The Graduate Program In
Cellular and Molecular Pathology


Faculty and Student Handbook:
Requirements and Responsibilities

Department of Pathology, Microbiology and Immunology
Vanderbilt University

*Revised May 2014*

CONTENTS (be sure page numbers are correct after edit)

 **I. Overview**  3

 **II. Program**  3

 **A. First Year**Special note concerning direct admission 3-4

 **B. Course Requirements — Ph.D.**
Required Courses 4
Electives in the Cellular and Molecular Pathology Graduate Program 4

 **C. Course Requirements — MSTP (Medical Scientist Training Program)**  5

 **D. Selection of Thesis Advisory Committee**  6

 **E. Qualifying Examination Phase I**  6-7

 **F. Qualifying Examination Phase II**  7-8

 **G. Role of Thesis Advisory Committee**  8

 **H. Thesis**Preparation 8-9
Defense 9
 Summary 9
 Final Examination 9
 Guidelines for Examiners 10
 Final preparation and binding 10-11

 **I. Role of the Mentor During Phase I & II Exams and Dissertation Defense** 12

 **J. Graduate Student Travel**  12

 **III. Time Schedule**  13

 **IV. Graduate Faculty**  14

 **V. Thesis Advisory Committee Report Form**  15

 **VI. Forms List** 16

 **VII. Graduate School Policy on Parental Leave**  17

**VIII. Pathology, Microbiology and Immunology Graduate Student Travel Policy** 18

Student Travel Forms 19-20

I. Overview

 The graduate program in Cellular and Molecular Pathology provides training in biochemical, cell and molecular biological research to elucidate the fundamental mechanisms of human disease processes. The program emphasizes training in experimental laboratory investigation leading to the Ph.D. degree for students interested in pursuing careers in basic biomedical research and teaching. Graduate study in this area offers students the opportunity to integrate principles of molecular genetics, cell biology, biochemistry, and biophysics into research relevant to improving the quality of life through the discovery of new avenues for treatment of disease. The research interests of the faculty are diverse and include vascular biology, tumor pathology, neurobiology, infectious disease, and tissue repair and remodeling. Major areas of research in the department are vascular biology and tumor pathology.

II. Program

A. First Year

 The first year of graduate study in Biomedical Sciences at Vanderbilt is under the direction of the Interdisciplinary Graduate Program (IGP). All graduate students in the Biomedical Sciences, regardless of their specific interests will be enrolled in this program for their first year of study. During this year, the students take a common curriculum that is designed to provide a solid core of knowledge in all of the disciplines of basic biomedical science. Even though the students entering this program come from diverse academic backgrounds, it is the aim of this program to prepare students to enter any department with the foundation to perform effectively in any advanced course and to complete the requirements for the Ph.D. degree. During the first year of study, students identify the laboratory in which they will pursue their thesis research through research project rotations, undertaken in each of four laboratories of their choice. At the end of the Spring semester, the students declare their choice of a department and laboratory for their thesis research.

*\* Special Note concerning direct admission:*

 Students can gain admission directly into the graduate program in Cellular & Molecular Pathology. Direct admission usually occurs when the prospective student has already identified a research laboratory and a mentor within the Department, and the mentor has agreed to provide the financial support (tuition, fees, and stipend) for the student. In most cases, students gaining direct admission will be required to take the IGP coursework during their first year. They will not be limited to 8 hours/semester as with the typical IGP student.

 In the rare occurrence of a student wishing to gain direct admission into the Cellular and Molecular Pathology program without first having identified a laboratory and a mentor, the student will be required to complete three 7-week research rotations with Pathology faculty members. These rotations will be interdigitated with course work or they may be taken during the summer. No rotations may be arranged and undertaken without prior approval of the Director of Graduate Studies (DGS). In addition, when a laboratory rotation is undertaken, the student and faculty member involved should notify the DGS in writing. This should include a brief outline of the nature of the proposed project. At the conclusion of the rotation a brief report should be filed by the faculty member and a grade reported to the DGS.

 Direct admission to the Cellular & Molecular Pathology Program without having first identified an advisor will occur only under very unusual circumstances.

