Yale University
Department of Molecular, Cellular, Developmental Biology

2017-2018

Graduate Student Handbook: Procedures and Information Guide

Ph. D. Degree
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INTRODUCTION

Welcome to the Department of Molecular, Cellular and Developmental Biology. This Handbook is designed to help you navigate your way through graduate studies in MCDB. It tells you what the Department requires of you, and what you can expect from the Department. In addition, it contains a lot of practical information, such as addresses and phone numbers, the academic calendar, and necessary forms. It also indicates where you can find additional information, and where to turn in case problems arise.

This information in this Handbook is supplementary to information contained in the Graduate School of Arts and Sciences Programs and Policies Bulletin of Yale University. Programs and Policies Bulletin the general requirements of the Graduate School, as well the specific requirements of individual Departments. All students are responsible for knowing what is required of them and for meeting all requirements on time. The Programs and Policies bulletin of the Graduate School of Arts and Sciences [http://bulletin.printer.yale.edu/htmlfiles/grad/policies-and-regulations.html](http://bulletin.printer.yale.edu/htmlfiles/grad/policies-and-regulations.html) which is updated annually, is the definitive source of information about academic rules and regulations as well as general policies that apply to all graduate programs.

Although the MCDB Department is large, we hope that you will feel well integrated and at home. We hope that the information presented here will be useful and will help you through a very stimulating and rewarding graduate education.

If you have any questions, please contact the Departmental DGS (farren.isaacs@yale.edu) or the Departmental registrar (mcdb.registrar@yale.edu).

Farren Isaacs, Director of Graduate Studies
Molecular, Cellular and Developmental Biology
This Handbook, together with the Yale University Graduate School of Arts and Sciences Programs and Policies 2017-2018 booklet http://bulletin.printer.yale.edu/htmlfiles/grad/policies-and-regulations.html are the sources of information on the requirements in MCDB. The student is responsible for knowing the requirements and for meeting them in a timely manner.

The BBS Track

BBS Director: Anthony J. Koleske
BBS Administrative Director: John Alvaro

The main functions of the Combined Program in the Biological and Biomedical Sciences (BBS) concern recruitment of students, direction of their course of study in their first year at Yale, and assignment to the academic departments for their subsequent course of study including their thesis research.

Applicants apply to one of the seven tracks of the BBS rather than to an individual department or an individual investigator. Applicants to each track are evaluated by an admissions committee made up of faculty affiliated with the track, and they are admitted to the BBS and not to an individual department.

The tracks are designed to be more interdisciplinary and more broadly based than the departments. There are currently eight tracks:

Biochemistry, Biophysics and Structural Biology
Computational Biology and Bioinformatics
Immunology
Microbiology
Molecular Cell Biology, Genetics and Development (MCGD)
Molecular Medicine, Pharmacology and Physiology
Neuroscience
Plant Molecular Biology
The MCGD Track

Track Co-Directors
Valerie Horsley (Academics)
Valerie Reinke (Admissions)

Student Svcs. Officer
Shirlene Scott

Admissions
Director of Graduate Admissions (DGA):
Valerie Horsley (MCDB)
Mals Mariappan & Yongli Zhang (Cell Biology)
Zhaoxia Sun (Genetics)

Advising
Director of Graduate Studies (DGS):
Farren Isaacs (MCDB)
Karin Reinisch (Cell Biology)
Marc Hammarlund (Genetics)

The MCDB Department, in conjunction with the Department of Cell Biology and the Department of Genetics, administers the Molecular Cell Biology, Genetics & Development Track (MCGD) of the BBS. Faculty members in the three sponsoring Departments share an interest in elucidating the molecular basis of biological processes and structures, using a combination of genetics, biochemistry, molecular biology and cell biology.

FIRST YEAR

Course Requirements

Fall Term:
CBIO/MBB/MCDB 602: Molecular Cell Biology
GEN/MBB/MCDB 625: Basic Concepts of Genetic Analysis
CBIO/GEN/MCDB 900: First-Year Introduction to Research and Rotations
CBIO/GEN/MCDB 911: First Lab Rotation
CBIO/GEN/MCDB 912: Second Lab Rotation

Spring Term:
MCDB/MBB 630: Biochemical & Biophysical Approaches in Molecular and Cellular Biology
CBIO/GEN/MCDB 901: First-Year Introduction to Research / Ethics: Scientific Integrity in Biomedical Research
CBIO/GEN/MCDB 913: Third Lab Rotation
Rotations

The primary purpose of the research rotations is to identify a laboratory in which dissertation research will be carried out. Rotations should therefore be performed in laboratories that are being considered as possible homes. Rotations allow the student to find out what particular laboratories and faculty members are like, and give the faculty a chance to assess how well a particular student fits into the laboratory. Rotations also serve to introduce students to a variety of techniques and scientific approaches. Therefore, the three-rotation requirement during the academic year will not be waived because a student has already made a final decision concerning a dissertation laboratory. In rare instances, a student is able to do a short fourth rotation if necessary.

Joining a Lab for the Dissertation Research

The single most important decision made by a graduate student is the selection of a dissertation advisor and laboratory. The best way to assess a laboratory and one’s "fit" to it is to carry out a research rotation in that laboratory. Students should talk to the current members of the laboratory: Are they happy and productive? What is the experience of the faculty member in having students successfully complete a dissertation? A student should consider whether he/she wants a big lab with lots of activity or a smaller lab with more day-to-day contact with the advisor. Some students prefer a lab with a high-profile director and potentially more visibility, whereas others thrive with a more junior faculty member who is more accessible and who has a more recent memory of graduate student concerns. Other useful sources of information are more advanced students, the DGS, and other faculty. A student should discuss candidly with a potential advisor his or her goals and interests, and request the advisor to outline realistic potential projects. However, it is important to realize that a student is selecting an advisor and a laboratory, not a project, because several shifts of project may occur before a workable one is identified. The DGS must approve the selection of a laboratory. An advisor may occasionally decide not to admit a student into a laboratory for any of a variety of reasons, such as lack of space, concerns about funding, or the belief that a particular student would fit in better in a different laboratory. Although students and potential thesis advisors are encouraged to discuss possibilities at any time, they should not make a final commitment to each other for thesis research until the end of the last rotation. On rare occasions, students switch dissertation laboratories after dissertation research has begun. When such a switch is contemplated, this should be discussed with the DGS as soon as possible.

