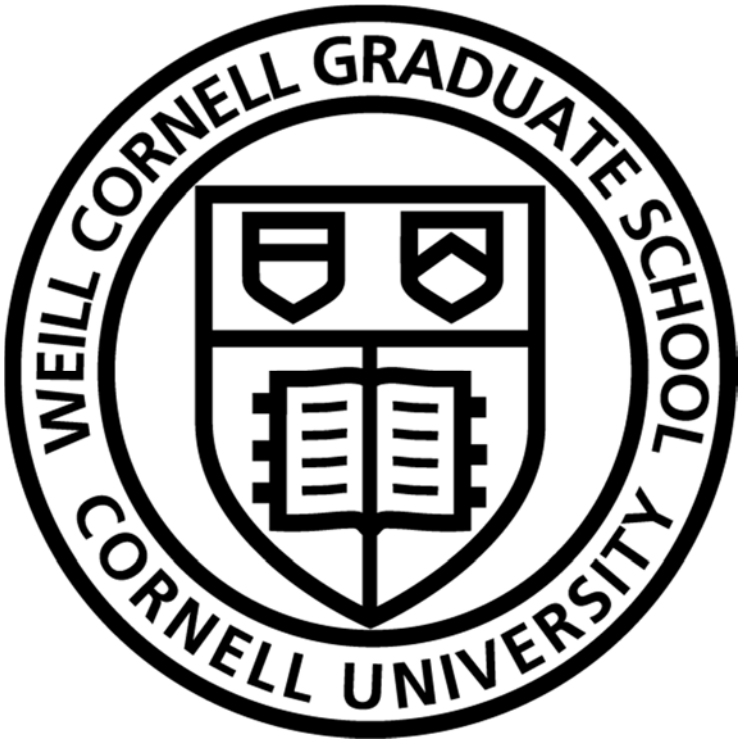
Immunology and Microbial Pathogenesis

Program Guidebook
2015 – 2016



Weill Cornell Graduate School of Medical Sciences

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FORWARD

The Graduate Program in IMMUNOLOGY & MICROBIAL PATHOGENESIS (IMP) at WEILL CORNELL GRADUATE SCHOOL OF MEDICAL SCIENCES (WCGSMS) has only one goal: To educate successive generations of immunology scientists. That we are succeeding is no more highly reflected than in the growth of the program, both in terms of faculty and student recruitment, and in the high profile jobs that our graduates occupy. Faculty membership has steadily climbed to close to three dozen professors of whom 9 are Assistant Professors. This influx of young professors lends tremendous vitality to the Program. That our faculty hails from three formally independent institutions, WEILL CORNELL MEDICAL SCHOOL, MEMORIAL SLOAN-KETTERING CANCER CENTER AND HOSPITAL FOR SPECIAL SURGERY, yet closely bands together under the Cornell *Alma Mater* to fulfill our educational mission, creates uncommon breadth in scholarship and scientific research projects, not to mention superior laboratory resources.

While Immunology has proliferated to be a companion in every discipline within the biological and medical sciences, IMP does not cover all specialties. Instead it boasts concentrations in Tumor Immunology, Innate Immunity & Pathogen Defense and Autoimmunity. These programs-within program are based in 14 independent laboratories but are anchored in the broader scientific fabric of basic immunology endeavors pursued by another 20-odd laboratories.

Our program places great emphasis on scholarship. Beginning in the first year with course work in Fundamental Immunology and complemented by electives in anything from Cell Biology to Structural Biology, we offer, nay insist on, continued education throughout the graduate studies in the form an Advanced Immunology course with flexible topics, a Seminar Series highlighting the latest developments in the field presented by distinguished scientists, and a student-run forum for exchanging ideas of their thesis work. The educational palette is capped by a yearly retreat where students, post-doctoral fellows and faculty share their successes in a relaxed atmosphere.

An experimental science like Immunology would not flourish without bench-work. Beginning with three rotations through laboratories they choose, students train under the mentorship of a professor. They are expected to, and usually succeed in, completing their thesis project within five years. To preserve students' academic freedom the mentors need not all be members of IMP but, if appropriate, can belong to other Graduate School Programs.

A word of advice to the incoming students: Work hard and choose wisely; Avail yourselves to the tremendous opportunities offered by the Immunology Program and the Graduate School at large. The motto heard widely in advertisements: “You can do it-we can (will) help” applies here as well.

