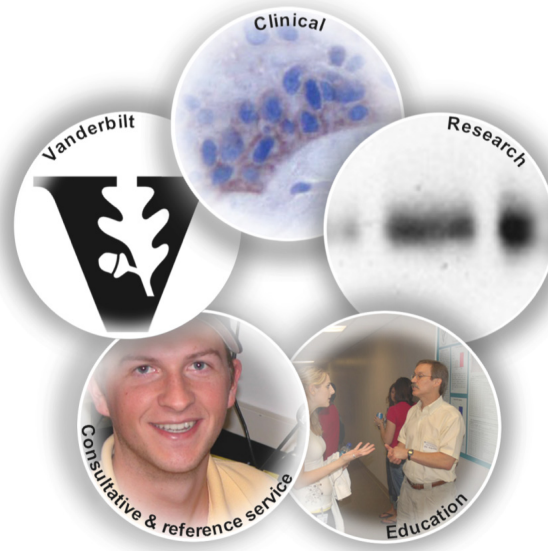
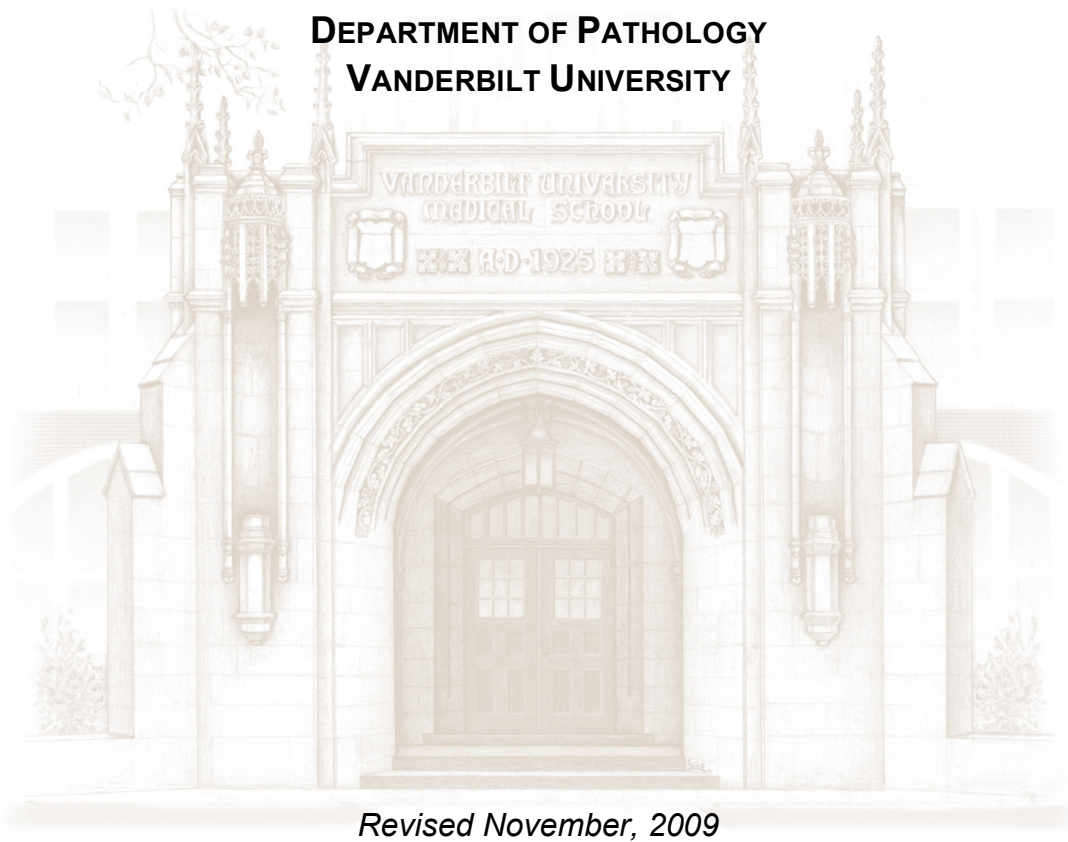