B. Course Requirements — Ph.D.

*Required: (change numbers to new system)*

Pathology 8331 Seminar in Experimental Pathology

Pathology 8332 Current Topics in Experimental Pathology

M&IM 8335 Research Proposals: Preparation & Critical Review

Pathology 8351 Cellular and Molecular Basis of Disease

Pathology 8352 Cellular and Molecular Basis of Disease

Pathology 8999 Non-Candidate Research *(research prior to entering into candidacy)*

Pathology 9999 Research *(research after entering into candidacy)*

 *Elective courses in the Department of Pathology:*

Pathology 8322 Experimental Methods in Pathology

Pathology 8335 Molecular Pathology of Extracellular Matrix

Pathology 8337 Cellular and Molecular Basis of Vascular Disease

 Students must make a grade of B or better in PATH 8351 and 8325 (Cellular and Molecular Basis of Pathology), complete at least 24 hours of didactic work, and maintain an overall B average in didactic courses. Satisfactory (S) and unsatisfactory (U) grades are given for Pathology 8999 and Pathology 9999. Three unsatisfactory grades will result in dismissal from the program.

Students in the Cellular and Molecular Pathology Graduate Program are expected to regularly attend the weekly "Works in Progress" and "Journal Club" sessions. Attendance can be excused if the student has an emergency, is attending an offsite conference or if an important seminar or meeting is occurring on site that conflicts with attendance at "Works in Progress" or "Journal Club." It is expected that absences will be rare during the semester. For anticipated absences, it is the student's responsibility to obtain permission to be absent from the director(s) of "Works in Progress" or "Journal Club" as soon as they realize a conflict exists. In the case of emergencies, the student should notify the "Works in Progress" or "Journal Club" directors as soon as possible but no later than one week following the absence. It is at the discretion of the "Works in Progress" or "Journal Club" directors whether an absence is excused. The DGS and Cellular and Molecular Pathology Program Manager should be copied on all requests for absence. Attendance is kept at "Works in Progress" or "Journal Club" and the student's attendance record is provided to the student's Dissertation Advisory Committee Chair prior to each meeting of the committee. The student's attendance is factored into the committee's overall evaluation of the student's progress.

**C. Course Requirements** — **MSTP (Medical Scientist Training Program) Students**

|  |  |  |  |
| --- | --- | --- | --- |
| **Pathology** | **GS Credit Hours** | **Semester Total** | **Cumulative Total** |
| **Medical School** |  |  |  |
| **Fall (VMS I) •** Molecular Foundations of Medicine**•** MSTP Seminar (IGP 8310) | 1 | 1 |  |
| **Spring (VMS I)•** Structure, Function, and Development**•** Medical Microbiology and Immunology**•** MSTP Seminar (IGP 8310) | 1 | 1 |  |
| **Fall (VMS II)•** MSTP Seminar (IGP 8310) | 1 | 1 |  |
| **Spring (VMS II)•** Disease, Diagnoses, and Therapeutics (PATH 383) **•** The Brain and Behavior**•** MSTP Seminar (IGP 8310) | 101 | 11 |  |
| ***Didactic Hours*** |  |  | **14** |
| **Graduate School** |  |  |  |
| **Fall•** Seminar in Experimental Pathology (PATH 8331)**•** Cellular and Molecular Basis of Disease (PATH 8352)\***•** Electives\*\***•** MSTP Seminar | 133 | 7 |  |
| **Spring •** Current Topics in Experimental Pathology (PATH 8332)**•** Research Proposals: Preparation & Critical Review (M&IM 8335) **•** Cellular and Molecular Basis of Disease (PATH 8351)\***•** Electives\*\***•** MSTP Seminar | 12(3)\* TBD | 3 |  |
| ***Didactic Hours*** |  |  | **10** |
|  |  |  |  |
| ***Total Didactic Hours*** |  |  | **24** |

\* Only 1 equivalent semester is required of either PATH 8351 or 8352

\*\* Additional elective courses may be deemed necessary depending upon the student’s course of study and in consultation with the mentor and DGS.

Phase I qualifying examinations in Pathology are scheduled in Summer at the end of the G1 year.

Students must maintain an overall B-average in didactic courses.

D. Selection of Thesis Advisory Committee

 The Thesis Advisory Committee will administer both Phase I and Phase II of the Qualifying Exam and oversees the student’s progress in the program. The committee will consist of at least five faculty members, with at least three members, including the Thesis Advisor, being from the Division of Investigative Pathology (IP), Department of PMI and at least one but no more than two with Graduate Faculty Appointments from other programs/departments. The members from the IP Division may have primary or secondary appointments in PMI. In selecting members of the Thesis Advisory Committee, it should be kept in mind that this committee will provide oversight and direction for the student through the final defense. Consequently, members should be selected carefully, based on their specific areas of expertise and their expected contributions in advising the student during the dissertation research. In the first step of the selection process the student and preceptor, in consultation with the DGS, should develop a list of faculty for the committee. When the list has been approved by the preceptor and the DGS, the student should then contact the faculty to determine their willingness and availability to serve. Faculty members should not be asked to serve on the committee until the list has been approved by both the preceptor and the DGS. The Chair of the Thesis Advisory Committee should be selected by the Thesis Advisor and the student in consultation with the DGS, prior to the first committee meeting. In general, the Chair of the committee should hold a primary faculty appointment in the Department of Pathology, Microbiology and Immunology; faculty holding secondary appointments in the Department may serve as Chair only with the approval of the DGS.