Jayanta Chaudhuri
Program Director

Graduate School Contacts

WEILL CORNELL GRADUATE SCHOOL OF MEDICAL SCIENCES (WCGSMS)

www.weill.cornell.edu/gradschool/

Who's Who in the Graduate School

	Location	Phone
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Student Services

Housing
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International Student Services
Processing of I-20 Form; Optional Practical Training Application; Certification Letters for International Students
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Stipends
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Health Insurance
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Student Health Services
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ACE and Final Examinations, Orientation, Convocation & Commencement
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Reimbursements
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Grants and Fellowships
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Outreach Opportunities
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Career Planning
Contact: Dr. W. Marcus Lambert, A-131, wil2009@med.cornell.edu, 212-746-6565

Social and Cultural Events
Discounted tickets for movies, opera, ballet, sports events, Asphalt Green sports complex
Kerri McCabe and Chantel Gooding, Olin 231;
eduevents@med.cornell.edu
Tickets sales hours: 10:00 am-12:00 pm

FACULTY Roster

Title	Last Name	First Name	E-mail	Office	Phone
Assistant Professor	Altan-Bonnet	Gregoire	altanbog@mskcc.org	ZRC-1419	646-888-2399
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Weill Cornell Graduate School of Medical Sciences

STUDENT Roster

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Boyle	Kerry	2010	PhD	keb2017@med.cornell.edu
Caballero	Silvia	2009	PhD	sgc2001@med.cornell.edu
Calhoun	Susannah	2012	PhD	szc2004@med.cornell.edu
Campbell Menezes	Clarissa	2011	PhD	ccm2003@med.cornell.edu
Chang	Peter	2008	PhD	psc2003@med.cornell.edu
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Chia (Young)	Jennifer	2011	MD/PhD	jey2002@med.cornell.edu
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Do	Mytrang	2014	MD/PhD	myd2002@med.cornell.edu
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Samillo	Dane	2011	PhD	dws2005@med.cornell.edu
Scott	Andrew	2015	PhD	ans2012@med.cornell.edu
Seo	Minkyung	2008	PhD	mis2049@med.cornell.edu
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Xu	Weizhen	2010	PhD	wex2004@med.cornell.edu

† enrolled as 3rd year transfer student

Location Abbreviation Key

BRB = Belfer Research Building
CRB = Caspary Research Building
HSS = Hospital for Special Surgery
NYP = New York Presbyterian Hospital
RRL = Rockefeller Research Laboratories
SKI = Sloan Kettering Institute
WMC = Weill Medical College

For more information on building locations, see Campus Map at the end of the Guidebook

Program Leadership & Assignments to Committees

IMP PROGRAM CO-CHAIRS

Carl Nathan (WCMC)
Alexander Rudensky (MSKCC)

IMP PROGRAM DIRECTOR

Jayanta Chaudhuri

STUDENT ADMISSIONS

Jayanta Chaudhuri, Chair
Alexander Rudensky
Lionel Ivashkiv
Theresa Lu
Sabine Ehrt
Ming Li

FACULTY ADMISSIONS

Carl Nathan
Alexander Rudensky

1st YR STUDENT ADVISOR

Jayanta Chaudhuri

ACE Assigner

Xiaojing Ma

STUDENT EVALUATION

Carl Nathan
Alexander Rudensky
Jayanta Chaudhuri

CURRICULUM COMMITTEE

Jayanta Chaudhuri
Ming Li
Theresa Lu
Joseph Sun

SEMINAR SERIES

Alexander Rudensky

RESEARCH IN PROGRESS

Joseph Sun

RETREAT PLANNING COMMITTEE

Joseph Sun, Faculty Chair

Dane Samilo, Student Chair
Jennifer Chia
Krista Dubin
Soyoung Oh
Jennifer Oyler-Yaniv
Rajat Singh
Meredith Wright

Important Dates 2015-2016

Student Orientation - Monday, August 24th - Friday, August 28th

Chalk Talks by IMP Faculty - - - - - - - - - - - - - - - - - - - Tuesday, September 8th - Friday, September 18th
EVENINGS, after 5PM

2015 IMP Scientific Retreat - - - - - - - - - - - - - - - - - - - Thursday, October 15th - Friday, October 16th

Scientific Writing Workshop - - - - - - - - - - - - - - - - - - - Monday, November 2nd from 3-5PM; Room B-307

First Year Lab Rotations

NB: All lab rotations must be approved IN ADVANCE by the Program Director

First Lab Rotation - Monday, September 28th- Friday, December 19th
- Rotation Agreement due - - - - - - - - - - - - - - Monday, September 28th
- First Rotation Symposium - - - - - - - - - - - - - Thursday, December 10th, 2015; 12-2PM
- Rotation Report & Evaluation due - - - - - - - Friday, January 8th, 2015