The selection of a lab marks the assignment of a student from a BBS track to an academic department. Students electing to be in the Department of MCDB but who join laboratories headed by faculty without appointments in the Department are expected to participate fully in the academic life of the Department. This includes attendance at research in progress talks, MCDB seminars, and the annual retreat. In addition, all academic requirements such as attendance at graduate student seminar must be met. As for all scientists at Yale, students are also encouraged to broaden their scientific knowledge and to attend activities that are relevant to their particular scientific interests.
THE PMB TRACK

Faculty in the MCDB Department, in conjunction with faculty in the Department of Chemistry and the Department of Molecular Biophysics and Biochemistry, administer the Plant Molecular Biology Track (PMB) of the BBS. Faculty members in PMB share an interest in elucidating the molecular basis of all aspects of plant biology, using a combination of genetics, biochemistry, molecular biology and cell biology.

<table>
<thead>
<tr>
<th>Track Directors</th>
<th>Vivian Irish</th>
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<tbody>
<tr>
<td>Registrar</td>
<td>tba</td>
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<tr>
<td>Admissions</td>
<td>Director of Graduate Admissions (DGA): Vivian Irish (MCDB) Josh Gendron (MCDB) Yannick Jacob (MCDB)</td>
</tr>
<tr>
<td>Advising</td>
<td>Director of Graduate Studies (DGS): Vivian Irish (MCDB) Josh Gendron (MCDB) Yannick Jacob (MCDB)</td>
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FIRST YEAR

Course Requirements

**Fall Semester:**
- MCDB 680: Advances in Plant Molecular Biology
- MCDB/CBIO/GEN 900: First-Year Introduction to Research and Rotation

**Spring Semester:**
- MCDB/CBIO/GEN 901: First-Year Introduction to Research / Ethics: Scientific Integrity in Biomedical Research

Two additional graduate level courses; consult with PMB track advisors as to choices.

Additional information on Plant Molecular Biology can be found at: http://medicine.yale.edu/bbs/plantmolbio/

Rotations

The primary purpose of the research rotations is to identify a laboratory in which dissertation research will be carried out; rotations should therefore be performed in laboratories that are being considered as possible homes. At least two rotations must be completed in a primary PMB faculty laboratory. Additional rotations may be performed in other labs; the emphasis should be on developing tools, approaches, techniques that are appropriate for investigations in plant biology. Rotations allow the student to find out what particular laboratories and faculty members are like, and give the faculty a chance to assess how well a particular student fits into the laboratory.
Rotations also serve to introduce students to a variety of techniques and scientific approaches. Therefore, the three-rotation requirement will not be waived because a student has already made a final decision concerning a dissertation laboratory. In rare instances, a student is able to do a short fourth rotation if necessary.

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The selection of a lab marks the assignment of a student from a BBS track to an academic department. Students electing to be in the Department of MCDB but who join laboratories headed by faculty without appointments in the Department are expected to participate fully in the academic life of the Department. This includes attendance at research in progress talks, MCDB seminars, and the annual retreat. In addition, all academic requirements such as attendance at graduate student seminar must be met. As for all scientists at Yale, students are also encouraged to broaden their scientific knowledge and to attend activities that are relevant to their particular scientific interests.

As PMB students enter their second year, they must be advised or co-advised by one PMB track faculty member for the duration of their Ph.D. thesis. If co-advised, the primary advisor (thesis mentor) has to be a member of the PMB track. The proposed prospectus committee must contain at least one PMB member (not including the thesis mentor). As a member of the PMB, we expect students to also attend and present one research talk at the weekly Botany seminar series, and present a talk or poster at the annual plant biology retreat (spring semester).
MCDB GRADUATE PROGRAM

Graduate study in MCDB is a full-time, five- to six-year doctoral program. The first one and a half years are spent laying a foundation for the dissertation through research, course work, independent reading, and preparation of a research proposal.

In the event that a student has not completed the program within the 7th year, the student, after consulting their Thesis Advisor, must file a Petition for Extended Registration. The student must draft an explanation and an update on the work and plans for completion to the DGS. Before this extension is granted, the student will also be required to meet with the School of Arts and Sciences Assistant or Associate Graduate Dean.

The academic requirements that must be satisfied in the Ph.D. program are the following:

- Honors grades in at least two courses
- Presentation of an acceptable research proposal (the Prospectus)
- Satisfactory performance at the Qualifying Exam
- Service as a Teaching Fellow in two courses
- Continuing progress in dissertation research as judged by annual Thesis Advisory Committee meetings
- Submission and defense of a dissertation judged acceptable by the faculty of the Department. These requirements are outlined in detail below.

Registration

Students must register with the Graduate School every term for the duration of the degree program, whether they are engaged in course work, preparation for the Qualifying Exam, or dissertation research.

Graduate-level courses are graded as Honors, High Pass, Pass and Fail. The Graduate School requires Ph.D. students to obtain at least two Honors grades in the first two years. A student who has not met this requirement by the end of the fourth semester of study will not be permitted to register for a fifth term. Students are always encouraged to take additional coursework.

In addition to completing your honors requirement, students must sign up for the following coursework:

Second Year

Fall Semester:
- MCDB 902: Advanced Graduate Seminar
- MCDB 950: Second Year Research
- QUAL 999: Preparing for Qualifying Exam
Thesis Advisory Committee

In the beginning of the second year, the student, in consultation with the Thesis Advisor, must identify faculty to serve on his/her Thesis Advisory Committee. The Committee must consist of at least four faculty members (including the Thesis Advisor), and at least two of these Committee members (one of whom may be the Thesis Advisor) must hold a primary or secondary appointment in the MCDB Department. Although the Thesis Advisor is present at the Qualifying Exam, they are not expected to participate. The Chair of the Committee will be selected prior to or at the first Committee meeting; the Chair must hold a primary appointment in MCDB and may not be the Thesis Advisor. The student should discuss the composition of the Committee with the Thesis Advisor before asking individual faculty to serve on the Committee.

