



FIBER SCIENCE & APPAREL DESIGN

GRADUATE STUDENT HANDBOOK

2023-2024

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Introduction

Welcome to FSAD

On behalf of the graduate field of Fiber Science & Apparel Design, welcome! All of us here hope that you will find your time at Cornell stimulating and enjoyable. This handbook presents information that will serve as a first-line reference to the questions you may have as you begin your program right through to your graduation. It is a compilation of information available from many sources including the Human Centered Design web site, The Graduate School web site, the Cornell University web site, and various other paper and Internet resources. Of course, you may always contact me or FSAD's Graduate Field Assistant, Shane Hutchinson, in 1411 MVR Hall, if you have questions to which you cannot find an answer here.

The faculty, staff, and continuing students in HCD and FSAD look forward to interacting with you both professionally and socially. We wish you well and stand ready to assist you throughout your busy and challenging graduate program.

Denise Green
Associate Professor
Director of Graduate Studies

About HCD and FSAD

Our department is Human Centered Design in the College of Human Ecology (HCD).

Our field is Fiber Science & Apparel Design. At Cornell, graduate study is organized using a field structure. Fields are composed of faculty members from a number of departments who come together around a shared intellectual interest, and may draw from different campuses or colleges. Degrees will be conferred in either Fiber Science (MS or PhD) or Apparel Design (MA or PhD). The MPS is awarded by the College of Human Ecology.

Drawing on design, science and technology and cultural studies, the three-point mission of FSAD is to:

Educate

Inspire and prepare future leaders, innovators, and disruptors in the fields of fashion and fibrous materials.

Research

Expand knowledge base and create new understandings in areas of fashion and fibrous materials that address end-uses for future needs and make an impact on humanity as a whole.

Engage

Communicate and collaborate with global fashion and fiber-based industries, alumni, policy makers, and the public to facilitate innovation to improve economic, environmental, and human health and well-being.

Multidisciplinary and International

FSAD is a multidisciplinary program with expertise at the nexus of creative expression and scientific research resulting in real-world applications. FSAD is home to state-of-the-art apparel design studios, multiple research labs and the Cornell Fashion + Textile Collection. Faculty and students in FSAD also have access to the Digital Design and Fabrication Studio. Our extensive alumni network provides opportunities for industry visits, domestically and in India and China, as well as career explorations through internships and career speakers.

FSAD's diverse students and faculty come from across the nation and from around the world. The cosmopolitan mixture of Cornell's talented students greatly enriches the campus and the lives of those who work and study here.

Who's Who in FSAD

Director of Graduate Studies (DGS)

Denise Green

T37 Human Ecology Building

607-255-3199

dng22@cornell.edu

Office Hours:

By appointment



The faculty members in each field appoint a director of graduate studies (DGS) to represent them to the Graduate School and coordinate activities of the field. The DGS is the primary liaison between the field and the Graduate School. He or she helps establish academic priorities and allocate resources for graduate students. The DGS strives to enhance the quality of graduate education and general student welfare. These individuals also oversee the admissions process and so may be the most familiar with you when you arrive. You will need to have your DGS sign any documents required by the Graduate School.

Graduate Field Assistant (GFA)

Shane Hutchinson

1411 MVR Hall

607-255-2809

sah49@cornell.edu

Office Hours:

Monday – Friday: 8:00am – 4:30pm

The Graduate Field Assistant (GFA) helps students, faculty, and the DGS in many ways. The GFA is familiar with campus resources and can answer many questions about the degree process and can also help you with administrative forms and clarify your student status. FSAD's GFA is looking forward to helping you with all your student-related questions and needs.

Department Chair

Yasser Gowayed
T57A HEB
255-3151
yag5@cornell.edu



The Department Chair's door is open to students in need. If you have a problem that can't be solved by the Director of Graduate Studies, the Graduate Field Assistant, or your advisor, feel free to make an appointment to meet with Yasser.

Additional HCD/FSAD Administrative Staff

Administrative Manager
Caroline Brockner
T57B HEB
255-6266
ceb68@cornell.edu

Chair's Assistant
Sienna Torbitt
T57 HEB
255-2168
slt68@cornell.edu

Financial Administrator
Vicki Sill
1414 MVR Hall
255-5321
vss25@cornell.edu

Administrative Assistant / Travel / Procurement / Mailroom
Christine Cioletti
1411 MVR Hall
255-3151
cc2757@cornell.edu

FSAD Faculty

FSAD has full-time [faculty](#) with expertise in many areas of Fiber Science & Apparel Design.

