

## A Examination Results Form Instructions

**Deadline: The Results of Exam form must be submitted within THREE business days of your exam.**

### STUDENTS

- ✓ All regular, proxy, and field-appointed members of your committee and your DGS and GFA need to sign the Exam Results Form.
- ✓ The signed form must be submitted to the Graduate School within three business days of your exam. You may deliver the paper form to 143 Caldwell Hall or e-mail a PDF copy to [gradstudserv@cornell.edu](mailto:gradstudserv@cornell.edu).

### COMMITTEE MEMBERS

**Attendance and Signature:** All members of the committee are expected to participate in the exam, in person or from a remote location. At least one member must be present on campus with the student. Members participating from a remote location must designate another member as their signature proxy.

- ✓ If you are signing on behalf of another committee member, please indicate this next to your signature as “signing for”.
- ✓ If you are attending in proxy for a committee member unable to participate, please sign for this individual and indicate “attending for”.

**Outcome of Exam:** All members of the committee should reach consensus on the results of the exam as Passed, Conditionally Passed, or Failed.

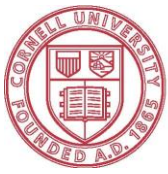
- ✓ **Passed** outcome
- ✓ For a **Conditionally Passed** outcome, please submit to the Graduate School an outline of conditions the student must meet. **The conditions must be met by the end of the next academic term.** Notification from the committee chair to the Graduate School when the conditions are met is required.
- ✓ For a **Failed** outcome, reach consensus deciding whether to allow re-examination and communicate your decision to the Graduate School.

**Non-thesis Master's Degree:** If the committee feels the student should receive a non-thesis master's degree on either a passed or failed exam, please indicate DGS approval of this on the form.

### DGS and GFA

Please make sure all committee members and proxies have signed this form. For a **Conditional Pass**, make sure the conditions are documented and submitted to the Graduate School; for a **Failed** exam, make sure the decision for re-examination is communicated to the Graduate School.

### Special Notes or Conditions



# Cornell University Graduate School

1 Caldwell Hall  
Ithaca, NY

## A Examination Results

### BIOGRAPHICAL

Cornell 7 digit ID number	NetID	Field of study	
Last name	First name	Middle initial	

### Passed Exam

Passed exam on \_\_\_\_\_

If the committee is recommending a MA/MS to be awarded without thesis and the student will be continuing in the PhD program.

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

### Conditionally Passed Exam

Conditionally Passed Exam on \_\_\_\_\_

**Chairperson:** Please email an outline of the conditions under which a pass result will be awarded to [gradstudserv@cornell.edu](mailto:gradstudserv@cornell.edu). **The conditions must be met by the end of the next academic term.** When the conditions have been met, you as the Chair must notify the Graduate School that the exam is a full pass. Please indicate if a non-thesis master's degree will be awarded.

### Failed Exam Student Continuing in the PhD Program

Failed Exam on \_\_\_\_\_

Please note, another exam may not be scheduled until 3 months after the failed exam. Please refer to the Graduate School [Code of Legislation](#) for a detailed explanation on this policy.

### Non Thesis Master's Student Who is Withdrawing from PhD Program

Exam taken on \_\_\_\_\_

DGS Initials \_\_\_\_\_ Performed at a level equivalent to a passed Final Examination for a Master's Degree, but will not continue in the PhD program.

### COMMITTEE SIGNATURES OF APPROVAL

Having reached consensus on the results, all members of the Special Committee (or their proxies) and the DGS and GFA must sign this form.

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