The main function of the Thesis Advisory Committee is to provide guidance to the student throughout the course of dissertation research. The Committee is expected to provide advice regarding research methods, experimental strategies, interpretation of data, and the overall direction of research. The student must meet with the Thesis Advisory Committee at least once per year but meetings may be held more often when needed. The student is encouraged to consult with individual members of the Committee whenever their advice might prove helpful.

The student should choose faculty members who are knowledgeable in the chosen area of research and/or are familiar with the methods and strategies being employed. The availability of Committee members is a factor that should be taken into consideration when assembling a Committee. Students should schedule Committee Meetings 3 months in advance.

If the student has a concern or problem that he/she is not comfortable discussing in the presence of the Thesis Advisor, the student should discuss it privately with the Chair of the Committee (or another Committee member, if preferred) and/or with the Director of Graduate Studies.

Qualifying Exam (Pre-Prospectus/Prospectus)

MCDB Prospectus Checklist

In the beginning of the second year, the student, in consultation with the Thesis Advisor, must identify faculty to serve on his/her Thesis Advisory Committee (before asking faculty to be on committee.

The Committee must consist of at least four faculty members (including the Thesis Advisor), and at least two of these Committee members (one of whom may be the Thesis Advisor) must hold a primary or secondary appointment in the MCDB Department.
Advise Registrar of Committee Members.

Pre-Prospectus meeting. (6-8 weeks in advance of qualifying exam). Student should submit brief (1,000 word) outline of proposed plan to all committee members. Set up a Pre-prospectus meeting.

This meeting will be approximately one hour in which the student will give a 15-20 minute oral presentation outlining the plans for dissertation research - including background information, any relevant results that the student has already obtained, the goals of the project, and the methods to be employed.

Set up qualifying exam meeting as soon as possible as it must be held in the Fall semester of your second year. Faculty need notice-you should schedule 3-4 months in advance.

Notify Registrar of the date of the qualifying exam as soon as it is scheduled.

In advance of qualifying exam, the student must submit to the committee members the Prospectus (5000-7000 words in length) and reading lists created in consultation with committee members.

Prospectus Proposal

The proposal should be organized into the following sections:

   **Cover page:** The cover page must include: Name, Title of project, name of Thesis Advisor, the names of the members of the Thesis Committee, name of the Chairperson of the Committee, and the date, time and place of the meeting.

   **Abstract:** The student should briefly outline the background behind the project, indicate the question/problem being addressed, and summarize succinctly the research proposal. The abstracts should not exceed 250 words.

   **Background and Significance:** This section should provide a general introduction to the area of research, and explain the rationale for the proposed research. It should also provide a context for the proposed experiments and describe the experimental system in a manner intelligible to a non-specialist. It should include a critical evaluation of the relevant literature and a clear explanation of how the proposed research will advance knowledge in the field. This section should represent approximately one quarter of the overall proposal (~1,500 words).

   **Specific Aims:** The explicit goals of the proposal should be listed. Specific aims should be numbered for future reference. Each specific aim should be summarized in one or two sentences (200-300 words overall). Preliminary Data (optional). Any relevant data and their interpretation should be summarized (~1,000 words or less)

   **Experimental Design and Methods:** This section should be subdivided with one section for each of the Specific Aims stated, with the sub-sections numbered
accordingly. For each Specific Aim, there should be a description of: the goal and rationale, proposed experiment(s), the technique(s) to be employed, anticipated results and interpretation, and possible caveats and alternative approaches. At the end of the Experimental Design and Methods section, a timetable should be provided. If there are multiple experiments that can be carried out in parallel, you should indicate your priorities. If the sequence of events depends on the outcome of certain experiments, it may also be useful to include a flow chart.

References: including titles, for any papers cited in the proposal.

Figures: (optional, but desirable).

Tables: (optional) (~200-300 words overall).

Preliminary Data (optional). Any relevant data and their interpretation should be summarized (~1,000 words or less).

Qualifying Exam Information

1. Exam approximately 2.5 hours.
2. The first half of the Exam will test the student's knowledge of the assigned reading topics. The questions asked should test the students:
   a. knowledge of the "facts" of the field
   b. understanding of the methods used to arrive at these conclusions
   c. ability to read the literature critically. It is the responsibility of the Committee Chair to ensure that the student is questioned in each of the topic areas designated at the time of the Pre-Prospectus meeting.
3. The second half of the Exam will explore in depth the proposed plan of research described in the Prospectus. The student will begin with a brief (no more than 15 minutes) presentation, outlining the proposed research. Questions during and following the presentation should bear in mind that the purpose of the Qualifying Exam is to test the student's ability to
   a. identify interesting and important questions,
   b. plan a project with well-defined goals and carefully considered experimental strategies,
   c. anticipate potential problems and devise alternative approaches,
   d. demonstrate a clear understanding of where the proposed research fits into the "big picture".
4. After the questioning period, the Chair will ask the student and the Thesis Advisor to leave the room while the Committee deliberates. The Chair of the Committee, in consultation with other Committee members, should fill out the Qualifying Exam Meeting Form.
5. Following the Exam, the evaluation form should be delivered to the Graduate Registrar who will distribute the completed form to the student, and all Committee members.
Admission to Candidacy

Admission to candidacy indicates that the department and the Graduate School consider the student prepared to do original and independent research. In order to be admitted to candidacy, the student must

a) fulfill all course requirements
b) pass the Qualifying Exam
c) have an approved Prospectus
d) receive a positive evaluation on laboratory work from the thesis committee.

When a student has met all of these requirements, the DGS will submit to the Graduate School the “Certification of Admission to Candidacy” for that student. Admission to candidacy occurs between the 2nd and 3rd years. A student failing to be admitted to candidacy by the end of the 3rd year will not be permitted by the Graduate School to register for the following term.

Third Year Through Completion

Fall Semester
MCDB 902: Advanced Graduate Seminar
DISR 999: Dissertation Research

Spring Semester
MCDB 903: Advanced Graduate Seminar
DISR 999: Dissertation Research

Research in Progress (RIP) series

MCDB 902 (Fall); MCDB903 (Spring) Advanced Graduate Seminar
This course will allow students to present their dissertation work annually giving them practice in presenting their work. Students will be required to present every year beginning their third year in the MCDB program. However, students who are defending their dissertation during a RIP class semester are not required to present, but must still attend. Each MCDB graduate student will be required to attend at least 80% of the class sessions in order to receive a Pass in this course. Two faculty members will co-direct the course, attend the seminars, and provide feedback to the students.