After faculty members have agreed to serve on the committee, a "Request to Appoint a Thesis Committee" form should be completed and submitted to the Graduate School. The Graduate School then officially appoints the committee and notifies each member. The "Request to Appoint a Thesis Committee" form and other forms can be found on the Graduate School website (<http://www.vanderbilt.edu/gradschool/form_locator/>).

**E. Qualifying Examination Phase I**

 A student must have completed at least 24 hours of didactic work prior to taking Phase I of the Qualifying Exam. Unless there are special circumstances approved by the DGS, the Phase I Qualifying Examination should be completed in the summer of the second year. This means that students should have the specific aims of their qualifying exam proposal approved by their committee no later than May 1 of their second year of graduate school (first year in the CMP program).  The qualifying exam should take place no later than August 1 of that same year. Since it is difficult to schedule an exam during the summer months, the student should finalize the date of the exam as soon as possible after the specific aims have been approved. It is expected that the exam date will have been established no later than the end of May. The student should notify the Director of Graduate Studies and the Cellular and Molecular Pathology Program Manager as soon as the exam date is finalized. The Program Manager can help arrange a suitable room for the exam. Notification of the exam date and scheduling of a room for the exam should be completed no less than four weeks in advance of the exam.

 The examination will be administered by the student’s Thesis Advisory Committee. The purpose of the Phase I Qualifying Examination is twofold:

 a) To test the student’s ability to define a basic scientific research question, evaluate relevant literature, and propose critical experiments to address the question;

 b) To test the student’s depth and breadth of knowledge of basic cell and molecular pathology.

 For this examination, the student is required to develop a novel proposal based on the research she/he plans to undertake in the Thesis Advisor’s laboratory and defend the proposal before the Thesis Advisory Committee. The proposal should follow the Research Plan section of the NIH R01 grant format and be no more than 10 pages, double-spaced, with no more than 30 lines of text per page and type face with an average spacing of no more than 15 characters per inch. The written proposal should include the hypothesis to be tested, specific aims, sufficient background to provide rationale for the study, experimental approach and design, anticipated outcomes, possible problems, and interpretations of data. The proposal should be submitted to the Thesis Advisory Committee and DGS at least 10 days prior to the date of the exam.

 The examination will begin with the student presenting a brief overview of the proposal (15-20 minutes) followed by questions from the committee. It is important that the committee ask questions focused on the proposal to be able to evaluate the student's ability to define a basic research question and propose experiments to address that question. Equally important, the committee should ask questions to test the student's breadth of knowledge of basic cell and molecular biology and pathology. While the amount of time for examination in each of these areas is not specified, it is important that sufficient questions are asked to determine if the student is prepared to proceed with the dissertation proposal and thesis research.

 The examination should last no longer than two hours. During the examination, the thesis advisor may ask questions, but should not assist the student in answering questions. Unsatisfactory performance may require additional coursework or study followed by reexamination. The student is allowed to consult the Thesis Advisory Committee and/or Thesis Advisor for advice on how to address weaknesses identified in the proposal or examination, and how to improve the proposal or performance in the examination. The reexamination may focus on the identified weaknesses or may be comprehensive. A student may be dismissed from the program if performance on the re-examination is not deemed satisfactory by a majority vote of the Thesis Advisory Committee.

F. Qualifying Examination Phase II

 For the Phase II examination the student must submit to the Committee and to the DGS a dissertation research proposal in the format of an NIH R01 grant proposal. (Use Arial, Helvetica, Palatino Linotype, or Georgia typeface, and a font size of 11 points or larger with 0.5 inch margins, no more than 6 lines/inch, and no more than 15 characters per inch average spacing.) The proposal should include a Specific Aims page and Research Strategy (Significance, Innovation, and Approach) up to a maximum of 13 pages. The Phase II proposal could be an extension or refinement of work proposed in Phase I or could be based on a new research direction as decided by the student and her/his mentor. The student in consultation with the committee will set a date and will notify the DGS who in turn notifies the Associate Dean of the Graduate School. The DGS and Program Manager must be notified four (4) weeks prior to the date of the exam. The written proposal must be submitted to the members of the committee **at least 10 days prior to the examination**.

