

## A Exam Results Form Instructions

### STUDENTS

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

- ✓ 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 Records Team, 143 Caldwell Hall. You may deliver the form in person via PDF in an e-mail to [gradstudserv@cornell.edu](mailto:gradstudserv@cornell.edu) or through campus mail.
- ✓ The conferral of your degree is dependent on the date by which you passed your exam. Please visit <http://www.gradschool.cornell.edu/thesis-and-dissertation> for deadlines and conferrals.

### COMMITTEE MEMBERS

By signing this form you are indicating that the committee has 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. If there are issues or problems with a student's exam, please contact a member of the Records Team at the Graduate School prior to signing off on the form.

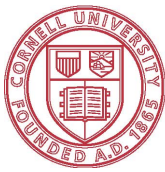
**Non-thesis master's degrees:** If the committee feels the student should receive a non-thesis master's degree on either a passed or failed exam, please indicate this on the form and confirm that the DGS has approved and signed prior to submitting the form to the Graduate School.

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 contact the Records Team at (607)255-5820 or [gradstudserv@cornell.edu](mailto:gradstudserv@cornell.edu) with any questions prior to sending the form.



# Cornell University Graduate School

143 Caldwell Hall  
Ithaca, NY 14853-2602

## A Exam Results Form

### BIOGRAPHICAL INFORMATION

_____	_____	_____	_____
Cornell 7 digit ID number	NetID	E-mail address	
_____	_____	_____	_____
Last name	First name	Middle initial	Gender
_____	_____	_____	_____
Field of study	Degree program	May, August or January conferral?	

### Passed A Exam

Passed A Exam on this date: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

If the committee is recommending a M.A./M.S to be awarded without thesis and the student will be continuing in Ph.D. program, the DGS is required to initial and check the area below.

DGS Initials \_\_\_\_\_ I as DGS approve of awarding the MA/MS without a thesis

### Conditionally Passed A Exam

Conditionally Passed A Exam on this date: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

(Chairperson: Please email the Graduate School at gradstudserv@cornell.edu with an outline of the conditions under which a pass exam is being awarded after your discussion with the student. When the conditions have been met, please notify the student service representative at the Graduate School that the exam is a full pass. If at that time a non-thesis master's will be awarded, please note this.)

### Failed A Exam Student Continuing in the PhD Program

Failed A Exam on this date: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

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

### Non Thesis Master's Student Who is Withdrawing from Ph.D. Program

Performed at a level considered equivalent to a passed Final Examination for the Master's Degree, but *will not* continue in the Ph.D. program

Exam taken: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ DGS Initials Required \_\_\_\_\_

### 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 <sup>st</sup> minor member printed name	1 <sup>st</sup> minor member signature	Date
_____	_____	_____
2 <sup>nd</sup> minor member printed name	2 <sup>nd</sup> 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

## RESEARCH COMPLIANCE INFORMATION FOR GRADUATE STUDENTS

**This section of the Results of Examination form must be completed by all doctoral students before the Graduate School will recognize the results of the A Exam.**

All research at Cornell University is subject to applicable federal and state laws and University policies pertaining to the conduct of the research. It is the responsibility of each researcher, including students, to be aware of these regulations and applicable University policies, and comply fully with their requirements. Failure to abide by federal regulations governing research can carry significant sanctions, up to and including criminal penalties in certain instances. Upon completion of the A Exam—when the student receives approval from the special committee to conduct independent research—the student is required to certify, in writing, compliance with those regulations and policies specific to their research project.

- ◆ **Human Participants**

**I anticipate the use of human participants in my research**      **Yes**      **No**      **Not sure**

*Before beginning research involving the use of human participants (including survey respondents and secondary data analysis) researchers must 1) complete training in the use of human participants and 2) submit an application for the use of human participants for approval by the Institutional Review Board for Human Participants (IRB).*

For information on education and certification in the Protection of Human Research Participants refer to [www.irb.cornell.edu/training/](http://www.irb.cornell.edu/training/) or [irbhp@cornell.edu](mailto:irbhp@cornell.edu). Information on preparing a human subjects protocol for review by the IRB [www.irb.cornell.edu/forms/](http://www.irb.cornell.edu/forms/) or [irbhp@cornell.edu](mailto:irbhp@cornell.edu).

- ◆ **Animal Use**

**I anticipate the use of animals in my research**      **Yes**      **No**      **Not sure**

Research involving live vertebrate animals must be approved in advance by the Institutional Animal Care and Use Committee (IACUC). Cornell's policy on the Care and Use of Animals in Research and Teaching is available at [www.policy.cornell.edu/voll\\_4.cfm](http://www.policy.cornell.edu/voll_4.cfm) or [iacuc-mailbox@cornell.edu](mailto:iacuc-mailbox@cornell.edu). Information on preparing an animal use protocol for review by the IACUC is available at [www.oria.cornell.edu/animals.html](http://www.oria.cornell.edu/animals.html) or [iacuc-mailbox@cornell.edu](mailto:iacuc-mailbox@cornell.edu).