The Graduate School

Fiber Science & Apparel Design is one of the many graduate fields governed by the Cornell University Graduate School. You register through the Graduate School, and it grants you your degree. The graduate school's website is <http://gradschool.cornell.edu>.

The rules governing graduate education are established by Cornell University's graduate faculty and published in the Code of Legislation of the Graduate Faculty, a separate publication. The Code of Legislation of the Graduate Faculty contains specific details about graduate study and should be consulted whenever you have questions. To help you, sections of the document are referenced in various topics found throughout this guide. The Code of Legislation is available at <https://gradschool.cornell.edu/policies/code-of-legislation/>.

Graduate School Contacts

<http://www.gradschool.cornell.edu/about/contacts/staff-directory>

Please see also see:

Requirements: <https://gradschool.cornell.edu/academic-progress/requirements-milestones/>

Resources: <https://gradschool.cornell.edu/resources/>

Forms: <https://gradschool.cornell.edu/forms/>

Admitted student information, including living in Ithaca and FAQs:

<https://gradschool.cornell.edu/admissions/admitted-students/>

Degree Requirements

The Graduate School's degree requirements are kept to a minimum in order to give the Special Committee and the student freedom to determine appropriate degree requirements and to define a program of study best suited to the student's particular goals.

For the Ph.D., M.A., and M.S. degree programs several requirements are imposed by the Graduate School, including:

- Maintaining registration status (see below)
- Formation of a Special Committee
- Completion of Responsible Conduct of Research (RCR) training
- Completion of the Student Progress Review (SPR)
- Timely completion of A, M, and/or B Exams
- Submission of the thesis or dissertation
- Except in certain professional degree programs, requirements for credits or courses are not imposed by the Graduate School.

Credit Minimums

To be a fulltime graduate student, you must register for a minimum of 12 credits each semester. You will be automatically registered for Grad 9012 (Masters), 9010 (PhD Pre A-Exam), or 9011 (PhD Post A-Exam) credits to ensure that you reach the minimum of 12 credits per semester. However, these are just “place holder” credits. After meeting with your advisor, you will choose courses and your generic research credits will automatically be adjusted. You may also choose to take research credits supervised by your advisor. This results in your advisor being able to assign a grade for your research credits.

Helpful Calendars

[Academic Year Calendar](#)

[Cornell University Calendar](#)

FSAD Graduate Program

Masters graduate students in FSAD are admitted to one of two degree programs. Both typically take two years to complete. There is no department funding offered for either the MA or MS degree. Students accepted into the MA or MS degree programs are expected to be self-funded.

The Master of Arts (M.A.) in Apparel Design is intended for students who want to do further study and research in areas of apparel design. Applicants typically have a background in apparel design, fashion history, merchandising, apparel sizing, smart clothing or other related areas. A portfolio may be required as part of the application. Students work with their faculty advisor to select specific courses that reflect students' particular interests and background.

The Master of Science (M.S.) in Fiber Science is intended for students with a strong science background who want to do further study and research in areas of fiber science. Students work with their faculty advisor to select specific courses that reflect students' particular interests and background.

Ph.D. students in FSAD are admitted to a four-year fully-funded program in either Fiber Science or Apparel Design. All students must have completed a master's program prior to matriculating to the PhD.

Timelines for both the MA/MS and PhD are included at the end of this handbook.

Minimum Grades

Being a non-course-offering school, the Graduate School does not have a minimum grade policy. However, the graduate faculty of the Field of Fiber Science & Apparel Design has established a minimum grade policy where a minimum grade of B- will be required for all required courses. If a grade lower than a B- is received on a required course, the student will need to retake the course. There is no minimum grade for other courses outside of the major.

Minimum GPA

Cornell's [Satisfactory Academic Progress](#) policy stipulates that students in research degrees must maintain a minimum GPA of 2.25 to be in good academic standing or to be eligible for federal loans.

