

CornellEngineering

Materials Science and Engineering

M Exam Checklist

Scheduling Your M Exam

- Provide your committee members with a **draft of your thesis** six weeks prior to your exam.
- Communicate with your committee members to agree on a date and time for your exam.
- Submit the online [M Exam Scheduling Form](#) *at least two weeks prior to exam*.
- If exam is virtual, GFA will schedule your Zoom meeting and list you and your advisor as co-hosts. If exam is in-person, book your exam room here: [MSE Spaces](#)
- Send PDF of your abstract to your GFA *at least on week prior to your exam*.
- Supply each committee member with a final draft of your thesis at least one week prior to exam.
- Visit the [Understanding Deadlines and Requirements](#) page of the Graduate School website to better understand the final exam and thesis submission process.

Day of Your Exam:

- Come prepared and well slept.
- Get to the exam room early to set up (including Zoom room, if virtual).
- Submit the online results form after exam through the link provided by the graduate school via email to you the morning of your exam. All signatures required within three days of exam.

After Your Exam:

- Understand any additional requirements set by your committee.
- Come up with a plan of action to make any needed changes, *discuss plan with GFA*.
- Decide if you need to take a leave of absence (discuss with GFA).
- Fill out [Leave of Absence Form](#) if necessary.
- Complete any necessary edits/requirements.
- Submit final thesis to ProQuest **within 60 days of exam**.

Your GFA will:

- Verify completeness of scheduling form by reminding committee members when applicable.
- Send 2-week, 1-week, 1-day, and day-of reminder emails to MSE Faculty and Grads listservs, committee members, student (with abstract attached).
- Sign online results form within 3 days of the exam.
- Help you understand options (leave of absence, leave upon completion).
- Send you a short exit survey with instructions on how to return keys and other logistics.
- Follow up with you after 1 month if thesis is not submitted.

Thesis submission date

Student Signature

GFA Signature