



## 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.

**NOTE for FACULTY:** Please see pages 3-7 for creating and using an **electronic signature**. Also, please use Acrobat Products to open and sign this form.

**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

*Major Sponsor*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

*Minor Sponsor*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

*Minor Sponsor*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

*Minor Sponsor*

**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](mailto: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](mailto:djenkins@med.cornell.edu)) for subsequent processing request.

# Final Examination Process Time Line

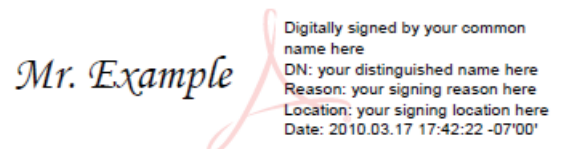
1. As a PhD candidate, you must complete the final examination, which is the oral defense of your thesis.
  2. Keep three important deadlines in mind when scheduling your exam:
    - The Academic Calendar on the Graduate School web site prescribes thesis submission deadlines for degree conferral. The 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](mailto: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.



# Personalizing Your Signature Appearances

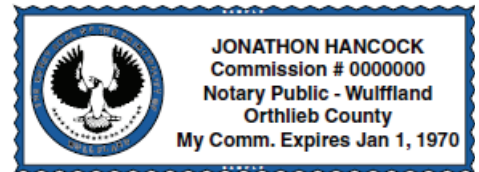
Personalized signature appearances allow you to provide additional information about yourself, affiliations, or company. Home users often modify the default appearance as a matter of personal taste, while enterprise users are sometimes provided with a company-specific style and logo.

Every aspect of the visible appearance is subject to customization, and the options range from using logos, a replica of your handwritten signature, photos, images, and text. A typical appearance consists of three components, and each can be separately customized:



- **Signature:** A graphic that identifies the signer on the left-hand side of the appearance, such as a photo or scanned signatures. Transparent backgrounds allow a watermark to be visible in the underlying layer.
- **Signature details:** Signature data that the signer wants to appear to the right of the signature.
- **Watermark or logo:** An image that appears behind the signature. The default is the PDF logo.

You can create any number of appearances ahead of time for later use, and the signing workflow allows you to select one from your library appearances. However, you can also just use the default appearance created from your name or create one on-the-fly at signing time.



When you sign a PDF file, the appearance becomes part of the signed document. It is not part of the signature.



## PDF/A compliance

PDF/A is a subset of PDF intended as a file format suitable for the long-term archiving of electronic documents. Appearances in PDF/A-compliant documents must conform to the following:

- Embed fonts. PDF/A requires font embedding because font metrics and glyph compliments change over time. Long term archiving can not rely on anything not included in the document.
- Colors should use DeviceRGB when signing RGB/Office docs or else with associated ICC profiles.

## 1.1 Customizing a Signature Appearance

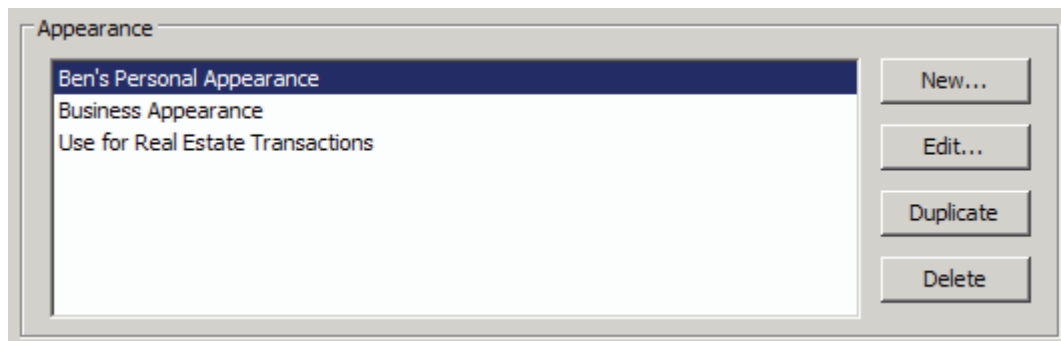
Users generally customize one or more signature appearances and store them for later use. Available signatures are listed in the appearance panel at signing time (Figure 1).

To customize a new signature appearance:

1. Choose **Edit > Preferences** (Windows) or **Acrobat > Preferences** (Macintosh).

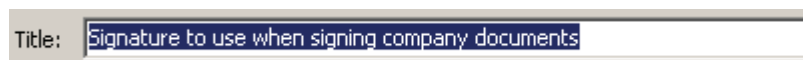
2. Choose **Security** in the left-hand list.
3. In the Appearance panel, choose **New** or **Edit**.

