



**Cornell University
Graduate School**

143 Caldwell Hall
Ithaca, NY 14853-2602

DESIGNATION OF PROXY FOR EXAMS/THESIS Form A5

INSTRUCTIONS

- This form is used to designate a proxy for these situations. All information on this form, excluding signatures, should be printed or typed.
- All members of the Special Committee are expected to participate in all examinations. Students may petition to allow the committee chair to participate in A- or B- Exams from a remote location via a conference call, video conferencing, or the like. The chair must designate one of the minor members in attendance to sign the Results of Examination Form on his or her behalf. The special committee chair must inform the student, the director of graduate studies of the Student's field, and the Graduate School of the arrangements.
- All members of the Special Committee are expected to attend all examinations. Previously it was required that the student and the committee chair be on campus or in a designated satellite location for the exam. Now, the student can petition to allow the committee chair to participate in the A Exam from a remote location via a conference call, video conferencing, or the like. The chair must designate one of the minor members in attendance to sign the Results of Examination Form on his or her behalf. The special committee chair must inform the student, the director of graduate studies of the student's field, and the Graduate School of the arrangements.
- Exams may be held either on the Ithaca campus or at a satellite location (including Geneva or the I.L.R. program in New York City), so long as the exam schedule is posted in both the Ithaca office of the field of study and the satellite location.
- A Special Committee minor subject member who will be unavailable for an exam may designate another member of the graduate faculty, representing the same concentration as the regular committee member, as his or her proxy. When the individual so designated agrees to serve as a proxy, the regular committee member must inform both the director of graduate studies of the student and the Graduate School. If a committee has more than the required number of minor subject members, one minor may designate another as his or her proxy. The chair cannot designate a proxy.
- After obtaining the signatures from your committee members and director of graduate studies, submit the completed form to **Graduate School Records Team, 143 Caldwell Hall**. Provide your field with a copy of the completed form.
- If you have questions, please contact the Graduate School Records Team at (607) 255-5820.

STUDENT'S BIOGRAPHICAL INFORMATION

Cornell ID number	NetID	Email address	
Last name	First name	Middle initial	Gender
Academic program (Field)	Degree program		

FACULTY MEMBER'S PROXY STATEMENT

I, _____, a member of the Graduate Faculty in the field of _____,
Special Committee member printed *Field of study*

hereby authorize _____, a member of the Graduate Faculty in the field of _____
to: *Proxy printed name* *Proxy field of study*
act in my place
serve as my substitute for a signature because my participation via conference call, video conferencing, or the like has been petitioned and approved

and to serve as my proxy in matters pertaining to the completion of the _____ degree for _____.
Degree type *Student name*

(Please check all that apply)

- to sign the Admission to Candidacy Exam (A Exam) results form;
- to sign the final examination for the master's degree results form;
- to sign the final examination (B Exam) results form for the doctor of philosophy degree;
- to sign the Thesis Approval form; and/or
- to sign all copies (2) of the Abstract (endorsed by the Chair of the Special Committee).

Faculty signature

Date