



Weill Cornell Medicine

Graduate School of Medical Sciences

A partnership with the Sloan Kettering Institute

Application for Final Examination for the PhD Degree

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

This (Fill-in & Save) PDF Form accepts digital signature to allow **electronic routing** (via e-mail). 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:

***EXAMINING COMMITTEE:**

Major Sponsor:

Name

Program

Minor Sponsor:

Name

Program

Minor Sponsor:

Name

Program

Minor Sponsor:

Name

Program

Additional Member: (Please provide address for a member not on the WCGSMS faculty)

Examining Committee Chair (Suggested Chair; Dean Approves Chair): _____

Signature of Program Director or Program Chair: _____ **Date:** _____

Date of Examination: _____ **Time:** _____ **Location/Room:** _____

*** NOTE:** NO committee signatures are necessary on this form.

ELECTRONIC ROUTING GUIDE. **STEP 1:** Once a mutually suitable day, time is identified with all the FINAL exam committee members and the location is arranged, the completed PDF-FILLABLE, application is attached to the email message that the students submit to the Program Director/Chair for SIGNATURE request (PDF Title and EMAIL SUBJECT: student's NAME: last, first). **STEP 2:** The electronically signed application returned to the examinee, is then attached to the email message that the student forwards, **ONE MONTH** prior to the examination date, to Denise Jenkins (djenkins@med.cornell.edu) for subsequent processing request and for the Program's record, with a cc to the Program Coordinator.

Final Examination Process Time Line

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 web site 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 prior to 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 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 Committee Chairperson cannot be your Major Sponsor but can be minor sponsor 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 prior to 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 Examination Committee. She will send final exam instructions to your Committee Chair prior to the exam date.**
8. Two weeks prior to 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.