 The format for the examination includes a 30 to 45-minute oral presentation by the student followed by a question/answer period. All questions should be related to the proposal. The Thesis Advisor may ask questions and may provide points of clarification if requested; however, the Advisor should not assist the student in answering questions. If the student passes the examination, they are
admitted to candidacy for the Ph.D. degree. If the committee feels that certain areas of the proposal are weak or need refocusing, or if clarification concerning the research protocol is needed, the student can be asked to re-write all or part of the proposal and re-schedule another committee meeting. The committee may also specify a time period in which the students must respond to the concerns. If the student does not successfully address the concerns of the committee at the re-examination, the student will be asked to withdraw from the Ph.D. program. With the passing of this examination the student is admitted to candidacy for the Ph.D. degree. By the regulations of the Graduate School the candidate has a maximum of 4 years from the date of passing the qualifying examination to complete the Ph.D. degree. Preferably, the Phase II Qualifying Examination should be completed by the February or March that follows completion of the Phase I Examination (i.e. early in their third year) and certainly no later than May of the third year unless the Mentor, Thesis Advisory Committee and DGS all determine that a special circumstance exists.

G. Role of Thesis Advisory Committee

 It is the responsibility of the Thesis Advisory Committee to assure that the requirements of the department and the Graduate School are met by the candidate for the degree. In addition to reviewing the scientific progress of the student, the committee should be generally concerned with the student's development during the program. Students should feel free to seek help from any member of the Thesis Advisory Committee.

 The Thesis Advisory Committee should meet with the student and Advisor at least every 6 months to review progress and to assist the student in planning the direction of research. The DGS should be notified of the committee meetings. Prior to these meetings the student will develop a progress report for the period of time since the last meeting. This report should be given to each committee member at least one week prior to the meeting. The Chair of the Thesis Advisory Committee will use the Student Advisory Committee report form (see p. 14) to record the results of each meeting. The report form should be signed by the student after discussion with the committee Chair. In addition, the Chair should provide a letter to the applicant detailing the results of the meeting. Copies of the letter should be sent to each member of the Thesis Advisory Committee. Copies of the report and letter also must be filed with the Program Manager and copies sent to the DGS. This procedure will help maintain open communication between student, thesis advisor, DGS, and the Committee. If a student receives two unsatisfactory reports they must schedule a meeting with the DGS to discuss the situation.

H. Thesis

Preparation

 The Thesis Advisory Committee, in consultation with the student, the thesis advisor, and the DGS, will determine when the student has completed the requirements for the dissertation research and is prepared to write the thesis. Since the publication of original research is felt to be an integral part of graduate education, the student cannot defend the thesis until at least one first-authored manuscript has been accepted for publication by a refereed journal. At the discretion of the dissertation committee, a co-first author paper is acceptable for meeting this requirement as long as the committee is convinced that the student has contributed intellectually in a substantial way to the design of experiments, analysis of data and the writing of the manuscript, in addition to performing the experiments. In deliberating whether a co-first author paper will be accepted for meeting the first authorship requirement, the committee should keep in mind that first authorship is only one of several guides they should consider in determining whether the student has completed a body of work that reflects independent scholarship signifying that the student is ready for their next step towards an independent career in science.

 The student should obtain the document (<http://www.vanderbilt.edu/gradschool/form_locator/>) "Instructions for the Preparation of Theses and Dissertations" from the DGS. This describes the requirements for the writing of the thesis as dictated by the Graduate School. If further questions arise, the Graduate School office in Kirkland Hall should be consulted. The format for the thesis is flexible; however, the student should obtain approval for the format from the thesis advisor, the DGS, and the Graduate School prior to writing the document. A suggested format is given below:

 1. Introduction — Background of the problem (historical or contextual) and the rationale for the approach to the problem

 2. Methods and Materials

 3. Results (*en bloc* or in sections)

 4. Discussion of each section

 5. General Discussion

 6. Appendix — Reprints of published work, if not incorporated into the body of the thesis.

 The student must notify the DGS and the Program Coordinator of the Thesis Advisory Committee membership, date, time, and location of the defense at least four (4) weeks in advance of the defense date. The student must submit a copy of the thesis to each member of the committee at least two weeks prior to the final defense and examination.

Defense

 The Thesis Advisory Committee will examine the student and thesis. If possible, the defense should be scheduled during one of the regular departmental seminars, such as Works in Progress (WIP) or Journal Club (PATH 8331 and 8332). In some instances, it might be possible to schedule a defense during Seminars in Pathology. The student should contact the program manager who will arrange to have the student added to the appropriate schedule.