Second Lab Rotation - Monday, January 4th - Friday, April 1st
- Rotation Agreement due - - - - - - - - - - - - - - Monday, January 4th
- Second Rotation Symposium - - - - - - - - - - - Thursday, March 31st, 2016; 12-2PM
- Rotation Report & Evaluation due - - - - - - - Friday, April 15th, 2016

Third Lab Rotation - Monday, April 11th - Friday, June 24th
- Rotation Agreement due - - - - - - - - - - - - - - Monday, April 11th
- Third Rotation Symposium - - - - - - - - - - - - - Thursday, June 23rd, 2016; 12-2PM
- Rotation Report & Evaluation due - - - - - - - Friday, July 8th, 2016

Registration

NB: in addition to courses, students must also register for Lab Rotations (LROT), ACE and Final Exams when appropriate

Quarter I & II (Current Students) - - - - - - - - - - - - - - - Monday, July 6th - Friday, August 28th
Quarter I & II (New Students) - - - - - - - - - - - - - - - - - Monday, August 24th - Friday, August 28th
Quarter III & IV - Monday, November 30th - Sunday, December 13th

Thanksgiving Day Recess - - - - - - - - - - - - - - - - - - Thursday, November 26th - Friday, November 27th
Winter Recess - Monday, December 21st - Friday, January 1st
Spring Break - Monday, March 21st - Friday, March 25th

IMP Educational Program 2015-2016

COURSES/WORKSHOPS/ETC

First Year Requirements
Fundamental Immunology I & II (Year Long/QI-QIV: **IAMP.5004**)
Genes to Cells (Year Long/QI-QIV: **BCMB.5003**)
Responsible Conduct in Research (4 of 8 Live Sessions AND Group Discussions; QI-QII: **RCRP.9010**)
Scientific Writing Workshop (1 Live Session with Dr. Carl Nathan) *~ NOT A REGISTERED COURSE ~*

Second Year Requirements
Quantitative Understanding in Biology (QI: **PBSB.5005**)
Advanced Topics in Immunology (different modules offered every year in the Fall; QI-QII)*

Every Year Requirements
Immunology Research in Progress (Year Long/QI-QIV: **IAMP.9530**)
Seminars in Immunology (Year Long/QI-QIV: **IAMP.9002**)
Journal Club** *~ NOT A REGISTERED COURSE ~*

Any Year/When Offered Requirements
Advanced Topics in Immunology (different modules offered every year in the Fall; QI-QII)*

Optional/Recommended
Molecular Genetics (QI-QII: **BCMB.5001**)***
Biochemistry & Structural Biology (QI-QII: **BCMB.5002**)***
Microbial Pathogenesis (offered at RU) ***
Grant Writing Workshops (various offered throughout the year)

* **A minimum of ONE Advanced Topics modules is required before the ACE Examination. At least TWO additional ATI modules must be taken in subsequent years.**

** Students are required to participate in a Journal Club (JC). Options include the IMP Student JC (run by Dane Samilo; dws2005@med.cornell.edu), the Rudensky's Lab JC or else another lab's regularly meeting JC.

*** Either Molecular Genetics OR Biochemistry & Structural Biology OR one half of Microbial Pathogenesis may be substituted for one Advanced Topics in Immunology module after the ACE.

Weill Cornell Graduate School of Medical Sciences

IMP Program Course Chronology Table

	Aug 31 Start QI	Oct15-16 Retreat	Nov 9 Start QII		Jan 19 Start QIII		March 28 Start QIV			June 13 Summer Term
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
1st Year	Fundamental Immunology Part I ~~~~~~~~~~~~~~~~~~→ Fundamental Immunology Part II ~~~~~~~~~~~~~~~~→ From Genes to Cells~~~~~~→ Responsible Conduct of Research~~~~~~~~~→ (4 of 8 Live Sessions AND Discussions minimum) ~~~~~~~~~→ Chalk Talks ~~~~~~~~~~~~~~~~~~~~~~~~~~~→ First Rotation ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~→ Second Rotation ~~~~~~~~~~~~~~~~~~~~~~~~~~~~→ Third Rotation Scientific Writing Workshop (Nov 2nd) (1 Live Session given by Dr.Nathan)										
2nd Year	Advanced Topics* Advanced Topics* Quantitative Biology→ ~~~~~ACE~~~~~~PREPARATION~~~~~~~AND~~~~~~~ EXAM~~~~~~~										
Any/ Every Year	Advanced Topics* Advanced Topics* Molecular Genetics** ~~~~→ Biochemistry ** ~~~~~~~~~→ Microbial Pathogenesis (RU)** ~~~~~~~~~~~~~~~~~~~~~→ Immunology Research in Progress ~~~~~~→ Seminars in Immunology ~~~~~~→ Journal Club (not a course) ~~~~~~→										

Color Key: Begin Quarter Required Courses One Option Required Required All Years Suggested Course

* Advanced Topics in Immunology Modules cannot be taken until the Fundamental Immunology Course has been completed (or its equivalent with approval from the Program Director). At least 1 Advanced Module is required before the ACE.
** Molecular Genetics OR Biochemistry OR one half of Microbial Pathogenesis may be substituted for one Advanced Topics Module.

