



**Schedule for Admission to Candidacy (A Exam) Form A3**

**INSTRUCTIONS**

- Use this form to schedule the Admission to Candidacy (A) Exam for Ph.D. candidates
- Or, submit this form if you are a Ph.D. student who is withdrawing and receiving a non-thesis master’s degree (see Code of Legislation, VI.F.2)
- All information requested on this form is required, and should be printed or typed
- All members of the student’s Special Committee MUST sign below; this includes the Director of Graduate Studies (DGS) and Graduate Field Assistant (GFA)
- You may send the completed form as a PDF via e-mail to the Graduate Student Services Records Team at [gradstudieserv@cornell.edu](mailto:gradstudieserv@cornell.edu). Your field may retain the hard copy. Or, mail the hard copy to the Records Team at 143 Caldwell Hall. The form must be received at least seven calendar days prior to your exam.
- The Graduate School recommends that you send an email reminder of your upcoming exam to your committee and field the day before the exam
- For detailed policy information, refer to the Code of Legislation, available at [www.gradschool.cornell.edu/policies](http://www.gradschool.cornell.edu/policies). If you have additional questions, please call the Graduate School Student Services Office at 607-255-5820.

**BIOGRAPHICAL INFORMATION**

CU 7-digit ID #	Net ID	Email	
Last name	First name	Middle Initial	Gender
Field of Study	Degree Program	May, August, or January conferral?	

Date Exam Scheduled: \_\_\_\_\_ Time: \_\_\_\_\_ Building & Rm # \_\_\_\_\_

At the time of exam, are you withdrawing from your Ph.D. program with a non-thesis master’s \_\_\_\_\_  
Y or N

**COMMITTEE SIGNATURES OF APPROVAL FOR PROPOSED SCHEDULE OF EXAM**

Another member of the Graduate Faculty can, if necessary, sign for a committee member if the committee member has agreed to the scheduling.

_____	_____	_____	<input type="checkbox"/> Remote
Chairperson printed name	Chairperson signature	Date	
_____	_____	_____	<input type="checkbox"/> Remote
1 <sup>st</sup> minor committee member printed name	1 <sup>st</sup> minor committee member signature	Date	
_____	_____	_____	<input type="checkbox"/> Remote
2 <sup>nd</sup> minor committee member printed name	2 <sup>nd</sup> minor committee member signature	Date	
_____	_____	_____	<input type="checkbox"/> Remote
Ad hoc committee member (if applicable) printed name	Ad hoc member signature	Date	
_____	_____	_____	<input type="checkbox"/> Remote
Field appointed for exams printed name	Field appointed for exams signature	Date	
_____	_____	_____	
Director of graduate studies (DGS) signature and date	Graduate field assistant signature	Date	