 The final examination begins with the student presenting a seminar of approximately 45 minutes in duration. This portion of the examination is open to the public. At the end of the seminar, questions from non-committee members are entertained. After those questions have been addressed, the public is dismissed, and the Thesis Advisory Committee administers the final examination. At the end of the examination, the student is asked to leave the room while the committee discusses the examination and evaluates the student's performance. The student is then informed of the results of the examination. If successful, the members of the examining committee sign the appropriate forms and, if appropriate, the first page of the thesis. It is the prerogative of the committee as to whether they sign the thesis at this time or whether they sign it when final revisions, if any, are made. The form declaring successful completion of the final examination must be signed and sent to the Graduate School.

Guidelines for reading and evaluating the thesis are the following:

 1. The data presented are adequate in scope and no major questions arise concerning the design of experiments employed to collect the data.

 2. Introduction, Results, Discussion are not flawed to a degree that requires drastic rewriting and/or reinterpretation.

 3. The thesis is well written and the presentation is sufficiently clear to allow unambiguous understanding of the principal themes.

 4. Overall, the thesis as presented is acceptable as the basis for examination of the candidate.

Final Preparation and Thesis Submission

 Following the examination, the student must, with the help of the Thesis Advisor, make any necessary corrections to the thesis. It is then the responsibility of the student to submit the thesis to the Graduate School.

 There are two options, electronic or hardcopy, for Thesis and Dissertation Submission. Please follow the guidelines below for your chosen method. Please note that all doctoral students must submit a curriculum vitae to the Graduate School at the time of the dissertation submission.

 1. Complete an [Intent to Graduate Form](http://www.vanderbilt.edu/gradschool/current_students/index.php#intent) the semester you plan to graduate. See [Graduate School Calendar](http://www.vanderbilt.edu/registrar/calendar.htm) for pertinent deadline dates.

 2. Obtain final approval of your thesis/dissertation director and committee members of the document content

 3. Follow the Guidelines set forth in the [Thesis and Dissertation Guidelines](http://www.vanderbilt.edu/gradschool/form_locator/thesis_and_dissertation_submission/thesis_guide.pdf) for assistance with formatting. You can access this at the following link: <http://www.vanderbilt.edu/gradschool/for_locator/thesis_and_dissertation_submission/thesis_guide.pdf>.

 4. Schedule an appointment with one of the two format editors for final discussions and approval from the Graduate School: Liz Leis at 322-3934 (liz.leis@vanderbilt.edu) or Linda Harris at 322-3943 (linda.harris@vanderbilt.edu).

 5. Following Graduate School format approval, submit final document in one of the two methods, electronic or hardcopy:

For electronic submission:

* + Revise title page as shown on page 16 of the Guidelines.
	+ Create an account with the [Electronic Theses and Dissertation library](http://etd.library.vanderbilt.edu/).
	+ Convert the thesis or dissertation to PDF format, name file with your last name, and upload it on the ETD website.
	+ Submit one copy of the title page with original signatures and one copy of the abstract with original signatures. Plain white copy paper is accepted.

For hardcopy submission:

* + Print two (2) sets of the entire thesis or dissertation with original faculty signatures, and one (1) abstract, on 8½ X 11 inch, white, acid-free, quality bond paper of at least 20-lb. weight and not less than 25% cotton.
	+ Print one (1) abstract with original signature of advisor(s) on the same bond paper.
1. Submit all other required documents, forms, and fees, to the Graduate School by the deadline indicated on the Intent form. \*Refer to Checklist on page 10 of the Guidelines at the following link: <https://vanderbilt.edu/gradschool/form_locator/thesis_and_dissertation_submission/thesis_guide.pdf>. The Pathology, Microbiology, and Immunology department will pay the 25.00 traditional publishing fee if you submit electronically.

Authors determine the access to their work when creating their ETD account. Choices are listed below. The availability can be changed at a later time by the author or by a graduate school staff member, with permission from the author.



I. Role of the Mentor During Phase I Exam, Phase II Exam, Dissertation Defense

 Mentors provide a unique perspective on the student and their research. Their participation in committee meetings is crucial. However, in the Phase I and Phase II examinations as well as at the final examination, the student must perform unaided and unhindered. Consequently, mentors are not allowed to participate in the examinations nor in the subsequent deliberations concerning the student’s performance, unless directly called upon by the committee chair to provide clarification or advice.