IMP Program Procedures

STUDENT ADVISOR

The Student Advisor (Program Director, Dr. Jayanta Chaudhuri) meets individually with all first and second year students. The purpose of these meetings is to provide advice and support on all aspects of academic life and to review each student's progress. These meetings will occur at least two times during the student's first year in the Program. At the end of the first year, students are expected to select a Thesis lab and continue to be advised by their PI. The Program Director will meet and advise students after their first year as needed.

CHALK TALKS

In the beginning of the month of September the Program faculty will give brief presentations about their research. The purpose of these Chalk Talks is to help first year students choose labs for their rotations. The Chalk Talks will take place in the evenings and will last approximately 90 minutes (~3-4 faculty presenters; 20 minutes for each talk). During these sessions faculty members will discuss their work and take questions from students.

LABORATORY ROTATIONS

NB: Students must receive approval by the Program Director for each lab rotation IN ADVANCE of the rotation start-date.

Incoming students are expected to complete THREE lab rotations before undertaking thesis research, each lasting about 10-12 weeks (see "Important Dates"). The major objective of these rotations is to expose students to a broad range of topics and hands-on research experience, and eventually to allow the student to identify a thesis lab. The rotation project is often related to the ongoing projects in the lab, but ideally should provide the student a distinct experimental focus. At the end of each rotation there will be a Rotation Symposium where students will present the work they did during their lab rotations.

Following each rotation, a concise written report (no more than 1 page long) must be submitted to the rotation sponsor and the finalized report must be submitted to the IMP Coordinator, Lea Benguigui, within two weeks of completion of the rotation. The report should describe the project (theoretical background, aims and results) as well as the overall significance of the research undertaken during laboratory rotation. These reports become part of the student's file and a part of the student's evaluation prior to the ACE examination.

More than 3 rotations may be permitted, with the approval of the Program Director, if the student has not identified a thesis lab by the beginning of the second year. A thesis lab must be identified before the start of the third academic year, and the ACE exam must be taken no later than the first semester of the third academic year.

IMP Program Procedures (continued)

SEMINARS

Seminars are an effective mechanism adopted by researchers to learn about new areas and to critically evaluate ongoing research. The seminars provide an important educational resource to faculty and students alike.

a. Immunology Research in Progress*

IMP students and postdoctoral fellows present work in progress and related papers at a weekly Seminar. Students, postdoctoral fellows and faculty in the program attend the seminars.

*** Students must register once a year in Quarter I in order to receive credit for the class.**

b. Seminar Series in Immunology* - Invited speakers

Immunology Seminars are held on a rotating basis Mondays, 1:30-2:30 by all the following participating Institutions, Weill Medical College, Sloan Kettering Institute, Hospital for Special Surgery and Rockefeller University. Students will have multiple opportunities to meet the visiting speaker.

*** Students must register once a year in Quarter I in order to receive credit for the class.**

IMP Core Curriculum

Students in the IMP Program are required to complete a program-specific educational program (found on page 10 of this Guidebook). Students are expected to complete required courses with a grade of High Pass or better to remain in good academic standing. Students will be allowed no more than one Low Pass on any required course with the exception of Fundamental Immunology.

SCIENTIFIC RETREAT

A highlight of the IMP program is the annual Scientific Retreat, which provides an opportunity for faculty, students and postdoctoral fellows to interact with each other on both a personal and professional level. The 2015 Retreat is scheduled to take from **Thursday, October 15th through Friday, October 16th** at the Mohonk Mountain House in New Paltz, NY (www.mohonk.com), a historic hotel nestled in the pristine wilderness of the Shawangunk Mountains. The two-day event includes lectures on a variety of topics along with poster presentations by students and postdocs describing their ongoing work. There is also plenty of time to mingle with other members of the Immunology Program and to enjoy the abundant recreational activities and natural beauty of the resort.