**Figure 1 Signature appearance library**



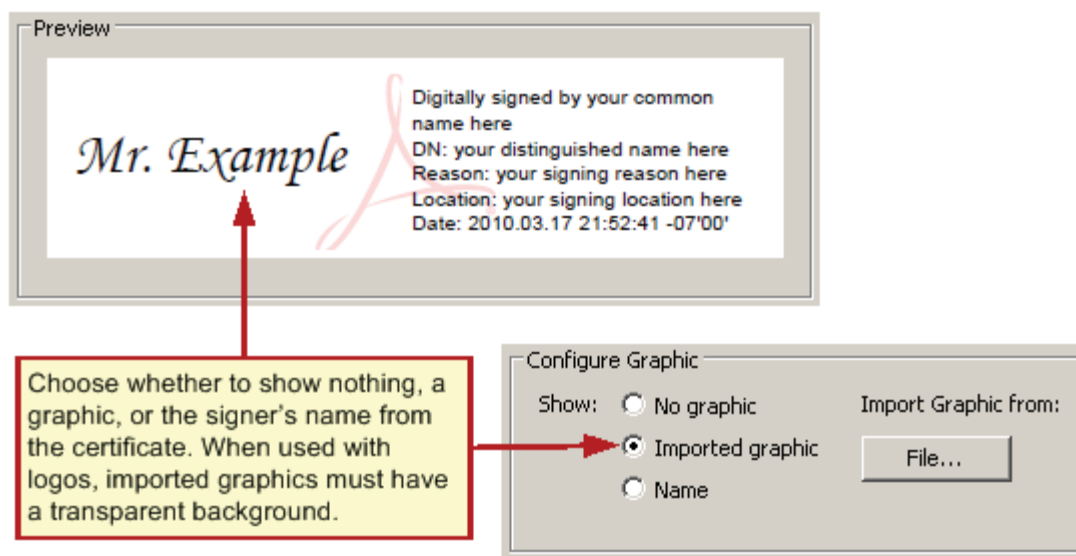
4. Configure the signature appearance **Title**: Any title used to identify the appearance. These are useful for identifying which appearance to use for particular workflows.

**Figure 2 Signature appearance: Title**



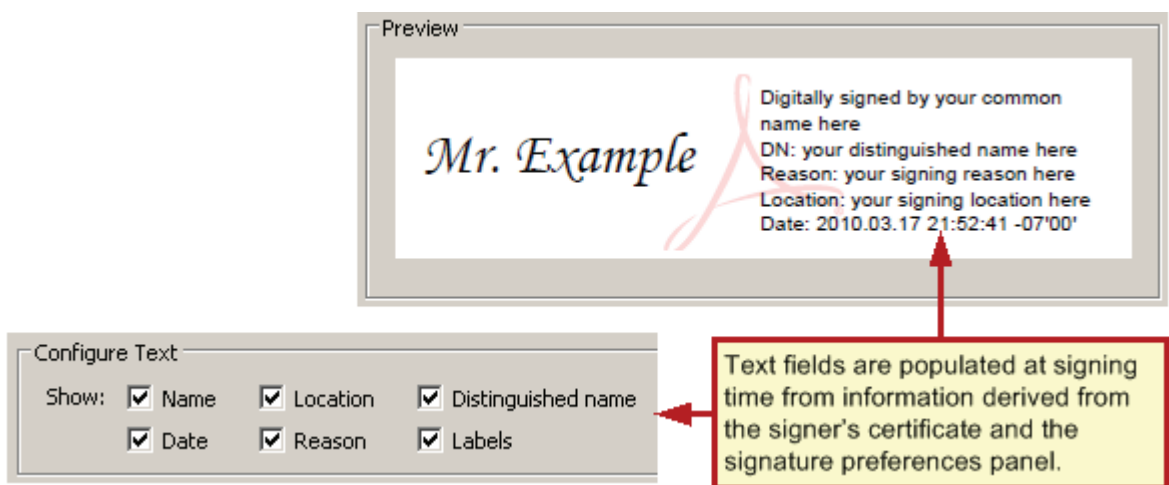
5. Set the graphic options in the Configure Graphic panel
  - **No graphic**: No graphic is used.
  - **Imported graphic**: Choose **File > Browse**, select a file and choose **OK**.
  - **Name**: Your text extracted from the signing certificate.