J. Graduate Student Travel

 The Department of Pathology encourages graduate students to participate in regional and national meetings, realizing that this represents an important facet of graduate education. The student should apply to the Graduate School for funding. Student travel requests are coordinated through Aaron Howard, BRET office, 340 Light Hall. Detailed instructions for travel requests are provided in Section VIII.

III. Suggested Time Schedule for Graduate Training Update numbers

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Year 01** | **Year 02** | **Year 03** | **Year 04-?** |
|  | **F** | **S** | **S** | **F** | **S** | **S** | **F** | **S** | **S** | **F** | **S** | **S** |
| IGP Core Curriculum | X | X |  |  |  |  |  |  |  |  |  |  |
| Lab Rotations | X | X |  |  |  |  |  |  |  |  |  |  |
| ‡ **Path 8331** / Seminar Exp. Path. |  |  |  | X |  |  | X |  |  | X |  |  |
| ‡ **Path 8332** / Current Topics |  |  |  |  | X |  |  |  |  |  |  |  |
| **M&IM 8335/ Research Proposals: Preparation & Critical Review** |  | X |  |  | X |  |  |  |  |  |  |  |
| **Path 8351 A8352** / Cellular and Molecular Basis of Disease |  |  |  | B | A |  |  |  |  |  |  |  |
| Electives |  | X |  | X | X |  |  |  |  |  |  |  |
| Selection of Thesis Advisor |  | X |  |  |  |  |  |  |  |  |  |  |
| Selection of Thesis Advisory Committee |  |  |  |  | X |  |  |  |  |  |  |  |
| Qualifying Exam Phase I |  |  |  |  |  | X |  |  |  |  |  |  |
| Qualifying Exam Phase II |  |  |  |  |  |  | V | ARI | ES |  |  |  |
| **Path 8999**/ Non-Candidate Research |  |  | X | X | X | X | X |  |  |  |  |  |
| **Path 9999**/ Research |  |  |  |  |  |  |  | X | X | X | X | X |

‡ Students take PATH 8331 & 8332 for credit one time, but they must participate in the courses as long as they are in residence in the program.