Admissions to Candidacy Exam Procedures

General Information

- The ACE exams will be given at a single time each year, in the late spring.
- The whole process from initial formal interaction with the faculty until the oral exam will take about 10 weeks.
- The student will get no written feedback on a "passed" written exam until the oral exam.
- Revisions of the written exam, if any, will follow rather than precede the oral exam.
- Each student will have an individual ACE committee that will be assigned by the ACE assigner.
- Students will not choose the faculty on their committee.
- Students have the right to petition with cause for replacement of a committee member in case a personal conflict exists between them.
- Two times DISAPPROVAL of Topic (specific aims) is equivalent to a FAIL. Two times DISAPPROVAL for the full proposal is equivalent to FAIL. Two times Oral Exam TABLED is equivalent to FAIL. Students who receive a FAIL grade will be asked outright to leave the IMP Program or be referred to the Student Evaluation Committee for final decision.

Before the ACE

At least one Advanced Immunology module must be completed before a student is eligible for the ACE. Students are strongly encouraged to read successful NIH grant applications as preparation for the ACE and to take advantage of the Advanced Immunology modules to practice developing specific aims and experimental designs. A grade of HP or greater in Fundamental Immunology is necessary in order to take the ACE.

ACE Proposal Topic (AIMS) and the Assigner

The assigner, an IMP faculty member appointed to this position by the program co-chairs, will meet with the entire group of students planning to take the ACE at a mutually agreeable date in advance of the topic submission deadline, usually ~one month before, to discuss the ACE format and to address any questions from the students. At this time, each student can start to choose an appropriate topic and develop it into a proposal outline.

By April 1 (date subject to change), the students will submit an outline of not more than 2 pages to the ACE assigner. The outline should specify no more than 3 specific aims.

The assigner will determine if the outline meets the criterion of sufficient topical independence from the work of the thesis lab. For this reason, students must also include with the topic outline the name of their thesis advisor and a brief description of their research project (one page max). If not, the student will have to submit another outline within a few days. Thus it behooves the student to submit the outline to the Assigner in advance of the deadline.

The Individual ACE Committee

If the assigner approves the outline on the criterion of independence, the assigner will designate an ACE committee for each student consisting of four members of the faculty body selected from the IMP Program or, if necessary, from another program. The assigner will designate one of the four as Chair and ensure that the Chair knows and takes responsibility for meeting the timelines.

Topic Approval

The topic is up to the student, with the following advisory considerations: It is the student's ***privilege*** to have flexibility and latitude in choice of the ACE topic. However, it is the student's ***responsibility*** to convincingly demonstrate independence of thought. The closer the ACE topic is to the thesis topic, the more difficult it may be to establish the independence of the student's thinking. However, it is often the case that the ACE is taken at a point when the thesis topic is not defined or the thesis topic that was initially chosen does not pan out. An independently-conceived ACE topic may give shape to or even become a thesis topic; this is welcomed.

The only restriction on topic choice is that the thesis lab head must certify that the specific aims were developed independently of the lab head, and moreover, when the written exam is turned in, the lab head must certify that the work proposed therein is not derivative of past or current work in that laboratory. For this reason, students must also include with the topic synopsis the name of their thesis advisor and a brief description of their thesis research project (one page max).

Weill Cornell Graduate School of Medical Sciences

Admissions to Candidacy Exam Procedures (continued)

The Written Exam

Once the topic/outline is approved the student will have 6 weeks in which to provide their individual committee members with a written proposal with the following limits:

- The proposal must not exceed 6 single-spaced pages including figures (exclusive of title page and reference list)
- The type font must be Arial 11 or Times New Roman 12 point and the text should have 1-inch margins all around

Please note that failure to adhere to the prescribed format will result in immediate rejection of the proposal without consideration of the scientific merits.

In preparing the exam the student may seek any advice they wish, except not from their exam committee and not from their thesis mentor.

The written exam must be the work of the student alone.

Each proposal will be assigned a primary, a secondary and a tertiary reviewer of the ACE committee, all of whom will read and rate the proposal. The individual committee will have 2 weeks in which to read the student's written exam and recommend APPROVAL, REVISION, or DISAPPROVAL of the proposal. A written critique will be prepared for each proposal by all three ACE reviewers in a concerted manner. Approval of the written exam means that the student can proceed to the oral, but does not preclude that the student may be asked to rewrite part of the written exam if the oral exam is tabled. Revised proposals must be submitted to the assigner, the chairperson of the ACE committee and the Program Coordinator. The revised proposal should include a preface section that briefly summarizes how the points raised in the critique have been rectified. If the revised proposal is disapproved again by the committee, it is tantamount to a failing grade for the student.