Registration

The following information is extracted from the Graduate School's website and can be found online at: <https://gradschool.cornell.edu/academic-progress/requirements-milestones/registration/>

University registration is the official recognition of a student's relationship with the university and is the basic authorization for a student's access to campus resources. You must be registered each semester until you finish your degree or withdraw from the program. You do not register if you are granted a leave of absence.

In order to be considered a registered student by the university, a student must:

- settle all financial accounts, including current semester tuition;
- clear any holds, whether these are from the Bursar's Office, Cornell Health, the Judicial Administrator, or the Graduate School; and
- satisfy New York State health requirements.

Enrollment in courses does not constitute or imply university registration.

You must register for the summer session if, during the summer, you will receive financial aid, fellowships, loans, assistantships, travel grants, or tuition awards. You also must register in order to use campus facilities during the summer. If you are not on campus, but if you meet any of the previous conditions, you must register for the summer. There is no tuition charge for summer registration. Summer Registration is held online through your [Student Center](#) around mid-April.

Course enrollment

Enrollment must be completed within 15 calendar days of the start of the semester and is accomplished using [Student Center](#). Some courses require permission of the instructor to register. To get permission, complete the online [add/drop form](#), and get the signature of the course instructor.

Courses can be dropped or grading options and credit hours can be changed as follows:

- Add/change: The last date to add a class or change credits is within 15 calendar days of the start of the semester.
- Drop: The last date to drop a class or change the grading basis is seven weeks after the start of the term. All drops and changes must be made through your [Student Center](#).

Please be aware that changes to course enrollment are not permitted after official course enrollment dates. In accordance with university policy, the Graduate School will only accept course enrollment petitions for truly exceptional circumstances. If you drop a course after the drop date your transcript will show a “W” signifying that you withdrew from it. The deadline to drop with a “W” is the last day of classes. If you want to drop a course after the seventh week, you must complete the online [General Petition](#) form.

Auditing a class means you regularly attend the class, but do not participate in all aspects of the course. You also will not receive any credit hours and the course will be marked with a “V” on your transcript. Some courses do not lend themselves to auditing, and in such cases, instructors may not allow it.

Special Committees

A temporary advisor is assigned to all new students. You may elect to retain this faculty member to serve as your special committee chair or seek out someone else to serve in that capacity. In the meantime, you have someone who can provide guidance as you get started. Within the first three weeks of the semester, students should nominate their official committee chair. You nominate your official committee chair through your [Student Center](#).

You are responsible for putting together your own Special Committee, which is composed of a faculty member from FSAD who will serve as your chair and additional members from any field or discipline in the university, provided they are a member of the graduate faculty. The special committee is responsible for helping you develop your research and academic program. The Graduate School imposes no requirements for courses or grades, so your special committee will ensure that you make appropriate progress and achievement.

As mentioned, the first step is to select your special committee chair. You must do this within three weeks of registration. Your chair will supervise your thesis or dissertation work and will typically provide the facilities and supervision necessary to conduct your research.

At a minimum, master's students must select one faculty member to represent their major field (the chair) and a second member to represent their minor field. PhD students must select one faculty member to represent their major subject (the chair), and two members to represent their two different minor fields.

Choosing a Minor Member

You have a lot of flexibility when it comes to selecting members of your special committee. Any member of any graduate field may serve on your special committee, with occasional limits imposed on the faculty based on their field standing. Minor members represent a different subject than the chair and a specific concentration within that subject, so that a total of at least two subjects and concentrations are represented on a master's committee. The minor subject represented by the minor members may be within or outside your field of study.

Master's students must complete their special committee selection by the end of the second semester of study. You should start approaching potential minor members by the beginning of the spring semester to allow time to explore your options. PhD students must have a full Special Committee no later than the end of the third semester

A list of graduate faculty at Cornell with their approved concentrations is online at: <https://gradschool.cornell.edu/admissions/degrees-fields/cugradfos/>

If you need to change a member of your committee, all members of the newly formed committee must approve changes. It does not, however, require approval from any members who are leaving. All changes to your committee are submitted to the Graduate School electronically, using the link that appears in Student Center. For master's students: you may make changes at any point prior to three months before the final examination (M Exam). For PhD students: you may make changes to your special committee at any time prior to your A Exam. Committee changes after your A Exam require the dean's approval. Additionally, you may not schedule your B Exam within three months of a committee change.