IV. Graduate Faculty

**Name** **Room** **Phone No.**

Abel, Ty, M.D., Ph.D. U-2216A MCN 2-9451

Atkinson, James B., M.D., Ph.D. C-3320 MCN 3-9576

Bock, Paul E., Ph.D. 1205A- Stallworth 3-9863

Boyd, Kelli, Ph.D., D.V.M. AA-6220 MCN 2-3596

Justin Cates, M.D., Ph.D. C-2310C 6-6694

Davidson, Jeffrey M., Ph.D. F-527 Acre Bldg. 873-7087

Fogo, Agnes B., M.D. C-3310 MCN 2-3114

Gailani, David, M.D. 538 PRB 6-1505

Head, David R., M.D. 4800B TVC 3-9049

Hoover, Richard L., Ph.D. CC-2213 MCN 3-8845

Hudson, Billy G., Ph.D. B-3102 MCN 2-7298

Jerome, Walter G. (Jay), Ph.D. U-2206 MCN 2-5530

Deborah Lannigan, Ph.D. 712 B PRB 2-5460

Major, Amy, Ph.D. 383 PRB 6-1816

McDonald, Oliver, M.D., Ph.D…………………….. CC-2201A 3-1101

Mitchell, William M., M.D., Ph.D. U-3302 MCN 2-3238

Mosse, Claudio, M.D., Ph.D. …………………….. A-19 Acre Bldg.……………………… 873-6976

Opalenik, Susan, Ph.D. …………………………... A-2313A MCN…………………………... 3-1931

Osteen, Kevin G., Ph.D. B-1100 MCN 2-4196

Santoro, Samuel A., M.D., Ph.D. C-3322 MCN 2-3234

Schoenecker, Jonathan, Ph.D. ………………….. 4202 DOT………………………………… 3-5875

Seegmiller, Adam, M.D., Ph.D. 4918B TVC 2-0858

Sephel, Gregg C., Ph.D. F-318 Acre Bldg. 873-7524

Stricker, Thomas, M.D., Ph.D……………………. CC-3309 MCN………………………….. 3-4008

Swift, Larry L., Ph.D. CC-3327 MCN 3-2646

Valentine, William M., D.V.M., Ph.D. CC-3303 MCN 3-5836

Verhamme, Ingrid M., Ph.D. T-2309 MCN 3-6563

Wallace, Jeanne, D.V.M. AA-6224 MCN 2-6852

Ware, Lorraine B., M.D. …………………………. B-1321 MCN…………………………….. 2-3412

Weaver, Alissa M., M.D., Ph.D. 748 PRB 6-3529

Young, Pampee, M.D., Ph.D. C-2217 MCN 6-1098

Zijlstra, Andries, Ph.D. C-2104A MCN 2-3295

Zutter, Mary, M.D. T-3218B MCN 3-1095

V. Thesis Advisory Committee Report Form

**Cellular and Molecular Pathology**

**Committee Evaluation Date:**

**Student: Advisor:**

COMMITTEE MEMBERS

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |

**RATING**

|  |  |
| --- | --- |
| Verbal Communication |  |
| Written Communication |  |
| Laboratory Skills and Techniques |  |
| Attention to Detail |  |
| Ability to Organize Scientific Data |  |
| Familiarity with Research Literature |  |
| Self Reliance |  |
| Departmental Participation |  |
| Critical Thinking Skills |  |
| Progress since last meeting |  |
| Understanding of Responsible Conduct in Research |  |

**RATINGS:**

**Please use whole integers ONLY**

**1)** Outstanding, -exceeds expectations

**2)** Very good -meets expectations

**3)** Acceptable -some improvements

 recommended

**4)** Unsatisfactory – significant

 improvement required

The Committee finds that the overall progress is:

 OUTSTANDING

 VERY GOOD

 ACCEPTABLE

  UNSATISFACTORY

**RCR Issues Discussed (Check all that apply)**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

Data Acquisition, Management, Sharing and Ownership

Conflict of Interest and Commitment

Human Subjects

Animal Welfare

Research Misconduct

Publication Practices and Responsible Authorship

Mentor/Trainee Responsibilities

Peer Review

Collaborative Science

Next Meeting in 3 months 6 months 9 months Other (specify)

The CMP Program strongly suggests a meeting every six (6) months, unless there is a valid reason for more or less frequent meeting. A summary of the meeting will be prepared by the Chair of the committee and distributed to the student, mentor, committee, DGS, and CMP Graduate Program Manager.

The following individuals have read and understand the comments on this form:

Committee Chair Signature:

Student Signature: DGS Signature:

*Return Completed Form and Summary Report to the CMP Graduate Program Manager*

03/2014

VI. Forms List

 All pertinent forms (as listed below) can be accessed via the Graduate School Website’s Form Locator: <http://www.vanderbilt.edu/gradschool/form_locator/>

Registration Related Forms:

• Request for Graduate Credit Form

• Request for Independent Study Form

Intent to Graduate Forms:

• Intent to Graduate Form, December

• Intent to Graduate Form, May

• Intent to Graduate Form, August

Ph.D. Committee, Qualifying Exam, and Dissertation Defense forms:

• Dissertation Defense Results Form

• Dissertation Enhancement Grant Application

• Qualifying Exam Results Form

• Request to Appoint Ph.D. Committee Form

• Request to Change Ph.D. Committee Form

• Request to Schedule Dissertation Defense Form — Must be submitted to the Graduate School at least two weeks before date of defense.

• Request to Schedule Qualifying Exam Form — Must be submitted to the Graduate School at least two weeks before date of exam.

Forms for Faculty:

• Petition for Change of Grade Form (This form is only available in the office of the Graduate School Registrar at 411 Kirkland Hall.)

• Request for Change in Graduate School Curriculum Form

• Submission of Final Grade for Temporary or Missing Grade Form (This form is only available in the office of the Graduate School Registrar at 411 Kirkland Hall.)

Travel and Exchange Programs:

• Free University of Berlin Exchange Application

• Graduate Student Travel Grant Application

**VII. Graduate School Policy on Parental Leave (October 2009)**

Eligibility:

 All students enrolled full-time in the Graduate School and supported by funding from either internal or external sources are covered by this policy. This includes students with funding through stipends, such as training grants or service-free fellowships, and students compensated for services, such as teaching assistants or research assistants. Students supported by external funding sources may be subject to additional rules of the granting agency regarding parental leave. Students are not employees and thus are not subject to the provisions of the Family and Medical Leave Act (FMLA).

Period of Leave:

 Prior to and/or following childbirth or adoption of an infant, the primary caregiver (whether mother or father) will be allowed to take six weeks of parental leave. During this period, the student’s current stipend, and, if applicable, funding for health insurance and tuition, will be continued without interruption. The student’s enrollment status will be continued during this period, as well.

Limitations:

 If both parents are Vanderbilt graduate students, only one may take parental leave. The parental leave provided by this policy may be taken during the semester in which the child is born or adopted, or during any subsequent semester that begins no later than six months after the birth or adoption.

