



Form Completion Instructions

1. Committee Chair (being a faculty member within Civil and Environmental Engineering, but not the student's advisor) will download form prior to meeting.
 2. After successful exam, Committee Chair completes form and submits to APO in one of two ways detailed below:
 - Committee Chair obtains all the signatures of the committee. We recommend using <http://docusign.mit.edu/> to obtain all signatures. Instructional video to be found at <http://cee.mit.edu/resources>. The Committee Chair then submits signed form through Jot Form at <https://cee.mit.edu/resources/>
- OR
- Committee Chair writes an email summarizing the meeting and noting the outcome as detailed below. They will also note each committee member's name and whether they were present and in agreement. The Committee Chair then emails the meeting summary to cee-apo@mit.edu with a cc to the entire committee.



General Exam: Part 2 Completion Form

Student:

Name

Date

Outcome (*please select one*):

- ☐ Pass with no additional requirements (may include minor changes to paper)
- ☐ Re-take (may include additional requirements as noted below)
- ☐ Fail with no option to retake (only if this is a second attempt)

Additional comments:

Signature, Chair

Print Name

Signature, Faculty Advisor and Committee Member

Print Name

Signature, Committee Member

Print Name

Signature, Committee Member

Print Name