THE GRADUATE PROGRAM IN CELLULAR AND MOLECULAR PATHOLOGY



FACULTY AND STUDENT HANDBOOK: REQUIREMENTS AND RESPONSIBILITIES

DEPARTMENT OF PATHOLOGY VANDERBILT UNIVERSITY



Revised November, 2009

CONTENTS

I. OVERVIEW	3
II. PROGRAM	3
A. First Year	
Special note concerning direct admission	3-4
B. Second and Subsequent Years	4
C. Course Requirements — Ph.D.	
Required Courses	4
Electives in the Department of Pathology	4
D. Course Requirements — MSTP (Medical Scientist Training Program)	5
E. Preliminary Qualifying Examination Committee	6
F. Preliminary Qualifying Examination	6-7
G. Selection of Thesis Advisory Committee	7
H. Qualifying Examination	7-8
I. Role of Thesis Advisory Committee	8
J. Thesis	
Preparation	8-9
Defense	9
Summary	9
Final Examination	9
Guidelines for Examiners	9
Final preparation and binding	10-11
K. Graduate Student Travel	11
III. TIME SCHEDULE	12
IV. GRADUATE FACULTY	13
V. THESIS ADVISORY COMMITTEE REPORT FORM	14
VI. FORMS	15
VII. GRADUATE SCHOOL POLICY ON PARENTAL LEAVE	16

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 strengths 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. 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. In addition, when a laboratory rotation is undertaken, the student and faculty member involved should

notify the Director of Graduate Studies 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 Director of Graduate Studies.

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

B. Second and Subsequent Years

An advisory committee will be appointed for each incoming graduate student. The committee will function primarily to advise new students concerning course work, preparation for the Preliminary Qualifying Exam, and the selection of a Thesis Advisory Committee. The committee will also serve to guide students through their first year in the department, addressing issues and concerns as they arise, and providing informal counseling as needed.

The committee will consist of the student's mentor plus an additional faculty member, along with a senior graduate student to assist the new student's integration into the department. While it is not necessary to have regularly scheduled meetings of the committee, it would be prudent for the student and the committee to meet sometime in the summer to prepare for the upcoming fall semester. The mentor is responsible for arranging meetings as necessary.

C. Course Requirements — Ph.D.

Required:

Pathology 331	Seminar in Experimental Pathology
Pathology 332	Current Topics in Experimental Pathology
Pathology 333	Fundamentals of Scientific Communications
Pathology 351A	Cellular and Molecular Basis of Disease
Pathology 351B	Cellular and Molecular Basis of Disease
Pathology 379	Non-Candidate Research (<i>research prior to entering into candidacy</i>)
Pathology 399	Research (<i>research after entering into candidacy</i>)

Elective courses in the Department of Pathology:

Pathology 322	Experimental Methods in Pathology
Pathology 325	Histology
Pathology 329	Lipoprotein Metabolism
Pathology 335	Molecular Pathology of Extracellular Matrix
Pathology 337	Cellular and Molecular Basis of Vascular Disease

Students must make a grade of B or better in Pathology 351 (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 379 and Pathology 399. Three unsatisfactory grades would result in dismissal from the program.

D. COURSE REQUIREMENTS — MSTP (Medical Scientist Training Program)

PATHOLOGY	GS Credit Hours	Semester Total	Cumulative Total
MEDICAL SCHOOL			
Fall (VMS I) <ul style="list-style-type: none"> • Molecular Foundations of Medicine • MSTP Seminar (IGP 310) 	1	1	
Spring (VMS I) <ul style="list-style-type: none"> • Structure, Function, and Development • Medical Microbiology and Immunology • MSTP Seminar (IGP 310) 	1	1	
Fall (VMS II) <ul style="list-style-type: none"> • MSTP Seminar (IGP 310) 	1	1	
Spring (VMS II) <ul style="list-style-type: none"> • Disease, Diagnoses, and Therapeutics (PATH 383) • The Brain and Behavior • MSTP Seminar (IGP 310) 	10 1	11	
Didactic Hours			14
GRADUATE SCHOOL			
Fall <ul style="list-style-type: none"> • Seminar in Experimental Pathology (PATH 331) • Cellular and Molecular Basis of Disease (PATH 351b)* • Electives** • MSTP Seminar 	1 3 2	6	
Spring <ul style="list-style-type: none"> • Current Topics in Experimental Pathology (PATH 332) • Fundamentals in Scientific Communication (PATH 333) • Cellular and Molecular Basis of Disease (PATH 351a)* • Electives** • MSTP Seminar 	1 3 (3) TBD	4	
Didactic Hours			10
Total Didactic Hours			24

* Only 1 semester is required of either PATH 351a or b.

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

Preliminary qualifying examinations in Pathology are scheduled in June and July at the end of the G1 year.

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

E. Preliminary Qualifying Examination Committee

Student must have completed at least 24 hours of didactic work prior to taking the Preliminary Qualifying Exam. The Examination Committee will consist of five faculty members holding primary appointments in the Department of Pathology. The committee will be appointed by the Director of Graduate Studies (with one member designated as Chair). The purpose of the committee is twofold: (1) to examine the student's basic knowledge of biochemistry, cell and molecular biology, as well as their understanding of cellular and molecular pathology; and (2) to examine the student's understanding of the research proposal submitted as a part of the Preliminary Qualifying Examination.