Advance notice and approval:

 The student must request a parental leave from her or his departmental chair, through the Director of Graduate Studies (DGS), at least three months prior to the beginning of the anticipated leave or, in the case of adoption, as soon as the adoption is confirmed. The request must be made in writing and, once approved by the department chair and DGS, forwarded to the Graduate School. Students should also make appropriate arrangements as needed with their course instructors to make up any missed coursework during the leave period.

Documentation upon return:

 As soon as possible, the student must provide her or his DGS with (a) a copy of a birth certificate or, (b) in the case of adoption, written certification of child adoption from the adoption agency.

Extended leave:

 Students who wish or need to take a longer period of leave, without continuation of funding, may request a leave of absence for up to one year through the established policy of the Graduate School. Graduate students who are not receiving funding through Vanderbilt should request a leave of absence for childbirth or adoption if they anticipate an interruption in progress toward their degree.

 This policy is applicable to all students enrolled in the Graduate School and establishes minimum standards for parental leave for graduate students. Departments may offer greater accom­modations as are warranted by the individual circumstances of the student.

VIII Pathology, Microbiology and Immunology Graduate Student Travel Policy

**PMI Graduate Student Travel Process:**

**initiation, approval and reimbursement**

As soon as you decide you are going to travel, planning can begin.  You will need to have permission to travel from your mentor and need to know how your trip will be funded.  Ideally, this should happen at least three months prior to your trip, but can happen as late as six weeks prior to travel.  If you are late planning your trip, you will likely incur higher registration fees and can expect delays in reimbursement.

Important Steps:

[1.  Read the VU travel policy](https://finance.vanderbilt.edu/travel/files/VUTravelPolicy.pdf)

2.  CONCUR vs. Blue paper travel forms

* Attempt to log-in to [VU CONCUR](https://sso.vanderbilt.edu/idp/startSSO.ping?PartnerSpId=concur).  If you are able to log-in to CONCUR, you will need to set up a profile.  If you are unable to log-in to CONCUR, you will need to complete a blue paper travel form which can be obtained from your program manager.  We expect for those on T32 grants, F-grants, and other training fellowships to be denied access to CONCUR.  One's ability to log-in to CONCUR system is not determined by the BRET office and cannot be manually changed by those at the departmental level.  Please know our staff will work with all students to facilitate timely reimbursements regardless of funding source.
* For those with a CONCUR profile, please download these two forms.
	+ [Student Intent to Travel](https://medschool.vanderbilt.edu/bret/files/bret/public_files/Student%20Intent%20to%20Travel%20.xlsx) (Please submit completed form to your graduate program manager and keep electronic copy for yourself)
	+ [Student Travel Procedures](https://medschool.vanderbilt.edu/bret/files/bret/public_files/Student%20Travel%20Procedures_1.xlsx)
* For those who are unable to log-in to CONCUR, please download these three forms or guides.  You will need to obtain a blue paper travel form from your graduate program manager.  It is a carbon copy form that cannot be downloaded.
	+ [Student Intent to Travel](https://medschool.vanderbilt.edu/bret/files/bret/public_files/Student%20Intent%20to%20Travel%20.xlsx) (Please submit completed form to your graduate program manager and keep electronic copy for yourself)
	+ [Student Itinerary Proposal Form](https://medschool.vanderbilt.edu/bret/files/bret/public_files/Travel%20Itinerary%20Proposal_3_FillableForm.pdf) (Details that will help your coordinator with your arrangements, if necessary)
	+ [Student Travel Procedures](https://medschool.vanderbilt.edu/bret/files/bret/public_files/Student%20Travel%20Procedures_1.xlsx)  (Detailed explanation)

3.  Identification of Funds

The source of funds will also determine the reimbursement process.  It is critical to identify the sources which will fund your trip.  The Student Intent to Travel form should help identify the sources of funds as well as the personnel who will be able to authorize the reimbursement of expenses.  By reading the Student Travel Procedures, you will find our recommended process for reimbursement based on your funding source.

4.  Graduate School Travel Awards

The Graduate School provides awards to students to support their travel.  Please read through the regulations to see if your upcoming trip is eligible for support.  The Graduate School's [website](http://gradschool.vanderbilt.edu/funding/travel.php) will provide the most up to date information on the restrictions for eligibility.

[https://medschool.vanderbilt.edu/bret/guidelines-student-travel](file:///C%3A%5CUsers%5Ckelleykl%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5C12JMBJ5T%5CCMP%20GRADUATE%20handbook%2012_13_16.docx)

Please contact Aaron Howard in the BRET office for your travel planning and questions.