ad hoc" appointments:

- ◆ Senior research associates
- ◆ Senior lecturers
- ◆ Senior extension associates
- ◆ Tenured and tenure-track professors without the highest degree for the field
- ◆ Other staff members of Cornell, the Federal Nutrition Laboratory, or Boyce Thompson Institute
- ◆ Other qualified individuals, whether or not associated with Cornell University

Ad hoc members serve in addition to the two required graduate faculty members on a master's committee and the three on a doctoral committee.

Changes to Membership

A student may change the membership of the Special Committee with the approval of all the members of the newly constituted committee. Notice of such change must be filed immediately with the Graduate School.

For master's students, no change may be made during the three months prior to the Final Examination, except with the approval of the Dean.

For doctoral students, no change may be made after passing the A Exam, except with the Dean's approval. In addition, no doctoral student may schedule a B Exam within three months of a change of committee, except with the Dean's approval. A petition to change the chair of a Special Committee after the A Exam will be approved only after the Director of Graduate Studies confers, at a minimum, with the student, the chair (or other member supervising the candidate's dissertation), and the prospective new chair. The Director of Graduate Studies must report any conflict to the Dean of the Graduate School.

When new committee members do not accept a prior vote passing the student on the A Exam, a new exam must be held.

Resignations

Any member may resign at any time from a Special Committee. Failure to reconstitute a committee precludes a student's further registration in the Graduate School.



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INSTRUCTIONS

- ◆ Use this form to request "ad hoc" minor or additional membership on a special committee for individuals who are not members of the Cornell Graduate Faculty. *(For additional information, review the section on the back of this form).* Ad hoc members have all the rights and responsibilities of other committee members. They are expected to participate actively, including attendance at all exams, and review and approval of the thesis or dissertation.
- ◆ Ad hoc members serve in addition to the two required graduate faculty members on a master's committee and the three on a doctoral committee. Ad hoc members cannot serve as one of the two or three required members.
- ◆ If the A Exam has been completed, you also must submit a General Petition form to change your committee membership. Also, new committee members must complete the "Post A-Exam Changes Only" section below.
- ◆ After obtaining the signatures from your committee members and Director of Graduate Studies, submit the completed form, proposed ad hoc member's C.V., and letter of recommendation from the Director of Graduate Studies to **Graduate School Student Services, 143 Caldwell Hall**. Provide your field with a copy of the completed form.
- ◆ If you have questions, please contact the Graduate Student Services Office at (607) 255-5820.

BIOGRAPHICAL INFORMATION

Cornell ID number	NetID	E-mail address	
Last name	First name	Middle initial	Gender
Academic program	Degree program		

AD HOC MEMBER INFORMATION

C.V. attached DGS letter of recommendation attached

Ad hoc member name	Date of birth	NetID	Ad hoc member signature	Date
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POST A-EXAM CHANGES ONLY

Does the ad hoc member accept the results of the A Exam? Yes No *(see instructions)*

COMMITTEE INFORMATION AND SIGNATURES All the following information and signatures are required.

Special Committee Chair name	NetID	Special Committee Chair signature	Date
Special Committee member name	NetID	Special Committee member signature	Date
Special Committee member name	NetID	Special Committee member signature	Date
Special Committee member name	NetID	Special Committee member signature	Date
Director of Graduate Studies name	NetID	Director of Graduate Studies signature	Date
GFA or Administrative Mgr. name	NetID	GFA or Administrative Mgr. signature	Date

Graduate School use only: Service Indicators Student Financials Term History
 Student Program/Plan Approved Denied. Reason: _____
 Submit LOA Course Enrollment