F. Preliminary Qualifying Examination

The preliminary qualifying examination will be administered in the summer following the second year of graduate work. The purpose of the 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 research proposal and defend the proposal before the examining committee. For the exercise to be successful in fulfilling its purposes, it is imperative that the student independently researches and produces the written document. The proposal must not simply mimic research ongoing in the preceptor's laboratory. Indeed, the topic chosen must be unique to the student and separate from the student's dissertation research and from the laboratory's primary focus. This does not mean that the topic must be totally unrelated to the work the student will perform, but it does require that sufficient independence be easily determined during the examination. Recognizing the difficulty of defining what constitutes a sufficient difference to assess independence, examples of independent but peripherally related projects could include studying a similar molecule in a different system, studying a similar cell type but a completely different biochemical pathway, or investigating a similar signal or genetic control pathway but with a different agonist. Selecting a wholly unrelated topic in pathobiology is also acceptable. It is in the student's best interest to insure that the topic adequately displays their independence.

Students will submit an abstract of their proposal to the examination committee. The committee will review the abstract with the student, providing direction with regard to the development and writing of the proposal. After the abstract is approved, the student will develop a proposal (not to exceed 10 pages for the proposal and 3 pages for the references), double-spaced, with no more than 60 lines per page and type face with an average spacing of no more than 15 characters per inch) and submit the proposal to the Preliminary Qualifying Examination Committee a minimum of 10 days prior to the date of the exam. The student should also submit a copy of the proposal to the Director of Graduate Studies. The written proposal should include the hypothesis to be tested, specific aims, sufficient background to provide rationale for the study, experimental methods and design, and possible problems and interpretations of data. Students can use the NIH grant outline as a model for constructing the proposal.

The examination will begin with the student presenting a brief overview of the proposal (15-20 minutes). Questions and discussion will follow the presentation. The student must be prepared to defend the proposal and must also be prepared to answer general questions in Pathology and basic science. The examination will last no longer than two hours. Unsatisfactory performance may require additional coursework or study followed by re-examination. The re-examination 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.

While thesis advisors cannot be members of the preliminary qualifying examination committee for their student, they are invited to attend the examination. They must not participate in nor comment in any way during the examination.

G. Selection of Thesis Advisory Committee

The thesis advisory committee will be formed after the student has passed the preliminary qualifying examination and identified a Thesis Advisor and a thesis research topic. The committee will consist of at least five faculty members, with three members, including the Thesis Advisor, being from the Department of Pathology and two with Graduate Faculty Appointments from other departments. The members from the Pathology Department may have primary or secondary appointments in Pathology. 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 Director of Graduate Studies, 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 must have a primary faculty appointment in the Department of Pathology but cannot be the Thesis Advisor. The student and Thesis Advisor should ask a faculty member to serve as Chair prior to the first meeting. Please refer to the Graduate School website (http://www.vanderbilt.edu/gradschool/form_locator/) for any necessary forms.

H. Qualifying Examination

The Thesis Advisory Committee administers the qualifying examination. For this examination the student must submit to the Thesis Advisory Committee and to the Director of Graduate Studies a dissertation research proposal in the format of an NIH grant proposal. All forms must be included with the proposal and are provided by the department. The student in consultation with the committee will set a date and will notify the Director of Graduate Studies who in turn notifies the Graduate School. The Director of Graduate Studies must be notified 3 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 30-45 minute oral presentation by the student followed by a question/answer period. All questions must be related to the proposal, and the Thesis Advisor may not participate in the examination except in points of clarification for the committee. 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. The qualifying examination should be completed preferably in the Fall but no later than the Spring semester of the third year.

I. 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 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 Director of Graduate Studies 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 committee will use the enclosed form (see p. 15) to record the results of each meeting, or write a letter to the applicant detailing the results of the meeting. Copies of the report/letter should be filed with the Director of Graduate Studies and sent to each member of the Thesis Advisory Committee and to the student. This procedure will help maintain open communication between student, thesis advisor, Director of Graduate Studies, and the committee.

J. Thesis

Preparation

The Thesis Advisory Committee, in consultation with the student, the thesis advisor, and the Director of Graduate Studies, will determine when the student has completed the requirements for the dissertation research and is prepared to write the thesis. It is also important at this time for the student to submit an "Intent to Graduate Form" to the Graduate School, signed by the DGS. 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.

