



Approval of Thesis for Defense

(The Final Examination Process Time Line & Guidelines are on page 2)

NOTE for STUDENTS: This (Fill-in & Save) PDF Form accepts digital signature to allow electronic routing (via e-mail). Before you start, ask your committee members if they prefer electronic or manual signatures. Collect the electronic signatures first, print the signed form and then collect the remaining manual signatures. Please return only one form with all the signatures. For Electronic Routing this e- form **MUST** be opened and filled in **ONLY** by Acrobat products (Adobe Reader, Acrobat Standard, Acrobat Professional or Acrobat 3D, versions 8 or higher). **Mac-Preview** is **NOT** compatible with Acrobat Products. **WITHOUT** Acrobat products please use the manually routing option: print the form and fill it in manually.

Name of Student:

Last	First	Middle

Title of Thesis:

This certifies that we have examined the above thesis and have found its form and content appropriate for scheduling its defense.

THE SPECIAL COMMITTEE:

Name	Signature	<i>Major Sponsor (PI)</i>
Name	Signature	<i>Co-Sponsor</i>
Name	Signature	<i>Minor Sponsor</i>
Name	Signature	<i>Minor Sponsor</i>
Name	Signature	<i>Minor Sponsor</i>

Date: _____

* **NOTE:** **TWO WEEKS** prior to the examination, a signed (by the Special Committee members) Approval of Thesis for Defense form attesting that the thesis is ready to be examined must be submitted to Denise Jenkins (djenkins@med.cornell.edu).

ELECTRONIC ROUTING GUIDE. Once the document bears all the electronic SIGNATURES from the committee members this is then attached to the email message (PDF Title and **EMAIL SUBJECT:** student's NAME: last, first) that the student forwards to Denise Jenkins (djenkins@med.cornell.edu) for subsequent processing request.

Final Examination Process Timeline

1. As a PhD candidate, you must complete the final examination, which is the oral defense of your thesis.
2. Keep three important deadlines in mind when scheduling your exam:
 - The Academic Calendar on the Graduate School website prescribes thesis submission deadlines for degree conferral. The Graduate School also announces these dates via e-mail broadcasts.
 - Graduate School policy is that **within 60 days following the exam date, your stipend will be terminated**; you and your Major Sponsor will determine the exact termination date. Also, at that time, you will need to move from Graduate School (Cornell or MSK) housing; Student Services staff in the Graduate School will discuss your housing vacate plans with you.
 - The **Application for Final Examination** form must be submitted one month before the exam.
3. The Examining Committee may be the same as your ACE Committee. Or it may consist of your Special Committee (major and minor sponsors, as shown on the form). Specify the members' names and PhD program affiliations on the form. You may have additional members, including members not on the Graduate School faculty; indicate them (with contact information) in the "Additional Member" section of the form.
4. Your Final Defense Chairperson cannot be your Major Sponsor or Thesis Committee Chair, but can be one of your minor sponsors from your Special Committee. Indicate your suggested Chair on the form ("Examining Committee Chair").
5. Be sure to indicate exam date, time, and location at the bottom of the form.
6. Obtain the signature of a Director or Chair of your PhD program on your completed form.
7. No later than one month before the exam date, submit the signed form to Denise Jenkins, djenkins@med.cornell.edu (room A131, 1300 York). Denise will secure the Dean's approval of your Examining Committee Chair, will oversee internal review of the form, and will post an exam notice publicly (Graduate Office LCD calendar in 1300 York) and via e-mail to graduate students and faculty.

Denise is your contact going forward for changes to your exam date, location, or the Examination Committee. She will send final exam instructions to your Committee Chair before the exam date.

8. Two weeks before the exam date, submit the signed **Approval of Thesis for Defense** form to Denise. Delay in submitting this form may warrant a change in your exam date.
9. After your exam, your thesis, a signed **Certification of Thesis** form, and endorsed abstract must be received in the Graduate School by the thesis submission date for your planned conferral (see Academic Calendar) and not more than 60 days after the exam date. More information about thesis submission is on the Exit Checklist you will receive on your exam date.