Fourth Year

Spring Semester
BBS 503: RCR Refresher Course for Senior BBS Students in Responsible Conduct of Research
Career Development Plan

Students are encouraged to think about their career goals, how these goals can be achieved during your PhD and how you can work with your mentor, DGS and graduate program to align expectations and meet these goals. It is recommended that students use (myIDP [http://myidp.sciencecareers.org/]) as the main tool to design and follow their individual development plan. Students are encouraged to discuss this plan with their mentor every 6 months. Students should discuss this plan during every thesis committee meeting.

RCR

All fourth year students are required to take a refresher course in Responsible Code of Conduct. This will take place in the spring semester of a student’s fourth year consisting of a BBS session and two department sessions. Information will be sent out during the Fall semester. Students will need to register for BBS 503: RCR Refresher for Senior BBS Students.

Teaching

An important aspect of graduate training in Genetics is the acquisition of teaching skills through participation in courses appropriate for the student’s scientific interests. These opportunities can be drawn from a diverse menu of lecture, laboratory and seminar courses given at the undergraduate, graduate, and medical school level. Ph.D. students are required to participate in two semesters of teaching. Students may not teach during the first year of study; students are strongly encouraged to complete their teaching requirement by the end of the third year. Students should Teach in MCDB courses.

Students teaching for the first time are required to participate in a session called Teaching at Yale Day. This event is designed to help new teachers develop the skill and confidence to make an effective start to the semester. The BBS Teaching at Yale Day will be Wednesday, August 29 from 9-2:00 p.m. (location and registration link available at: [http://teaching.yale.edu/](http://teaching.yale.edu/) or [http://ctl.yale.edu/teaching/graduate-student-professional-student-and-postdoctoral-teaching-development/teaching-yale-day-tyd](http://ctl.yale.edu/teaching/graduate-student-professional-student-and-postdoctoral-teaching-development/teaching-yale-day-tyd).

In this program, you will:

1. learn strategies for the first day of class;
2. learn about important policies and guidelines for teaching in Yale College;
3. receive guidance from experienced teaching fellows and faculty;
4. be introduced to teaching resources at Yale; and
5. have an opportunity to get answers for your questions about teaching.

Another session will be held on Tuesday, January 16th, 2018 for those students who will be teaching in the spring and missed the fall session.

Courses having TA positions are listed on the “BBS Teaching Fellow Selection Form” available from the BBS office. During the summer, students formally request TA assignments by indicating their top 3 choices on this form, which they submit to the
Department Registrar. The instructor in charge of the course ultimately chooses the TA’s.

MDPhD students are only required to TA one course at the 10 hour/week level.

Students who would like to continue to serve as Teaching Fellows (with pay) after completion of their teaching requirement must consult with their Thesis Advisor and the DGS before making a commitment to teach.

The MCDB Graduate Program is a full-time commitment and any part-time jobs for pay, including tutoring to Yale College students, requires the approval of the thesis advisor and the DGS.

Annual Thesis Committee Meetings[DM4]

The thesis advisory committee is an important body that helps each student navigate the shoals of dissertation research. The function of this committee is to periodically review and evaluate progress, provide advice and expertise about the project, and certify when a student has completed sufficient work to begin writing the dissertation. Therefore, the committee should be regarded as an ally and a resource, not an obstacle. On occasion, the thesis committee can help resolve differences between a student and an advisor.

The Thesis Committee is normally comprised of four faculty members, at least two of whom must have primary or secondary appointments in the Department of MCDB and chaired by a primary MCDB faculty member who is not the Thesis Advisor. Additional members may be added if deemed appropriate. The Thesis Committee is assembled by the student in consultation with the Thesis Advisor and approved by the DGS. Faculty members with expertise in the area of the dissertation research are particularly helpful and should be sought out as Thesis Committee members.

Annual Committee meetings must be held before the following dates or the student will be placed on probation:

March 1 - for students in year 3 and years 6
April 1 - for students in years 4 and 5

Once a meeting is scheduled, a student must advise the Registrar of the date.

Prior to each Committee meeting, the student must send a progress report to the Thesis Committee and the Registrar at least a week prior to the meeting. All previous committee reports should be attached. This system of continuous reporting has a couple of benefits. First, it will make writing your annual committee report easier. It will eliminate the need for the student to include introductory material in (unless the student has switched projects since the last Committee meeting), and it will eliminate the need for the student to restate the goals listed the previous year. Second, it is hoped that this system will make it obvious to both the student and to Committee members whether or
not significant progress is being made from year to year.

This system of continuous reporting should not make the student feel compelled to complete the aims stated in the previous report. Research takes unexpected twists and turns, and it may make sense to abandon some or all of the goals previously stated in the interests of pursuing a new interesting observation.

The report should include the following:

1. Cover Page. The cover page must include (i) the title of the student’s project, (ii) the student’s name and the year of study, (iii) the name of student thesis advisor, (iv) the names of the members of student committee, (v) the name of the Chairperson of student committee, and (vi) the date, time and place of the meeting.

2. Introduction. Introductory information should be kept to a minimum (your committee has heard it before), unless you have switched projects since the last meeting committee.

3. Results. Summarize the results you have obtained since the last committee meeting and your interpretation of these results. Describe any problems you have encountered.

4. Goals. State your goals for the next 12 months. Number them for ease of reference in the future.

5. Publications. Students must list any papers already published or submitted for publication. If none, state “none”.

6. Figures (as appropriate).

7. Tables (as appropriate).

8. References.

The Annual Report need not be lengthy. A rough guideline is that items 2 through 4 should be approximately 1200 words in length.

If a manuscript is in preparation, an outline of it should be included in the Annual Report. The outline should include:

1. The Take-home message.

2. A List of Subtitled Sections.

3. A List of Figures and Tables, with brief descriptions of the data to be included in each. On the manuscript outline, it should be mentioned which experiments have already been completed and which remain to be done.
If the student is planning to graduate in the next 12 months, he/she should bring an outline of the thesis. This should include a list of chapters with a brief description of the information to be contained in each, preferably in list format. Publications and/or papers in preparation should be mentioned.

