



Cornell University Graduate School

143 Caldwell Hall
Ithaca, NY 14853-2602

Instructions for Master's Exam Results Form

Students:

*If you are a PhD student and are withdrawing from the PhD program with a non-thesis Master's, please use the A Exam Results form. You must submit the form to the Office of Student Services, Records Team, Graduate School, 143 Caldwell Hall within three days of your exam.

Form Instructions:

- ✓ Print the form and bring it to your exam; be sure to obtain signatures from your DGS and GFA. Note: Form must be signed PRIOR to submission to the Graduate School.
- ✓ All regular, proxy, and field-appointed members of the examining committee must sign the Results of Exam form.
- ✓ Make a copy of your completed, signed form for your graduate field's records.
- ✓ Send the completed form as a PDF via e-mail to the Graduate Student Services Records Team at gradstudserv@cornell.edu. Your field may retain the hard copy. Or, send the hard copy to the Records Team, 143 Caldwell.
- ✓ The form must be received within three business days of your exam.

Degree conferral:

1. Once you've finalized all revisions and the thesis is in its final format, please submit your document to Graduation Manager: gradschool.cornell.edu/thesis-dissertation, within 60 days of the exam. If you miss the deadline, you may incur a late fee.
2. The conferral of your degree is determined after you submit your thesis, and the thesis receives all approvals from the Graduate School and your committee and/or proxy members. Conferrals and deadlines are posted at gradschool.cornell.edu/thesis-dissertation.
3. To take your final examination and submit your thesis, you must be registered with the Graduate School (in residence or In-Absentia) or be on an approved leave of absence. Please consult with staff at the Graduate School with questions at gradstudserv@cornell.edu, or 607.255.5820, option 2.

For additional information about exams, thesis submission, and degree conferral, please consult the Code of Legislation of the Graduate Faculty: www.gradschool.cornell.edu/policies, Section V., Academic Program.

Committee Members:

By signing this form, you are indicating that all members of the Special Committee have achieved consensus on 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 concerns with a student's exam, please contact the Graduate School Student Services Records Team at gradstudserv@cornell.edu, or 607.255.5820 prior to submission of the form.

DGS and GFA:

If the student is in the PhD program and is withdrawing with a non-thesis master's, please use the A Exam Results form. Please send the completed form as a PDF via email to gradstudserv@cornell.edu; the field should retain the hard copy. Or, send the hard copy to the Records Team, 143 Caldwell; keep a copy for your field records. The form should be received three business days of the exam.



**Cornell University
Graduate School**

143 Caldwell Hall
Ithaca, NY 14853-2602

Master's Exam Results Form

BIOGRAPHICAL INFORMATION

_____	_____	_____	
Cornell 7 digit ID number	NetID	Email address	
_____	_____	_____	_____
Last name	First name	Middle initial	Gender
_____	_____	_____	
Field of study	Degree program	May, August, or January conferral?	
Passed Exam <input type="checkbox"/> Yes <input type="checkbox"/> No			
Date exam was passed: _____ (month/day/year)			

[Student: in order for your degree to be awarded, and for your committee to formally approve your document, you MUST submit your thesis in Graduation Manager. Failure to do this may prevent your degree from being awarded]

Conditionally Passed Exam

Conditionally Passed Exam Yes No
 Date exam was passed: _____ (month/day/year)

Chairperson, please email the Graduate School's Student Services Records Team at gradstudserv@cornell.edu with an outline of the conditions under which a passed exam is being awarded after your discussion with this student. Please note: Conditional passes should ONLY be used if a student is missing coursework, research is not complete, or there are other concerns with the student's current status. Note: Submission of a thesis is NOT a valid reason for a conditional pass. Once the conditions have been met, you **MUST** notify the Records Team that the exam is a full pass.

Failed Exam Student Continuing in the Master's Program

Failed Exam? _____
 Failed exam : _____ (month/day/year)

Note: Subsequent exam(s) cannot 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 as above, ALL members of the student's 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