

# Research Doctoral/PhD Milestones



	Chair Nomination	Special Committee	A Exam	B Exam	Dissertation
<b>DESCRIPTION</b>	Faculty member who represents major subject	Three member committee consisting of chair and two minor members	Examination for Admission to Candidacy	Oral defense of dissertation	Requirement of Ph.D. degree
<b>DEADLINE</b>	By end of <b>3rd week</b> of 1 <sup>st</sup> semester	By end of <b>3rd semester</b>	<ul style="list-style-type: none"> <li>Before beginning of <b>7<sup>th</sup> semester</b> ( end of 3rd year)</li> <li>By the end of the <b>6<sup>th</sup> semester</b> for Sage</li> </ul>	<ul style="list-style-type: none"> <li>By <b>14th semester</b> (no more than 7 years)</li> <li>Minimum of 6 registered semesters</li> <li>At least 2 semesters between A &amp; B exam</li> </ul>	By <b>14th semester</b> (no more than 7 years)
<b>EXTENSION</b>	Can assign DGS as temporary chair	1 semester extension with petition, submitted before end of 3 <sup>rd</sup> semester	1 semester extension with petition, submitted before start of 7th semester	1 semester extension with petition, submitted on 1 <sup>st</sup> of the month prior to conferral	1 semester extension with petition, submitted on 1 <sup>st</sup> of the month prior to conferral
Form needed	No form done online through Student Center	No form done online through Student Center	Schedule form due to Barbara <b>15 days</b> prior to exam date. May be submitted via email PDF	Schedule form due to Barbara <b>15 days</b> prior to exam date. May be submitted via email PDF	No form submit document on line through Graduate School site.

## Other frequently used forms.

<b>DESCRIPTION</b>	Personal Leave of Absence. Not student status.	In Absentia. Doing Research outside of the Ithaca or Tech campus	General Petition used whenever a milestone deadline is missed	A Exam Results form. Submitted after the exam is taken	B Exam Results form. Submitted after the exam is taken
<b>DEADLINE</b>	Fall Term: June 1 Spring Term: Nov 1 Summer Term: April 1	Fall Term: June 15 Spring Term: Nov. 1	Varies	The day the exam is completed or next business day	The day the exam is completed or next business day
<b>Form needed</b>	Leave of Absence Form. With Chairperson, DGS and GFA signatures.	In Absentia Form. Requires entire committee to sign off along with DGS and GFA	General Petition. Requires entire committee to sign off along with DGS and GFA	A exam Results. Requires entire committee to sign off along with DGS and GFA	B exam Results. Requires entire committee to sign off along with DGS and GFA

All forms can be found at the Graduate School's website at: <http://gradschool.cornell.edu/forms>. There are many more forms available that cover different issues that may come up during a PhD students career they are all listed on the Graduate School's site. Both the Graduate School and the field coordinator, Barbara Warner are here to guide you as to the proper form that should be used. They also can advise you on Graduate School and University policy. You may visit each office in person, send an email or call them with questions.

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