At the committee meeting, the student should plan on giving a brief presentation, about 20 minutes in length, covering the data acquired since the last committee meeting and the plans for the next 12 months. The Committee can aid in interpreting the results, and assessing whether the project is on track, and assist in prioritizing experiments. For students at an advanced stage, the Committee can approve the plans for thesis writing.

At the conclusion of the committee meeting, a Committee Meeting Report must be completed by the Chair of the Committee and returned to the student who is responsible for submitting to the Graduate Registrar.

**Dissertation Progress Report**

This requirement is for students in their 3rd, 4th, 5th, and 6th year. Must be completed annually by May 15th. This report is now completed online at the following web site: http://www.yale.edu/sis/dpr/.

**Preparing and Submitting the Dissertation**

1. **Writing the Dissertation**

The Graduate School provides information online for the preparation and presentation of the doctoral dissertation. The Dissertation Submission forms can be found online under Dissertation Submission Checklist at http://gsas.yale.edu/forms

Graduate School degrees are awarded in December and May. Final deadlines for the Yale Dissertation Submission and Degree Petition form and submission of dissertations to the Graduate School are October 3, 2016 (for December degrees) and March 15th, 2017 (for May degrees). The Graduate School does not make any exceptions to these dates.

The Graduate School requires one original unbound copy. The student is given the option to submit the readers’ copy via a pdf file. The readers’ copies should be emailed as a PDF to departmental registrars (for distribution to the readers). If the reader asks for a paper copy, the student must provide the Dissertation office with the hard copy and they will send it to the reader.

**Instructions for Students:**

1. Submit your final paper copy (unbound copy) of your dissertation and forms to the Graduate School - Dissertation Office on or before October 3rd, 2016 (December graduation) March 15th, 2017 (May graduation). All forms and fees must be submitted to the Dissertation Office at the time of dissertation submission.
2. Email your dissertation in the form of a PDF to your departmental registrar either before or on the day you submit the final unbound copy (paper) and paperwork to the Dissertation Office as well as Barbara.Withington@yale.edu.

   a.) The file should be saved as a PDF using the "reduced file size PDF" settings.
   b.) The file should be named with your last name, first name, middle initial and your department with space in between each. Sample: Smith, John A. - Music Dept.
   c.) Email the dissertation to your departmental registrar and make sure to copy dissertationreaders@yale.edu

3. The student should be prepared to make any changes required by any of the readers in the final copies. Prior review by the thesis advisor and thesis committee makes revisions in the final, submitted version a rare exception. If necessary, however, revisions must be submitted to the Graduate School.

   A Notification of Readers form must be completed online and approved by the DGS at the time of submission. The link is as follows: www.yale.edu\dissertationreaders. After the student submits the thesis to the Graduate School and to the departmental registrar, the registrar will send the pdf file of the thesis to the readers, who are asked to judge the acceptability of the dissertation and to provide comments. Students, in consultation with their advisor, are expected to incorporate any additional changes required by the readers into the Graduate School's unbound copy. The MCDB department strongly recommends that each student have at least a primary research manuscript in submission to a journal before the Committee gives permission to the student to write his or her dissertation. Before the student starts writing, he/she should read “Preparation and Submission of the Doctoral Dissertation” (see "Where to get forms" below), and obtain a dissertation packet from the Graduate School.

   It may take a couple of months to write the dissertation, or less time for students who have published papers that will form the core of the dissertation. The dissertation should describe the scholarly work of the student only (since the only author of the dissertation is the student). Results produced by collaborators should be excluded. If these results provide context for the student’s original work, they can be briefly described in the text (but not shown in Figures unless the student actively participated in producing these results), and the contribution should be properly acknowledged. In addition, the student should draw his or her own illustrative diagrams rather than using or modifying published ones. Note that the student must obtain permission from the publishers prior to reproducing published materials (even if it is from the student) in his or her dissertation.

Copyright Notice

To copyright the dissertation, the student should consult http://www.yale.edu/graduateschool/academics/forms/formatDissertation.pdf for instructions.

Upon receipt of the dissertation, the Graduate School will send the dissertation out for
evaluation by the readers. After all reader evaluation forms have been returned to the Graduate School and all requested changes to the dissertation have been made, the DGS acting on behalf of the entire MCDB faculty will sign the form recommending award of the Ph.D. degree. Then the Graduate School Degree Committee and finally the Yale Corporation will vote to approve conferral of the degree.

**Thesis Defense**

After the thesis committee has approved the writing of the thesis, the student selects a date for the thesis defense in consultation with the Thesis Committee. The defense must be held in person on the Yale campus, with the entire Thesis Committee present. Typically, the defense lasts 1 to 2 hours and starts with an introduction of the student by the Thesis Advisor, followed by a 45-55 min seminar by the student. This is followed by a private examination of the student by the Thesis Committee. The dissertation must be submitted to the thesis committee 7 days before the thesis defense.

The Department of MCDB requires the student to e-mail the title of the thesis as well as the date of the defense to the Graduate Registrar. In addition, the student will be asked to fill out a Post-Graduate Form before he/she leaves the Yale Campus.

**Readers**

The students, in consultation with the Thesis Advisor, must identify three readers who will evaluate the dissertation. At least two of the readers must hold ladder faculty positions at Yale. One of these readers must have a Primary Appointment in MCDB. One of the readers may be from outside of the Yale Community. However, no outside reader is required. The Registrar’s Office has developed a new online Notification of Reader’s Form (ONOR), which is available at www.yale.edu/dissertationreaders. The student should fill this form as soon as possible (at least a few days before the deadlines) and submit it to the DGS electronically.

**General Program Information**

**Registration**

All students are required by the Graduate School to register, whether they are in residence, in absentia, or submitting a dissertation. An unregistered student is not permitted to use University facilities, including the libraries and the Health Service. For advanced students, certain requirements must be fulfilled prior to registration. These include annual thesis committee meetings and the submission of the Thesis Prospectus and the annual Dissertation Progress Report. For information about registration for new and returning students, please see the Graduate School Academic Calendar.

All registration and course enrollment is done on-line and must be approved by the DGS. Any changes, i.e. course added or dropped, changed from credit to audit or vice versa, must be reported to the Graduate School by submitting a course-change form signed by the DGS to the MCDB Registrar. Forms are available in the MCDB Graduate Program Office, the Graduate School, or on-line.
Course schedules and changes submitted after the Graduate School deadlines incur late fees, payable by the student.