The student should obtain the document (<http://www.vanderbilt.edu/gradschool/formlocator/>) "Instructions for the Preparation of Theses and Dissertations" from the Director of Graduate Studies. 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 and the Director of Graduate Studies 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 Director of Graduate Studies of the Theses Committee membership, date, time, location of the defense at least 3 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. The defense should be scheduled during one of the regular departmental seminars, such as Works in Progress (WIP) or Journal Club (Path 331). 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 schedule. The former practice of inviting an outside dissertation reader has been discontinued. The thesis will be certified by your dissertation committee.

The final examination begins with the student presenting a seminar of approximately forty-five 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 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.

Electronic: You must complete the following five steps when submitting your thesis electronically

1. Complete an [Intent to Graduate Form](#) the semester you plan to graduate. See [Graduate School Calendar](#) for pertinent deadline dates.
2. Obtain final approval of your thesis/dissertation director and committee members of the document content
3. Obtain final format approval from the Graduate School by contacting Liz Leis at 322-3934 or [email](#). This may require several meetings with the format editor. Refer to the [Thesis and Dissertation Guidelines](#) and your discussions with format editor. Be sure to pay close attention to the guidelines for manuscript preparation including the following key points.
 - a) Original faculty signatures do not appear on the electronic title page. Following the city and state, centered and at least double-spaced below, type the word "Approved," followed by a colon. Under this word, centered, one under another and double spaced list the full names of the faculty members who signed the original title page.
 - b) Optionally, students who submit electronically may use a one inch left-hand margin and may use line and one-half spacing.
 - c) Students may use any standard word processing, spreadsheet, and database software for the preparation of their document.
 - d) Students may employ the use of links within their document but may not link to sites outside their document unless it is possible to copy and submit the entire file with their document so that the link will remain unbroken throughout perpetuity.
 - e) After Graduate School format approval students convert the document to PDF format and upload the thesis or dissertation on the [ETD website](#).
 - f) The Graduate School must be provided with two hard copies of the title page and two hard copies of the abstract, all containing original signatures. Title pages and abstracts must be printed on acid free, white, quality bond paper of at least 25% cotton content and 20 pound weight.**
4. Pay all required fees and submit all required forms to the Graduate School.
5. Work with the library technology support team to submit document files and convert all appropriate files to PDF format.

Once you are ready to submit your thesis or dissertation electronically you must create an account with the [Electronic Theses and Dissertation library](#). 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.

Availability My advisory committee and I agree that the above mentioned document be placed in the ETD archive with the following status: (choose one)

- No availability currently selected
- 1. Release the entire work immediately for access worldwide.
- 2. Release the entire work for campus access only.
- 3. Secure the entire work for patent and/or proprietary purposes.

Enter Title Page Information

Hardcopy: You must complete the following four steps when submitting your thesis by hand

1. Complete an [Intent to Graduate Form](#) the semester you plan to graduate. See [Graduate School Calendar](#) for pertinent deadline dates.
2. Obtain final approval of your thesis/dissertation director and committee members of the document content
3. Obtain final format approval from the Graduate School by contacting Liz Leis at 322-3934 or [email](#). This may require several meetings with the format editor. Refer to the [Thesis and Dissertation Guidelines](#) and your discussions with format editor. Be sure to pay close attention to the guidelines for manuscript preparation including the following key points.
 - a) One copy of the abstract must be turned in with the master's thesis. Two copies must accompany the doctoral dissertation. Abstracts must have the original signature(s) of the faculty advisor(s).
 - b) Submit final copies on 8 1/2 x 11 inch white, acid free, quality bond paper of at least 20-pound weight and not less than 25% cotton content.
4. Pay all required fees and submit all required forms to the Graduate School.
5. When you have completed all of these steps, and you are ready to submit your Thesis or Dissertation, bring it to 411 Kirkland Hall and submit it to the registrar's office.

K. 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. In those situations where other funds are not available for travel, the Graduate Program may provide limited funds. Priority will be given to students who are presenting a paper or a poster, as well as those who have not previously received funding from the Program. Please note, however, that consideration may also be given to students desiring to attend workshops or short courses. It is imperative that requests for travel funds should be made to the Director of Graduate Studies, and include the meeting, location, estimated costs (travel, housing, meals, and registration) and justification for attending.

III. SUGGESTED TIME SCHEDULE FOR GRADUATE TRAINING

	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 331 / Seminar Exp. Path.				X			X			X		
‡ Path 332 / Current Topics					X							
Path 333 / Fundamentals of Scientific Communications		X			X							
Path 351 A & B / Cellular and Molecular Basis of Disease				B	A							
Electives		X		X	X							
Selection of Thesis Advisor		X										
Preliminary Qualifying Exam						X						
Selection of Thesis Advisory Committee						X						
Qualifying Exam							VARIES					
Path 379 / Non-Candidate Research			X	X	X	X	X					
Path 399 / Research								X	X	X	X	X

* First year IGP students may elect to take Path 333.