Upon proposal approval, the **Application for Admissions-to-Doctoral Candidacy Examination form** must be completed and filed with the Graduate School office.
Please note you will not be able to move forward with the Oral Exam portion of the ACE unless the proper forms have been filed.

The Oral Exam

Students will have up to eighteen days between receipt of the written critique and the date of the Oral Exam. It is strongly recommended that students practice the oral portion of the exam with and audience of other students, including their second year and more senior students.

Participants of the oral exam include: student, four members of the ACE committee and the student's thesis advisor. After all parties are convened, the student will be excused and an initial evaluation of the written proposal, the critiques and student's laboratory and classroom performance, will be executed. At this time, the thesis advisor will be excused and the student will be invited to present the key features if the research proposal. The presentation should take about 15-20 minutes, during which time students should expect to be interrupted by the faculty.

When the oral presentation has concluded, the student will be excused from the room and the committee will recommend APPROVAL (PASS), TABLE, or FAIL. A grade of PASS signifies satisfactory completion of the candidacy exam. A grade of TABLE will entail some follow up oral exercise for the student to address lingering concerns of the examiners. A grade of FAIL will be referred to the Student Evaluation Committee for consideration in light of the student's overall academic performance. In such cases, the Student Evaluation Committee can recommend that the student either be allowed to re-qualify for Ph.D. candidacy or that the student be asked to leave the program.

Please note that approval of the written portion of the ACE is not equivalent to a PASS for the ACE.
The final PASS/TABLE/FAIL decision is made solely by the Oral Examination Committee.

Thesis Special Committee

Finally, students receiving a grade of **PASS** will be required to assemble and meet with their **THESIS COMMITTEE** within 6 months of completing the ACE. Each student, with the aid of his or her mentor will be responsible for selecting the members of the committee.

The **Nomination of Thesis Special Committee form** must be completed and filed with the Graduate School office once the student has assembled their committee.

Special Committee/Thesis Research

Frequency of Thesis Special Committee Meetings

The Dean's office and the WCMC Executive Committee are serious about monitoring each student's progress and are concerned that the student's Special Committee is carefully monitoring this process as well. The Graduate School requires that the Special Committee meet at least once a year. More frequent meetings are encouraged by the Graduate Program in Immunology. Meetings held at intervals of 4 - 6 months are reasonable. More frequent meetings allow more opportunity to maintain interactions. Frequent meetings can be much shorter than meetings that cover longer periods of work.

Note: The policy on student dismissal explicitly states that a student who has not had a meeting within the last year is not considered in good standing.

Role in Setting of Formal Course Requirements for the PhD Degree

The development of the scholarship and research abilities of senior students is the responsibility of both the Examination Committee that conducts the ACE and the Thesis Special Committee. Either of these committees can make recommendations or impose requirements on the student beyond the general requirements of the Graduate College and the educational standards outlined by the Graduate Program in Immunology. These requirements may include formal courses, upper level seminar style courses, undertaking an independent reading course supervised by a faculty member, participation in seminars, requirements to participate in poster sessions, requirements to give talks in formal or informal seminar series, etc. These types of activities are often voluntarily undertaken by students because of their desire to strengthen their abilities, but it is the responsibility of the Special Committee to assure that the student is well prepared for their future career. If a student has demonstrated a generally sound understanding of important principles during the ACE exam, but has a weakness in one or more areas, the ACE Committee may pass the student with the provision that the weaknesses should be readdressed by taking one or more courses. This is termed a "Conditional Pass".

Continuing Education

While completing thesis work, students are expected to continue to attend seminars and are encouraged to take or audit graduate courses to continue their education and broaden their knowledge of Immunology and related disciplines.

Student's Ability to Change Programs or Thesis Labs

Immunology students are encouraged to perform their thesis work in the laboratory of a member of the Immunology Program faculty. Thesis work in a laboratory within other Graduate School Programs is permitted with approval of the Immunology Program Director. A student in good standing in a program other than Immunology can transfer to the Immunology Program provided that certain requirements are fulfilled. The terms of the transfer are to be discussed with the Program Directors of both the original program and the Immunology Program. The transfer requires formal approval from both Program Directors and the Associate Dean for Graduate Studies. Students changing into the Immunology Program will be required to complete the Fundamental Immunology course, as well as additional Immunology courses as determined by the Program Director.

Completion of Thesis

Students in the IMP Program are expected to complete their thesis within six years. Exceptions must be reviewed and approved by the program Director, co-Chairs and Dean of the Graduate School.