Foreign Student Registration

Foreign students must register at the International Students/Scholars Office, 421 Temple Street, before registering at the Department. This office also helps with visa procedures and concerns.

In Absentia Registration

A student, whose program of study requires full-time study at another institution, or dissertation research on a full-time basis outside of the New Haven area, may (on recommendation of the DGS and with permission of the Dean) register in absentia

Leave of Absence

A student in good standing who is current with his/her degree requirements and wishes to interrupt study temporarily for personal reasons (for example, maternity leave; financial necessity; health problems) may be granted a leave of absence with approval of the Department and the Dean. A PhD student is not eligible for leave of absence after the 4th year of study except for reasons of pregnancy, maternity or paternity care, or military service. Students contemplating taking a leave of absence should consult with the DGS as soon as possible to determine eligibility and be informed of the rules regulating leaves, and in order for the requisite approvals to be obtained. See the Yale University Graduate School Programs and Policies booklet.

Extended Registration

Under rare circumstances, a student can file for Extended Registration if they need an additional semester or year to complete their research after the 6th year. They will need to fill out a change of status form with both PI and DGS approval. In addition, the department requires a statement explaining the status of their research. Before the final Graduate School approval, the student will be asked to meet with the Associate Dean.

Forms

Many of the forms that graduate students will need to fill out during their studies are downloadable at the Graduate School: http://gsas.yale.edu/forms

E-Mail

Students automatically receive an email account. This information is sent to new incoming students during the summer by the Office of Student Financial and Administrative Services (SFAS). NetIDs control access to Yale’s email servers (Pine on a UNIX system or IMAP or POP), various internet features, other computer hosts, and
the student information system web page. Before you can use these services you must activate your net ID.

Graduate Student Representation

Graduate Student Assembly (GSA): Students in the Graduate School of Arts and Sciences have their own student legislative body as a forum for dealing with issues across the School, for providing student representation on University and Graduate School committees, and for consultation with administrators. Graduate and Professional Student Senate (GPSS): The GPSS is predominantly a social group made up of representatives from each of the graduate and professional schools.

Yale Health Plan (YHP)

The Yale Health Plan is a prepaid comprehensive health care program, located at the University Health Services Center (YUHSC), 55 Lock Street. All Yale graduate students enrolled at least half-time are automatically members of the YHP, and are eligible for ambulatory care services and use of the infirmary at no additional charge. For entering students, membership in YHP begins on the day of registration. Yale requires that students have hospitalization coverage as well.

Students may enroll their spouses and dependents by filing an application with the YHP. The University will pay for the Student and Dependents only. If a spouse chooses to be insured under the Yale Health Plan, the fee is applied through the Bursar's Office.

Members of the YHP use the University Health Services for both routine and emergency outpatient care. The YHP encourages its members to select a personal physician from its full-time primary care medical staff. Appointments are scheduled weekdays Monday – Friday between 8:30 a.m. and 5:00 p.m. by calling 203-432-0312. Emergency care is available 24 hours a day and can be reached by calling 203-432-0123. For further information about the Yale Health Plan please call or visit the Yale University Health Services Center subscriber services office at 55 Lock Street (432-0246).

Vacation and Leave

The course of study and graduate student stipend are based on a 12-month commitment. It is expected that students will take no more than two weeks of vacation, in addition to University holidays each year. Note that breaks in course work (Fall or Spring break, Christmas/New Year’s, beyond the official university holiday days, summers) are not holidays for graduate students. First-year students are required to schedule any absences with the DGS and the faculty member in whose lab they are working. Unscheduled absences or excessive vacation time will result in a stipend reduction and/or possible suspension from the Program.

In the event that the student needs to take a leave of absence, a personal leave of absence form must be filled out.
**Probation**

If the Thesis Advisory Committee deems that the student has made insufficient progress in the time since the previous meeting, the Committee may decide to place the student on "notice" or "probation". The Committee will discuss with the student expectations and goals that they would like to see completed by the next committee meeting, usually in six-month time. If the student fails to satisfy the Committee at the next meeting, the student’s progress will be discussed at the next Faculty meeting, where the student may be asked to withdraw from the program. A student will also be placed on probation if he/she has not met with his/her Thesis Committee as mandated.

**Ethical Code of Research**

If you believe you have identified a potential case of scientific misconduct, there are a number of steps you should take to resolve the matter. First, you should informally discuss the matter with a faculty member you know, such as your thesis advisor or member of your thesis committee. Such discussions may help define the problem, put it in perspective, and help you decide whether further steps are warranted.

If you believe the matter requires official notice, the next level of discussion is at the departmental level involving either the Director of Graduate Studies or the Chairman. The department takes these matters seriously, and will not penalize an individual for raising reasonable concerns. All steps will be taken to preserve confidentiality to safeguard all parties involved in the dispute.

**Security**

Security services are provided by the Yale Campus Police and members of the University Security Programs Department. The Yale Campus Police are state-certified officers. Security officers assigned to the Security Programs Department are not police officers. They provide services such as building patrol, access control, escort services, and parking lot security. Individuals are urged to walk in groups or request an escort **(432-WALK (9255)).** Between the hours of 6:00 p.m. and 6:00 a.m., seven days a week, Yale students, faculty and staff can call 432-6330 or 432-WALK to request a University Security safe ride within campus boundaries. Visit the Department of Security on the web. Night-time transportation is available via the **Nighttime Shuttle,** free of charge with a valid ID, for students working late in the evenings. The Nighttime Shuttle also runs between 6:00 p.m. to 1:00 a.m. Monday – Sunday (seven days a week). This service runs on a scheduled route around the campus and does off-route drop offs. Call 432-6330 or visit them on their website [http://to.yale.edu/nighttime-routes](http://to.yale.edu/nighttime-routes).

**Professional Climate and Diversity**

The MCDB community constitutes students, laboratory personnel, faculty members, and support staff all working together to forward the teaching and research missions of the Department. Individuals at various stages of their careers and from many
backgrounds must rely on each other to help achieve their highest academic and research goals. To help ensure that the departmental environment is positive for all MCDB community members, the MCDB Committee on Diversity and Professional Climate has been established.