Student Progress Review

The [Student Progress Review](#) (SPR) supports regular communication including written feedback between students and their advisors, requiring research degree students and their Special Committee to have at least one formal conversation each year about academic progress, accomplishments, and plans. Students complete a [form](#) describing milestones completed, accomplishments, challenges and plans. The Special Committee chair responds in writing and indicates

whether the student's progress is excellent, satisfactory, needs improvement, or is unsatisfactory. All FSAD PhD students are required to complete the SPR annually.

Teaching Assistantships

Teaching Assistantships (TAs) are awarded to PhD students by the Department Chairperson in consultation with the Director of Graduate Studies (DGS) and department faculty. Decisions regarding Fall TAs are typically made in June. Spring term TA decisions are made in November or December. Faculty receive a memo from the Director of Graduate Studies announcing upcoming TA assignments. Decisions are made by comparing the department's and faculty's needs with the skills of the student.

Teaching assistantships are made each semester. Continuation for subsequent semesters is based on satisfactory job performance, satisfactory academic performance, and department needs and resources. The faculty supervisor is responsible for determining the TA's assignments and monitoring TA work and hours. TA duties must be related to faculty course instruction.

Contact your faculty supervisor for details as to when you begin your Teaching Assistantship. Your TAship is not completed until final grades are turned in at the end of the semester. This means that you must not book any flights home until you receive approval for those dates with your faculty supervisor. If your faculty supervisor is not able to give you enough work to fulfill the TA commitment, they may assign you to another faculty member in the Department or refer you to the DGS to coordinate additional work.

During peak workload periods, TAs may be asked to work extra hours. Compensating adjustments should be made at other times to balance the time. This should be worked out in advance between you and your faculty supervisor. Initiative and follow-through on tasks is expected. Faculty supervisors rely heavily on the professionalism of their TAs. This includes following through on tasks without repeated reminders, weekly planning of work schedules, advance notification of schedule changes or course conflicts, and an overall proactive approach to the position. Don't wait to be asked to make a contribution! Think of and offer to your supervisor suggestions about things you can do to support your supervisor's instructional responsibilities.

All students on assistantships receive university holidays off. Please refer to your assistantship letter regarding holidays. Spring recesses and intersessions are not vacation periods for TAs. Any hours missed during these periods must be made up; i.e., any discretionary arrangements between professor and student about work during these periods must take into account the expectation that the teaching assistant's work over the academic semester averages 15 hours per week.

International students coming from countries where English is not the first language and who will be teaching assistants must take a language assessment given by the International Teaching Assistant Program (ITAP) prior to assuming any TA duties that require interaction with students. Students who pass either completely or with a requirement to take an ITAP course concurrently can hold office hours, be in the classroom, etc. Students who have not yet passed the language assessment can hold grading and other supportive duties.

TAs are paid on the Exempt Semi-Monthly calendar schedule which can be found online at:

<http://www.dfa.cornell.edu/dfa/payrollservices/information/paycalendars.cfm>
Paychecks/Direct Deposit

All students are strongly urged to sign up for Direct Deposit. Direct Deposit allows for your pay to be distributed directly into whatever savings or checking account that you designate. Your pay can be divided among up to three separate accounts. The Direct Deposit form is available online at:

<https://www.dfa.cornell.edu/payroll/employees/directdeposit>

If you would like to view or print your paycheck, you may access it online at:

<http://www.dfa.cornell.edu/dfa/payrollservices/services/epay/index.cfm>.

Fellowships for PhD students

The Graduate Field of Fiber Science & Design receives two fellowships from the College of Human Ecology per year. Each of these fellowships is for one academic year and has guidelines specified by the donors regarding who is eligible to receive the fellowship. FSAD also receives two summer fellowships from the College of Human Ecology. Again, each of these fellowships has guidelines regarding who is eligible. Receiving an academic year fellowship does not guarantee receiving a summer fellowship, as funding sources may change.

FSAD receives one Recruitment Fellowship from the Graduate School per academic year. There is no summer funding with this fellowship.

Given the limited number of fellowships we receive and the associated parameters, most students will never receive a fellowship, nor can students choose when they will receive a fellowship if offered one.