‡ Students take Path 331 & 332 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.
Abdulkadir, Sarki A., M.D., Ph.D.	B-3321A MCN	2-9668
Abel, Ty, M.D., Ph.D.	C-2318B MCN	2-9451
Atkinson, James B., M.D., Ph.D.	C-3320 MCN	3-9576
Bock, Paul E., Ph.D.	1205 Stallworth Bldg.	3-9863
Borza, Dorin Bogdan, Ph.D.	S-3223 MCN	2-4470
Burk, Raymond F., M.D.	C-2104 MCN	3-4747
Cates, Justin M. M., M.D., Ph.D.	C-2310C MCN	6-6694
Chappell, James, M.D., Ph.D.	D-7240 MCN	2-0110
Coffin, Cheryl M., M.D.	C-3324 MCN	2-2144
Davidson, Jeffrey M., Ph.D.	F-404 Acre Bldg.	873-7005
Eischen, Christine, Ph.D.	CC-2210 MCN	3-2303
Fazio, Sergio, M.D., Ph.D.	715 MRB II	2-4871
Fogo, Agnes B., M.D.	C-3310 MCN	2-3114
Gailani, David, M.D.	535 MRB II	6-1505
Head, David R., M.D.	4605B TVC	3-3867
Hoover, Richard L., Ph.D.	U-2216 MCN	3-8845
Hudson, Billy G., Ph.D.	B-3102 MCN	2-7298
Jerome, Walter G. (Jay), Ph.D.	U-2206 MCN	2-5530
Kim, Annette, M.D., Ph.D.	C-2104C MCN	3-7745
Laposata, Michael. M.D., Ph.D.	4605A TVC	2-7862
Major, Amy, Ph.D.	340 PRB	6-1816
Meyrick-Clarry, Barbara O., Ph.D.	B-2305 MCN	2-3412
Mitchell, William M., M.D., Ph.D.	U-3302 MCN	2-3238
Osteen, Kevin G., Ph.D.	C-1100 MCN	2-4196
Parl, Fritz F., M.D.	4918D TVC	3-9117
Santoro, Samuel A., M.D., Ph.D.	C-3322 MCN	2-3234
Seegmiller, Adam, M.D., Ph.D.	4918B TVC	2-0858
Sephel, Gregg C., Ph.D.	F-318 Acre Bldg.	873-7524
Shepherd, Virginia L., Ph.D.	F-423 Acre Bldg.	873-7098
Swift, Larry L., Ph.D.	CC-3327 MCN	3-2646
Tang, Yi-Wei, M.D., Ph.D.	4514 TVC	2-2035
Valentine, William M, D.V.M., Ph.D.	CC-3303 MCN	3-5836
Verhamme, Ingrid M., Ph.D.	T-2309 MCN	3-6563
Washington, Mary Kay, M.D, Ph.D.	C-3316 MCN	3-5655
Woodworth, Alison, Ph.D.	4918 TVC EA	2-0905
Weaver, Alissa M., M.D., Ph.D.	748 PRB	6-3529
Young, Pampee, Ph.D.	C-2217 MCN	6-1098
Zijlstra, Andries, Ph.D.	C-2102A MCN	2-3295
Zutter, Mary, Ph.D.	C-2102C MCN	3-1095

V. THESIS ADVISORY COMMITTEE REPORT FORM

VANDERBILT UNIVERSITY MEDICAL SCHOOL

**Graduate Program In Cellular and Molecular Pathology
Department of Pathology**

THESIS ADVISORY COMMITTEE REPORT

Date _____

Student _____

Thesis Advisor _____ Last Meeting _____

- Advisory Committee
- 1) _____
 - 2) _____
 - 3) _____
 - 4) _____
 - 5) _____

Summary of Research Progress Since Last Report: (Use 2nd sheet if necessary)

Recommendations: (Use 2nd sheet if necessary)

- 1) _____
- 2) _____
- 3) _____

Chairman, Advisory Committee

Return to: Director of Graduate Studies

A letter summarizing the results of the meeting and recommendations concerning future direction may be used in lieu of this report form.

VI. FORMS

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:

- Paper Course Request Form:
- Paper Registration Data Form (use only if you are unable to access the [online RDF](#)-- complete and return to the Graduate School)
- 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
- Request for Graduate Credit Form
- Request for Independent Study Form

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, 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 Director of Graduate Studies, 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 Director of Graduate Studies 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.