- ◆ **rDNA**

**I anticipate the use of rDNA in my research**      **Yes**      **No**      **Not sure**

Research involving the use of DNA or RNA molecules, viruses, bacteria, cells, or organisms constructed with Recombinant DNA (rDNA) methodology or techniques in the laboratory or greenhouse require approval by the Institutional Biosafety Committee (IBC). Information concerning what compounds and methodologies are subject to IBC review and how to submit a Memorandum of Understanding and Agreement (MUA) is available at [www.ibc.cornell.edu/](http://www.ibc.cornell.edu/) or [cu\\_ibc@cornell.edu](mailto:cu_ibc@cornell.edu).

- ◆ **Genetically Modified Organisms (GMO)**

**I anticipate the use of GMOs in my research**      **Yes**      **No**      **Not sure**

Research involving the field release of genetically modified organisms requires approval by the Institutional Biosafety Committee (IBC). Information concerning IBC review of GMO research and how to submit a Memorandum of Understanding and Agreement (MUA) is at [www.ibc.cornell.edu](http://www.ibc.cornell.edu) or [cu\\_ibc@cornell.edu](mailto:cu_ibc@cornell.edu).

- ◆ **Radiation**

**I anticipate the use of radiation in my research**      **Yes**      **No**      **Not sure**

Research which makes use of ionizing devices (e.g., diagnostic, therapy, diffraction, CHESS), non-ionizing devices (e.g., laser, infrared, ultraviolet, microwave, radio frequency, ultrasonic.), or radioactive material requires specific training and permitting requirements. Information on radiation

safety is available at [www.ehs.cornell.edu/radjump.htm](http://www.ehs.cornell.edu/radjump.htm). For specific questions contact Environmental Health & Safety at 255-8200 for guidance.

- ◆ **Biological Agents or Toxins**

**I anticipate the use of biological agents in my research**                      **Yes**                      **No**                      **Not sure**

Research involving the use of naturally occurring or engineered microorganisms or viruses or biological products (e.g., toxins derived from plants, animals or microorganisms) capable of causing disease in human or animals, regulated or restricted plant pathogens or pests, human or mammalian cell lines, human tissue, or blood, requires approval by the Institutional Biosafety Committee (IBC). Information concerning what biological agents are subject to IBC review and how to submit a Memorandum of Understanding and Agreement (MUA) is available at <http://www.ibc.cornell.edu/> or [cu\\_ibc@cornell.edu](mailto:cu_ibc@cornell.edu).

- ◆ **Hazardous Materials**

**I anticipate the use of biological agents in my research**                      **Yes**                      **No**                      **Not sure**

Research involving the use of hazardous materials ([www.ehs.cornell.edu](http://www.ehs.cornell.edu)) such as carcinogens/mutagens, toxic gases, and explosive and/or toxic chemicals requires specific training and permitting requirements. Information on hazardous materials safety is available at [www.ehs.cornell.edu/radjump.htm](http://www.ehs.cornell.edu/radjump.htm). For specific questions, contact Environmental Health & Safety at 255-8200 for guidance.

- ◆ **Foreign Activities**

There are potential health or safety risks arising from activities conducted outside of the United States. If your research project involves activities conducted outside of the United States, you should review the “International Health and Safety Policies” at [www.osp.cornell.edu/Publications/intl\\_safety.html](http://www.osp.cornell.edu/Publications/intl_safety.html). Gannett’s Travel Medicine Clinic offers services essential to students who will travel abroad at [www.gannett.cornell.edu/HCTravel.html](http://www.gannett.cornell.edu/HCTravel.html). Students should also familiarize themselves with benefits of the Student Health Insurance Plan (SHIP), [www.studentinsurance.cornell.edu](http://www.studentinsurance.cornell.edu).

- ◆ **University Patent and Copyright Policy**

In consideration of my appointment by Cornell University and as required by federal law, the availability to me of opportunities to perform research including sponsored research and/or to utilize resources of Cornell University, I acknowledge that I am subject to the terms of the University Patent Policy ([www.policy.cornell.edu/cm\\_images/uploads/pol/Patent.html](http://www.policy.cornell.edu/cm_images/uploads/pol/Patent.html)) and the University Copyright Policy ([www.policy.cornell.edu/cm\\_images/uploads/pol/Copyright.html](http://www.policy.cornell.edu/cm_images/uploads/pol/Copyright.html)).

**Graduate Student Signature**

I acknowledge that I have read and understand the information provided to me concerning laws, regulations and University policies pertaining to research compliance. I further acknowledge that once I have determined the scope and substance of the research I will conduct, and prior to beginning my research at Cornell University, I will obtain the necessary training and institutional authorizations specific to my research.

I certify that I am not, to the best of my knowledge, debarred, suspended, or proposed for debarment by any Federal department or agency.

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Signature

(Print name)

Date