Student Academic Services Assistant IV (SASA)

In some cases, FSAD may need to hire master's students. This support is in the form of salaried employment, paid on a bi-weekly basis according to the level IV remuneration. If opportunities are available, master's students will receive notification from the Graduate Field Assistant. A timecard will be set up in Workday where a record of all hours worked will be logged. An I-9 form is

required before work commences. If you have not yet completed an I-9 Form for a student position on campus, you will be required to meet (in person) with a Cornell representative who will physically examine your documents and complete Section 2 of the Form I-9. There is a listing of acceptable forms of identification that can be used when meeting with the Cornell representative. Only original documents (no copies) will be accepted.

Research

All research degree students, both master's and PhD students are required to complete training on Responsible Conduct of Research (RCR), addressing issues of authorship, peer review, plagiarism, and research misconduct. Each student must complete online training through Cornell's [Office of Research Integrity and Assurance](#) (ORIA) prior to the end of the second registered semester.

Students involved in lab research must also take relative lab safety courses, available online from Environmental Health and Safety. Please consult with the lab manager to determine which courses you need. You will not be given lab access until completing these courses.

For information on education and certification in the Protection of Human Research Participants and preparing a human subjects protocol for review by the UCHS, please refer to: <http://www.irb.cornell.edu>.

The Graduate School offers [travel and research grants](#) to graduate students to travel to a professional conference at which they are presenting.

Examinations

Master's students must pass the "Final Examination for the Master's Degree." You can take this after all degree requirements have been fulfilled, but no earlier than one month before completing the minimum registration unit requirement.

PhD student must pass three exams: the written A, the Oral A (Admission to Candidacy) and the B Exams. The written A is based on four core courses that PhD students take. These courses may vary from semester to semester, depending on faculty availability. You may take your written A upon completion of four core courses. You may not take your written A while completing a required course. The Oral A Exam is also known as the Examination for Admission to Candidacy. Passing the Oral A Exam means that your committee believes that you are ready to proceed into the dissertation phase of your degree program. The B Exam is an oral defense of your thesis or dissertation. This exam can be taken after completing all degree requirements, but not earlier than one month before completing the minimum registered semester requirements. At least two

semesters of successful registration must be completed between the passing of the A Exam and the scheduling of the B Exam.

Students should visit the Graduate School [Thesis and Dissertation](#) webpage during the dissertation and thesis preparation process. Theses and dissertations by previous students are available at Mann Library.

All members of the special committee are expected to attend the Oral A and B exams, so be sure to select a date that is mutually agreed upon by all members of your committee. Once the date is selected, reserve a suitable room for the defense by contacting the graduate field assistant.

Once the details are known, and **at least seven days prior to the defense date**, submit the proper [examination scheduling form](#) to the Graduate School. Don't delay! They have become quite strict about compliance on this.

After the exam, you will need to initiate the [results](#) submission process immediately for the recording of the exam results and approval by your committee members and field. This must be done within THREE business days of your exam. If the exam was marked as 'failed', you must indicate plans for re-examination. If it was a conditional pass, the conditions for completion must be indicated. When the conditions on a conditional pass have been met, the special committee chair should notify the Graduate School in writing.

Thesis and Dissertation Submission

Submission of the final thesis/dissertation must be within 60 days of the final exam. For additional information on submitting your Thesis/Dissertation, please visit: <https://gradschool.cornell.edu/academic-progress/thesis-dissertation/submitting-your-thesis-dissertation/> Contact the Graduate School at thesis@cornell.edu or 607-254-5810 with any questions or concerns.

Leaves & Withdrawals

Please take the following information into consideration if you are contemplating a change in your student status.

[In Absentia](#) status is a registered student status that requires students to pay the in absentia tuition rate (\$200) and student health insurance, and students have continued access to University and Departmental resources. You must be at least 100 miles from Ithaca and making progress toward your degree to be granted In Absentia status.

[Leave of absence](#) is a non-registered status in which a student is expected to be away from campus and gives up the rights to access of University and Departmental resources. Additionally, a student on leave of absence is not guaranteed continuation of the financial aid package offered at the time of admission. You may request a leave of absence for health, parental, or personal reasons. A leave pauses your student status, with the opportunity to return to your program at a set time. For health reasons, medical or mental health, request a [health leave](#), available for up to a maximum of four years.

Leave of absence may be requested for personal reasons other than health and parental accommodation for up to 12 months and renewable for a maximum of four years. Time spent on leave of absence does not count toward time-to-degree limits.