In an effort to help ensure that students are progressing to degree appropriately, any student in their sixth year (or beyond) will need to complete a **Progression to Degree form** with their Thesis Mentor. The form is submitted to the Graduate School and should outline plans for the student's progress to graduation.

WCGSMS Code of Legislation (excerpts)

XIV. Policies and Procedures for Transfer/Dismissal of a Student in the Ph.D. or M.S. Program

87. The Program in which a student is enrolled determines whether the student is in good standing according to the following criteria:
A student is in good standing unless:

1a) the WGSMS requirement of passing all courses is not met
- i. the student receives a Fail in any required course or required elective.
- ii. the student receives a Fail in Journal Club/Seminar.
- iii. the student receives an Unsatisfactory in a laboratory rotation
- iv. the student receives a Fail in the first year examination (if given)

1b) the student receives a Low Pass in any course or Journal Club/Seminar and the Program faculty, upon evaluating the student's overall performance, concludes the student is not performing adequately. The Program faculty decide how to evaluate the overall academic performance and the significance of any Low Pass grades.

2. After passing the ACE, the student is not performing adequately as determined by the student's Special Committee.

3. The student violates the Code of Ethics.

88. A student who is placed on probation (1 or 2 above) or receives a Low Pass (as defined in 1b) must meet within one week with the Program Director to discuss the requirements and likelihood of regaining "good standing". A formal, written review of the student's performance must occur at the end of the academic year but may occur during the year if the student's performance is sufficiently poor to warrant immediate attention. A formal letter of reinstatement to good standing from the Program Director must be received by the Dean before a student's probation is lifted.

89. Under extraordinary circumstances, the student may petition the Dean to create a Committee of Review to re-evaluate the recommendation for probation in order to allow a student to transfer from one Program to another (see Transfer Policy). This committee will be composed of three members of other Programs' faculties. The decision to form a Committee of Review will be made by the Dean after his review of the student's performance and/or after discussion with the student. The Committee of Review will submit a written report that describes the reasons for their decision. If the Dean decides to allow the student to be re-instated in "good standing", the Dean will help the student transfer to another Program.

90. **Transfer Policy for Ph.D. Students**. Only a student in good standing may transfer from one Program to another. A student on probation may not transfer to another Program. Transfer requires the agreement of the Director of the Program to which the student is requesting transfer and the Dean. It is WGSMS policy that a student is allowed to perform his/her thesis research in the laboratory of any member of the WGSMS faculty, even if the mentor is not a member of the student's Program. The Program must honor the student's choice of research mentor while allowing the student to continue in that Program. Under extraordinary circumstances, especially early during the first year of a student's tenure, the Program may advise the student to transfer to another Program. The decision regarding transfer is made by the student and requires agreement of the Program Director of the Program to which the student is requesting transfer and the Dean.

Time limitations for completing the requirements for the Ph.D. degree

The Code of Legislation of the Cornell University Graduate School of Medical Sciences states that students who do not complete their Ph.D. requirements by the end of their sixth year must petition the Graduate School to remain in the Program. Requests for extension to the seventh year are considered by the Executive Committee or a subcommittee of the Executive Committee. To present a reasonable case for an extension beyond the sixth year, it must be convincingly demonstrated that the student is making satisfactory progress towards the completion of the degree. To do this it is necessary for the sponsor to appear before the committee and describe the student's progress. The Program must also review the student's file and review the reports of the special committee. Any request for an extension beyond the sixth year **must** be supported by a specific recommendation of the Special Committee.

Because of the time limitations on the completion of the Ph.D. degree, students and their special committee are encouraged to exercise caution in changing projects or advisors in the latter stages of their work. The Director of the Program may request that a student who is changing labs must simultaneously seek permission of the Executive Committee to exceed the six-year limitation for completion of requirements of the graduate degree

Limitations of Guaranteed Housing

The graduate school guarantees housing for five years but students must petition for a sixth year if needed. A petition for housing in the sixth year will generally be granted if the student is making satisfactory progress, however, recent petitions for housing after the sixth year have been denied. Obviously, the problem of limited housing plays a role in the issue of limitations on guaranteed housing.

