

M Examination Results Form Instructions

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

STUDENTS

Passing the M Exam means you have orally defended your thesis and completed the requirements of your degree program.

- ✓ 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.
- ✓ Submission and approval of your thesis within the published deadlines is required to graduate and be awarded your Masters degree. Please visit gradschool.cornell.edu/thesis-dissertation for deadlines and conferrals.

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”.

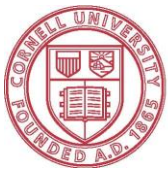
Outcome of Exam: All members of the committee should reach consensus on the results of the exam as Passed, Conditionally Passed, or Failed.

- ✓ For a **Passed** outcome, dissertation submission and approval within the published deadlines is expected.
- ✓ 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.

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

172 Caldwell Hall
Ithaca, NY

M Examination Results

BIOGRAPHICAL

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

Please check this box if you believe your research resulted in an invention that used Cornell resources, people or funds as defined in Cornell's Inventions and Related Property Rights Policy 1.5. Contact the [Center for Technology Licensing](#) if you have questions.

Passed Exam

Passed exam on _____ Please circle the conferral you intend on meeting: **May** **August** **December**

Student: The final thesis must be submitted to your committee for review and approval. Please refer to www.gradschool.cornell.edu/thesis-dissertation for instructions on final revisions, committee approval, and submission to the Graduate School.

Conditionally Passed Exam

Conditionally Passed Exam on _____ Please circle the conferral you intend on meeting: **May** **August** **December**

Chairperson: Please email an outline of the conditions under which a pass result will be awarded to gradstudserv@cornell.edu. Conditional passes should only be used when the student is lacking course work, research is not complete, or there are other issues regarding academic integrity. **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 the Graduate School that the exam is a full pass. The student should not submit the thesis until all conditions have been met.

Failed Exam Student Continuing in the Master's 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.

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 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 |