[Parental Accommodation](#)

This policy serves parental needs surrounding childbirth, adoption, newborn care, foster care, and acute child health care. Students can select one option (not both except in exceptional circumstances by appeal): a six-week paid accommodation for funded graduate students appointed on assistantship, fellowship, or traineeship (or eight weeks for the birth mother for a cesarean section delivery), or up to one year of reduced academic load status for registered students to be taken in full-semester increments not counting toward time-to-degree limits.

Students maintain access to all Cornell facilities and personnel during their accommodation periods.

Withdrawal

Students may withdraw voluntarily at any time. Withdrawal is appropriate for students who do not intend to resume studies or to complete an advanced degree at Cornell University. Any interruption of registration is considered a withdrawal unless the student has been granted a leave of absence. A student holding a non-immigrant visa who withdraws is subject to the same U.S. government regulations as apply for a leave of absence.

Resuming Studies after Withdrawal

When an individual wishes to return to the University following a withdrawal, he or she must reapply by completing a readmission form. The graduate field to which the individual is applying may request any additional materials it deems necessary as part of the reapplication process.

Graduate Student Offices

PhD students are assigned individual desk spaces in one of four shared department PhD offices in HEB. PhD students may also have lab space required by their faculty advisor/chair.

In each of the shared PhD office spaces, there is a shared computer linked to the printer in T51 HEB. Please see the HCD main office for a copy code. Should this privilege be abused, printing may be reverted to the Net Print system. We trust our graduate students to be responsible in their printing and use of equipment so we can continue to provide free printing. ****For TA related printing:** You should be sending printing to Gnomon Copy. Please contact Christine Cioletti in MVR 1411 for more information.

MA/MS students are not assigned individual desk spaces. All MA/MS students in the department have use of a shared space in MVR 4110 and will have storage lockers available in each building.

Each FSAD graduate student has an individual mailbox in the FSAD Mailroom in T51 HEB. Incoming mail/notices will be distributed directly to your mailbox. Please do not forward your personal mail to HCD. There is a mail slot for outgoing stamped US mail, campus mail in the loading dock area of HEB. A U.S. Post Office substation is located in the Cornell Store.

Other Important Information

Bus Transportation

Cornell University provides free bus transportation through Tompkins Consolidated Area Transportation (TCAT) for all registered students enrolled in a degree program after 6 pm weekdays, and anytime Saturday and Sunday. New-to-Cornell students automatically receive [OmniRide](#) privileges for unlimited TCAT privileges in their first year as a matriculated student in a degree program. Privileges expire annually on August 31 for Fall entrants and December 31 for Spring entrants. Students not New-to-Cornell can purchase [OmniRide](#) privileges at myparking.cornell.edu. Passes expire annually on August 31. For information about transit services, privileges, and passes, visit <https://fcs.cornell.edu/departments/transportation-delivery-services/parking/getting-around/bus-services-privileges-passes>. This site also has links to the TCAT homepage as well as links to other transit options.

Lost and Found (MVR)

In addition to the Cornell University Lost and Found located in the Campus Police Station in Barton Hall, the College of Human Ecology has a Lost and Found location in its CHE Facilities Office located in the T411 MVR. Occasionally, items

that are found in the FSAD area will be held in the FSAD Main Office in T57 HEB.

Graduate Student Life

The Big Red Barn Graduate and Professional Student Center is the campus center for graduate students, a casual gathering spot offering a dining facility and meeting space. The Barn hosts regular social programming throughout the academic year, including poetry readings, open-mike nights, swing dance lessons, international coffee hours, and a fireside seminar series. For more information, phone 607-254-GRAD or check out <https://gradschool.cornell.edu/student-experience/big-red-barn/> .

Cornell University Information

[CU Info](#) is a great first reference for any questions you may have about Cornell University and the Ithaca area.

The Information and Referral Center (IRC) is maintained by Campus Information and Visitor Relations (CIVR) and is a source of general information for students, staff members, visitors, and other guests of the Cornell community.