**Figure 3 Signature appearance: Import graphic**



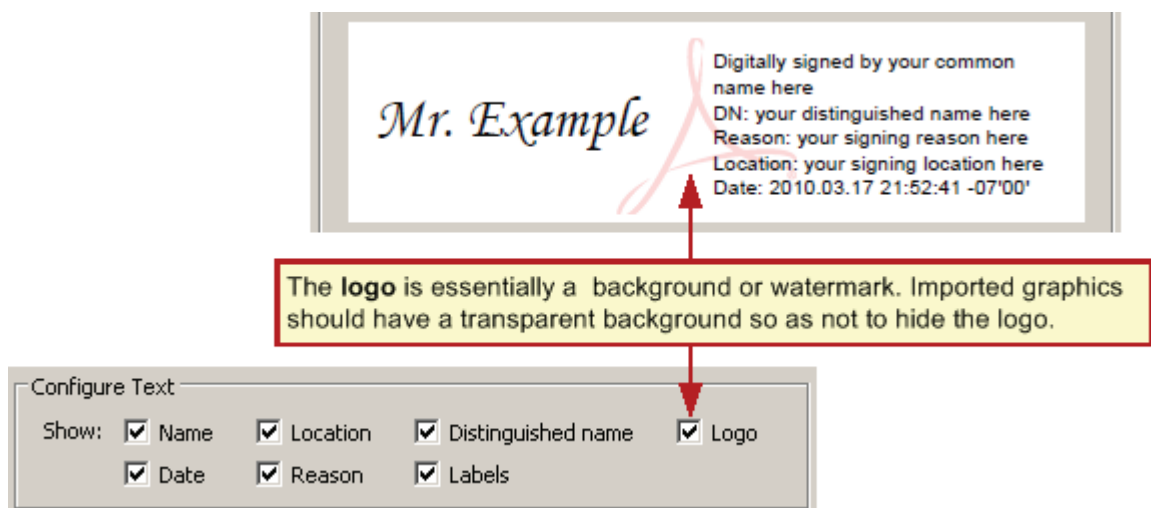
6. Set the text fields to display in the appearance in the Configure Text panel:
- **Name:** The name associated with the certificate.
  - **Date:** The date signed. Signature appearances can only display local (computer) time, and it will likely differ from that in the Date/Time tab on the Signature Properties dialog when a timestamp server is used.
  - **Location:** The location associated with the identity configured in Acrobat.
  - **Reason:** The reason for signing.
  - **Distinguished name:** A name with details such as country, organization, organizational unit, and so on.
  - **Labels:** A label for each of the items above. For example, Reason.

**Figure 4 Signature appearance: Text fields**



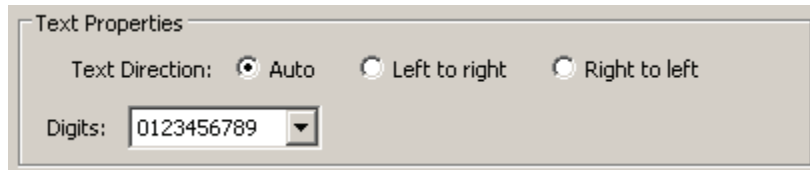
7. **Logo:** The logo or graphic used as a background watermark. The default watermark is the Adobe PDF logo. Your watermark will be shared automatically in all of your signature appearances.

**Figure 5 Signature appearance: Logo or watermark**



8. Set the text direction and character set in the Text Properties panel:
  - **Text Direction:** Choose a direction appropriate for the signer's language.
  - **Digits:** If languages are installed that use digits other than 1234567890, the drop-down list will be populated with alternate choices. Choose a digit set appropriate for the signer's language.
9. Choose **OK**.

**Figure 6 Signature appearance: Text properties**



## 1.2 Changing the Logo (Watermark or Background)

A watermark is a partially transparent graphic or logo that appears “behind” a signature. By default, the watermark is the Adobe PDF logo. Line (vector) art that is simple and unobtrusive often works best.

1. Import a logo or create a new one in a program such as Adobe Illustrator.
2. Illustrator instructions: Set a low transparency level and flatten the transparency:
  1. Select all and group the objects if there is more than one.
  2. Choose **Window > Transparency** and move the slider to some low value such as 20%.
  3. Choose **Object > Flatten Transparency**. Leaving the Raster/Vector balance at 100%.
  4. Save the file as a PDF.
3. Open the PDF file in Acrobat.
4. Crop the page and remove white space.

**Note:** The method varies across product versions. For example, for 8.x, choose **Document > Crop Page** and check **Remove White Margins**.

5. Save the file as SignatureLogo.pdf in:
  - **Windows:** C:\Documents and Settings\<user>\Application Data\Adobe\Acrobat\<version>\Security.
  - **Macintosh:** \Users\<user name>\Library\Application Support\Adobe\Acrobat\<version>\Security.

## 1.3 Creating Appearances from Handwritten Signatures

You can use your handwritten signature as the graphic displayed by your signature appearance as follows:

1. Scan your signature at a relatively high DPI; for example, 300.
2. Convert the image to vector drawing.
3. Make the background transparent.
4. Save the image in the desired format. A wide variety of formats is supported.

**Figure 7 Handwritten signature appearance**

A handwritten signature in cursive script that reads "Sandy Sample". The signature is written in a dark, slightly irregular ink on a plain white background.