Diversity and Inclusion at Yale http://www.yale.edu/hronline/diversity
Diversity and Student Life http://studentlife.yale.edu/diversity
Sexual Harassment http://smr.yale.edu

Mission: The MCDB Committee on Diversity and Professional Climate will help the Department develop and sustain a diverse community of scholars and staff. The Committee also will help to ensure that the Department maintains a professional work environment that encourages respectful interchange between all members regardless of background or career status.

Activities: The MCDB Committee on Diversity and Professional Climate will carry out various activities to achieve its objectives. For example, the Committee will identify departmental, university, or other resources or activities that could be applied to enhance the diversity and professional climate of MCDB. The Committee will serve as a mechanism to identify challenges caused by policies or practices that might detract from diversity or climate, and recommend changes that would benefit the MCDB community. Importantly, the Committee and its members will provide another resource for community members to rely on when challenges arise. The Committee will regularly report at departmental meetings and work in concert with the MCDB Chair to achieve its mission goals.

Students may call the SHARE hotline (Sexual Harassment and Assault Response Education 203-432-2000. SHARE will treat your call as strictly confidential.

Title IX coordinators and members of the University-Wide Committee on Sexual Misconduct (UWC) will maintain confidentiality as much as possible, only sharing information when required by law or for safety concerns. http://provost.yale.edu/title-ix

Racial Discrimination
If you are experiencing oppressive behavior because of race, students should contact Michelle Nearon (michelle.nearon@yale.edu)

Finances: Sources of Support

Tuition
For the 2017-2018 academic year, tuition ($41,000/AY) will be paid for all students. In addition, a stipend of $35,150 will be paid over 12 months. All stipends are considered taxable income, and students are expected to file a tax return with the IRS. The University will withhold tax on all research, teaching and other assistantships; on casual wages paid; and on the fellowship stipends of foreign students. Taxes are not withheld on fellowship or traineeship stipends for U.S. citizens. For the latter, most students file
quarterly estimated tax reports. **NB:** Withholding forms for Connecticut State and Federal taxes must be on file at the Payroll Office, 155 Whitney Avenue and updated annually, otherwise the maximum amount will be deducted from stipend checks. Students who are on assistantships in research (ARs) should file a Federal and State W4 form. See *Appendix 5 - Taxation of Scholarships and Fellowships.* For more information, go to www.yale.edu/tax. Foreign students should also refer to IRS publication *901 U.S. Tax Treaties.*

Federal and States if Connecticut tax forms as well as tax publications and instruction booklets can be obtained by contacting the following agencies:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Phone Number</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Revenue Service</td>
<td>1-800-829-1040</td>
<td><a href="http://www.irs.ustreas.gov">www.irs.ustreas.gov</a></td>
</tr>
<tr>
<td>CT Department of Revenue Services</td>
<td>1-800-382-9463</td>
<td><a href="http://www.ct.gov/drs/site/default.asp">http://www.ct.gov/drs/site/default.asp</a></td>
</tr>
</tbody>
</table>

U.S. Citizens: www.yale.edu/tax  
International Students: http://www.yale.edu/oiss/law/index.html

**External Fellowships**

There are several fellowships administered by federal sources for which students may be eligible (e.g., National Science Foundation, Department of Defense). Announcements of these fellowships are forwarded to eligible students and are on-line at the respective websites. Also, the Dean’s office maintains an extensive file of fellowships and publishes the on-line *Graduate School Fellowship Guide*. Students should be aware of the fellowships that are available, and should make every effort to apply for those for which their training and background are appropriate. Being awarded a competitive individual fellowship carries with it several advantages. Stipends on such fellowships are occasionally higher than the NRSA level, funds for travel and laboratory expenses may also be available, and the award will strengthen a student's *curriculum vitae*. In addition, students who are awarded a competitive fellowship that is open to students on a national level are paid a substantial bonus to their stipend, currently $4,000/year, in accordance with the Graduate School’s *Combined Awards Policy*.