Cornell University's Bias Response Program

Cornell is committed to diversity and inclusiveness, and to providing a climate of civility, decency and respect on campus. To this end, Cornell has developed a Bias Response Program to respond to bias-related activity. Bias activity is defined as: acts of bigotry, harassment, or intimidation targeting individuals or groups on the basis of their actual or perceived personal, cultural, or physical characteristics or related factors. Anyone who witnesses, experiences, or finds evidence of any bias activity on the Cornell campus or in an area that impacts the Cornell community should immediately contact a member of Cornell's Bias Reporting Team. The names and contact information are listed online at: http://hr.cornell.edu/diversity/reporting/bias_response.html

Important Cornell Contact Information

[Cornell Police](#)

Life-Threatening Emergencies: 911 from a campus phone. From a cell phone call

Non Life-Threatening Emergencies: 255-1111

Lost and Found
255-7197
Cornell Police headquarters in Barton Hall
lostandfound@cornell.edu

Bursar's Office

(607) 255-2336
260 Day Hall
bursar@cornell.edu

Campus Life Housing & Dining

(607) 255-8582
206 Robert Purcell Community Center
dining@cornell.edu

Commuter and Parking Services

(607) 255-4600
116 Maple Avenue
transportation@cornell.edu

Student Health Benefits

(607) 255-6363
395 Pine Tree Rd.
Suite 210
studentbenefits@cornell.edu

CIT Helpdesk

(607) 255-8990
119 Computing and Communications Center (CCC)
helpdesk@cornell.edu

Ithaca Area Information

You've heard it before; "Ithaca is Gorges!" If you'd like to know more about Ithaca and the surrounding area, check these out:

Ithaca-Related Web Sites

<http://www.visitithaca.com>

<http://www.ithacanet.org>

<http://www.14850.com>

Important Ithaca Phone Numbers

Ithaca Police

Life-Threatening Emergencies: Dial 911

Non- Threatening Emergencies: 272-3245

120 East Clinton Street

Field of Fiber Science & Apparel Design Master's Study Timeline and Guidelines

All graduate students need to maintain 12 credits in order to be full-time students. This does not mean that you have to take 12 credits worth of courses. The graduate school will add enough credits to any courses you take to bring you up to full-time status.

First Semester

- Declare major advisor in student center no later than three weeks after semester starts

Second Semester

- Declare minor member in student center by end of semester
- Prepare and submit Departmental Proposal for Thesis Research Support
- Complete Student Progress Report (SPR)

Third Semester

- Continue progress towards degree

Fourth Semester

- [Timelines for thesis submission and exam](#).
- Take M exam. [Exam scheduling form](#) must be turned into Graduate School and GFA at least seven days prior to exam. Submit [results of exam form](#) within three days of exam.
- Complete Student Progress Report (SPR)

Additional information:

[Graduate School Code of Legislation](#)

Field of Fiber Science & Apparel Design

PhD Timeline and Guidelines

All graduate students need to maintain 12 credits in order to be full-time students. This does not mean that you have to take 12 credits worth of courses. The graduate school will add enough credits to any courses you take to bring you up to full-time status.

First Semester

- Teaching assistantships, Graduate Research Assistantships and Research Assistantships start August 21
- Declare advisor in student center no later than three weeks after semester starts
- Take first required course

Second Semester

- Take second required course
- Complete Student Progress Report (SPR)

Third Semester

- Declare minor members in student center by end of semester
- Take third required course

Fourth Semester

- Take fourth required course
- Complete Student Progress Report (SPR)

Fifth Semester

- Take written A exam. At least one month prior to taking written A exam, inform GFA of courses for exam. Schedule written A with GFA. Written A does not require an exam form.

Sixth Semester

- Take written A exam if not taken or passed
- Add field appointed member to committee in student center
- Take Oral A exam. [Exam scheduling form](#) must be turned into Graduate School and GFA at least seven days prior to exam. Submit [results of exam form](#) to grad school within three days of exam.
- Prepare and submit Departmental Proposal for Thesis Research Support
- Complete Student Progress Report (SPR)

Seventh Semester

- Continue progress towards degree

Eighth Semester

- [Timelines for dissertation submission and exam.](#)

- Take B exam. [Exam scheduling form](#) must be turned into Graduate School and GFA at least seven days prior to exam. Submit [results of exam form](#) within three days of exam.
- Complete Student Progress Report (SPR)

Additional information:

[Graduate School Code of Legislation](#)

FIBER SCIENCE & APPAREL DESIGN
College of Human Ecology