Weill Cornell Graduate School of Medical Sciences

2015-2016 Academic Calendar

2015

Independence Day Holiday Observed	Friday, July 3, 2015
Quarter I & Quarter II Advanced Registration (Current Students)	**Monday, July 6, 2015 - Friday, August 28, 2015**
August Degree Thesis Submission Deadline	Friday, August 7, 2015 (NOON)
Summer Research Term Ends	Friday, August 7, 2015
Conferral of August Degrees	Monday, August 17, 2014
New Student Orientation & Registration	**Monday, August 24, 2015 - Friday, August 28, 2015**
Quarter I Begins (Fall)	**Monday, August 31, 2015**
Quarter I - Last Week to Drop/Add Courses.	Monday, August 31, 2015 - Friday, September 4, 2015
Labor Day Holiday	Monday, September 7, 2015
Quarter I - Course Withdrawal & Audit Deadline	Friday, September 18, 2015
Quarter I Examinations	Monday, October 26, 2015 - Friday, October 30, 2015
Quarter I Ends	Friday, October 30, 2015
Quarter II Begins (Fall)	**Monday, November 9, 2015**
Quarter II - Last Week to Drop/Add Courses	Monday, November 9, 2015 - Friday, November 13, 2015
Thanksgiving Recess	Wednesday, November 26, 2015 - Friday, November 27, 2015
Quarter III & IV Advanced Registration	**Monday, November 30, 2015 - Sunday, December 13, 2015**
Quarter II - Course Withdrawal & Audit Deadline	Friday, December 4, 2015
Winter Recess	Monday, December 21, 2015 - Friday, December 31, 2015

2016

New Year's Day Observed	Friday, January 1, 2016
Quarter II Examinations	Monday, January 11, 2016 - Friday, January 15, 2016
Quarter II Ends	Friday, January 15, 2016
January Degree Thesis Submission Deadline	Friday, January 8, 2016 (NOON)
Martin Luther King, Jr. Birthday Holiday Observed	Monday, January 18, 2016
Quarter III Begins (Spring)	**Tuesday, January 19, 2016**
Quarter III - Last Week to Drop/Add Courses	Tuesday, January 19, 2016 - Friday, January 22, 2016
RECRUITMENT DAYS 1	**Wednesday January 20, 2016 - Friday, January 22, 2016**
Conferral of January Degrees	Monday, February 1, 2016
Quarter III - Course Withdrawal & Audit Deadline	Friday, February 5, 2016
RECRUITMENT DAYS 2	**Wednesday, February 10, 2016 - Friday, February 12, 2016**
President's Day Holiday Observed	Monday, February 15 , 2016
Quarter III Examinations	Monday, March 14, 2016 - Friday, March 18, 2016
Quarter III Ends	Friday, March 18, 2016
Spring Break	Monday, March 21, 2016 - Friday, March 25, 2016
Quarter IV Begins (Spring)	**Monday, March 28, 2016**
Quarter IV - Last Week to Drop/Add Courses	Monday, March 28, 2016 - Friday, April 1, 2016
35th Annual Vincent du Vigneaud Memorial Research Symposium	TBA (No Classes)
Quarter IV - Course Withdrawal & Audit Deadline	Friday, April 15, 2016
May Degree Thesis Submission Deadline	Friday, May 6, 2016 (NOON)
Quarter IV Ends	Friday, May 20, 2016
Convocation Ceremony (Uris Auditorium, 10:30 am)	Tuesday, May 24, 2016
Commencement Exercises (Carnegie Hall, 12:00 pm)	Wednesday, May 25, 2016
Conferral of May Degrees	Wednesday, May 25, 2016
Memorial Day Holiday Observed	Monday, May 30, 2016
Quarter IV Examinations	Tuesday May 31, 2016 - Friday, June 3, 2016
Summer Research Session Begins	Monday, June 13, 2016
Independence Day Holiday Observed	Monday, July 4, 2016
Summer Research Session Ends	Friday, August 5, 2016

NOTE: Courses are tought on a quarterly basis. Degrees are conferred January, May, and August. Calendar dates are subject to change at any time by official action of the Weill Cornell Graduate School of Medical Sciences of Cornell University. For the most up-to-date calendar check the Graduate School website at: http://weill.cornell.edu/gradschool/academic_information/index.html

CAMPUS MAP

Weill Cornell Graduate School of Medical Sciences

Memorial Sloan-Kettering Cancer Center

Research and Institution Addresses

Weill Cornell Medical College	1300 York Avenue
New York Presbyterian Hospital	525 East 68th Street
Memorial Sloan-Kettering Cancer Center	1275 York Avenue
Rockefeller University	1230 York Avenue
Hospital for Special Surgery	535 East 70th Street
Zuckerman Research Center	417 East 68th Street
Rockefeller Research Laboratories	430 East 67th Street
Schwartz Research Building	1250 First Avenue
Belfer Research Building	413 East 69th Street

***Single** and **Double** letters on the map refer to building corridors.

Y: Weill Greenberg Center
B: Baker Corridor (located in New York Presbyterian Hospital)
W: Whitney Pavillion (located in New York Presbyterian Hospital)