

## Problem-Solving Project

The degree candidate will prepare and submit a problem-solving project report under the supervision of their faculty advisor. The student and faculty advisor are responsible for the content and length of the paper. The Graduate School sets the minimum format for project papers. Grammar, punctuation, spelling and other mechanical issues are the sole responsibility of the student. A maximum of six-credit hours are awarded for satisfactory completion of the project paper.

## Submission Process

- The student will work with the advisor on completion of the paper and receive advisor approval with the completion of the Attestation Form.
- The student will submit the following to [CALSprofprograms@cornell.edu](mailto:CALSprofprograms@cornell.edu):
  - A PDF of the project paper
  - [Signed Attestation Form](#)
  - [Signed eCommons FERPA Release Form](#)
- The project paper will be retained on the Cornell eCommons digital repository. The project paper will be available on the website approximately two weeks after degree conferral.
- Fields and advisors may require a bound, hard-copy of the project. Students should inquire with their [Graduate Field Assistant \(GFA\)](#) for specific requirements.
- Students needing a bound copy must:
  1. Email a draft of their project paper to [CALSprofprograms@cornell.edu](mailto:CALSprofprograms@cornell.edu) for formatting review by deadline noted for that semester's conferral.
  2. The Student Services Coordinator will review the project paper for formatting and notify the student of changes or approval within 2-4 business days. Students working on a group Problem-Solving Project should copy the entire group when emailing the project for formatting approval.
  3. When the student has advisor and formatting approval, the student will send a pdf of the project paper, along with their student ID number, on-campus location for the bound copy to be sent, to [libcopycenter@cornell.edu](mailto:libcopycenter@cornell.edu) (CU Olin Library Copy Center, B41 Olin) to be professionally printed and bound. Students requesting a copy for

themselves need to include a mailing address in your email. Fees will be charged to your bursar account after submission. If you do not pay owed fees, a hold will be placed on your bursar account, and neither your transcript nor diploma will be released until all fees are paid.

Printing Fees (subject to change):

Hardcover bound book = \$29.75

Page printing cost = Black/White = \$0.07/page; Color = \$0.25/page

Shipping Costs (varies on location)

## **Project Paper Formatting Requirements**

The [Formatting Guidelines](#) includes the following:

### **Formatting Example available as downloadable template**

- [Intro and Chapter Pages for Project Paper](#)

### **Deadlines**

- See [Important Dates](#) for specific deadlines