**Stipends**

The Graduate Student Payroll System (GSPS) is a semi-monthly payroll; stipends are paid on the 15th and the last day of each month. Students are strongly urged to have their stipends deposited directly to their banks. Forms are available in the Graduate Program Office, the Financial Aid Office of the Graduate School or on-line.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, August 21</td>
<td>New student orientation week begins</td>
</tr>
<tr>
<td></td>
<td>Oral Performance Assessment for international students in Ph.D. programs</td>
</tr>
<tr>
<td>Wednesday, August 23</td>
<td>Fall-term Online Course Selection (OCS) begins</td>
</tr>
<tr>
<td>Thursday, August 24</td>
<td>Matriculation Ceremony</td>
</tr>
<tr>
<td>Monday, August 28</td>
<td>Teaching @ Yale Day: orientation for all new Teaching Fellows</td>
</tr>
<tr>
<td>Wednesday, August 30</td>
<td>Fall Term Classes begin, 8:20 a.m.</td>
</tr>
<tr>
<td>Friday, September 1</td>
<td>Monday classes meet on Friday</td>
</tr>
<tr>
<td></td>
<td>Due date to notify department of intention to submit dissertation</td>
</tr>
<tr>
<td></td>
<td>for award of PhD in December</td>
</tr>
<tr>
<td>Monday, September 4</td>
<td>Labor Day. Classes do not meet</td>
</tr>
<tr>
<td>Friday, September 8</td>
<td>Final day to apply for a fall-term personal leave of absence. The entire fall-term tuition charge or Continuous Registration Fee (CRF) will be canceled for students who withdraw from the Graduate School on or before this date or who are granted a leave of absence effective on or before this date</td>
</tr>
<tr>
<td>Wednesday, September 13</td>
<td>Fall-term online course selection (OCS) ends. Final day for registration. A fee of $50 is assessed for course schedules submitted after this date</td>
</tr>
<tr>
<td>Friday, September 15</td>
<td>Final day to file petitions for M.A., M.S., M.Phil. degrees to be awarded in December</td>
</tr>
<tr>
<td>Friday, September 22</td>
<td>One-half of the fall-term full-tuition charge will be canceled for students who withdraw from the Graduate School on or before this date or who are granted a medical leave of absence effective on or before this date. The CRF is not prorated</td>
</tr>
<tr>
<td>Monday, October 2</td>
<td>Due date for dissertations to be considered by the Degree Committees for award of the Ph.D. in December Final date for the faculty to submit grades to replace Temporary Incompletes (TI’s) awarded during the previous academic year.</td>
</tr>
<tr>
<td>Tuesday, October 17</td>
<td>October recess begins. 5:20 pm</td>
</tr>
<tr>
<td>Monday, October 23</td>
<td>Classes resume 8:20 a.m.</td>
</tr>
<tr>
<td>Friday, October 27</td>
<td>Midterm Final day to change enrollment in a fall-term course from Credit to Audit or from Audit to Credit</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
</tr>
<tr>
<td>-------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Thursday, November 2</td>
<td>Final day to withdraw from a fall-term class. One-quarter of the fall term full tuition charge will be canceled for students who withdraw from the Graduate school on or before this date or who are granted a medical leave of absence effective on or before this date. The CRF is not prorated. Teaching appointments will not appear on the transcripts of students who withdraw from the assignment on or before this date.</td>
</tr>
<tr>
<td>Thursday, November 2</td>
<td>Readers’ Reports are due for dissertations to be considered by the Degree Committees for award of the Ph.D. in December.</td>
</tr>
<tr>
<td>Wednesday, November 8</td>
<td>Final day to withdraw a degree petition for degrees to be awarded in December.</td>
</tr>
<tr>
<td>Thursday, November 9</td>
<td>Oral Proficiency Assessment for international students in all GSAS programs.</td>
</tr>
<tr>
<td>Monday, November 13</td>
<td>Departmental recommendations are due for candidates for December degrees.</td>
</tr>
<tr>
<td>Friday, November 17</td>
<td>November recess begins, 5.20 p.m.</td>
</tr>
<tr>
<td>Monday, November 27</td>
<td>Classes resume, 8:20 a.m. Final day to submit Petitions for Extended Registration and Dissertation Completion status for the Spring term.</td>
</tr>
<tr>
<td>Thursday, December 14</td>
<td>Classes end, 5:20 p.m.</td>
</tr>
<tr>
<td>Friday, December 15</td>
<td>Final Examinations begin</td>
</tr>
<tr>
<td>Wednesday, December 20</td>
<td>Examinations end; winter recess begins</td>
</tr>
<tr>
<td>Thursday, December 21</td>
<td>Date of December degree award</td>
</tr>
</tbody>
</table>
## ACADEMIC DATES & DEADLINES

### SPRING TERM 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, January 2</td>
<td>Final grades for fall-term courses due</td>
</tr>
<tr>
<td>Wednesday, January 10</td>
<td>Spring-term Online Course Selection (OCS) begins</td>
</tr>
<tr>
<td>Monday, January 15</td>
<td>Martin Luther King Day. Classes do not meet</td>
</tr>
<tr>
<td>Tuesday, January 16</td>
<td>Spring-term classes begin, 8:20 a.m. Registration begins</td>
</tr>
<tr>
<td></td>
<td>Spring Teaching at Yale Day: orientation for all new Teaching fellows</td>
</tr>
<tr>
<td>Friday, January 19</td>
<td>Monday classes meet on Friday</td>
</tr>
<tr>
<td>Thursday, January 25</td>
<td>Final day to apply for a spring-term personal leave of absence</td>
</tr>
<tr>
<td></td>
<td>The entire spring-term tuition charge or CRF will be canceled for students who withdraw from the Graduate School on or before this date or who are granted a leave of absence effective on or before this date.</td>
</tr>
<tr>
<td>Friday, January 26</td>
<td>Registration ends</td>
</tr>
<tr>
<td></td>
<td>Spring-term online course selection (OCS) closes. Final day for registration. A fee of $50 is assessed for course schedules accepted after this date.</td>
</tr>
<tr>
<td>Friday, February 9</td>
<td>One-half of the spring-term full-tuition charge will be canceled for students who withdraw from the Graduate School on or before this date or who are granted a medical leave of absence effective on or before this date. The CRF is not prorated.</td>
</tr>
<tr>
<td>Thursday, February 15</td>
<td>Due date to notify department of intention to submit dissertation for award of the Ph.D. in May</td>
</tr>
<tr>
<td>Thursday, March 1</td>
<td>Final day to file petitions for M.A.S., M.A., M.S., and M.Phil. degrees to be awarded in May</td>
</tr>
<tr>
<td>Friday, March 9</td>
<td>Midterm.</td>
</tr>
<tr>
<td></td>
<td>Final day to change enrollment in a spring-term course from Credit to Audit or from Audit to Credit.</td>
</tr>
<tr>
<td></td>
<td>Final day to withdraw from a spring-term course.</td>
</tr>
<tr>
<td></td>
<td>Spring recess begins, 5:20 p.m.</td>
</tr>
<tr>
<td></td>
<td>One-quarter of the spring-term full-tuition charge will be canceled for students who withdraw from the Graduate School on or before this date or who are granted a medical leave of absence effective on or before this date. The CRF is not prorated.</td>
</tr>
<tr>
<td></td>
<td>Teaching appointments will not appear on the transcripts of students who withdraw from the assignment on or before this date.</td>
</tr>
<tr>
<td>Thursday, March 15</td>
<td>Due date for dissertations to be considered by the Degree Committee for award of the Ph.D. in May.</td>
</tr>
<tr>
<td>Monday, March 26</td>
<td>Classes resume, 8:20 a.m.</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>--------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Friday, April 13</td>
<td>Readers' reports are due for dissertations to be considered by the Degree Committee for award of the Ph.D. in May</td>
</tr>
<tr>
<td>Monday, April 16</td>
<td>Oral Proficiency Assessment for international students in all GSAS degree programs</td>
</tr>
<tr>
<td>Thursday, April 19</td>
<td>Deadline for departments to return Degree Recommendation Forms for May graduation</td>
</tr>
<tr>
<td>Friday, April 20</td>
<td>Final day to withdraw a degree petition for degrees to be awarded in May</td>
</tr>
<tr>
<td>Tuesday, May 1</td>
<td>Final day to submit Dissertation Progress Reports</td>
</tr>
<tr>
<td></td>
<td>Final day to submit petitions for Extended Registration and Dissertation Completion status for the next academic year</td>
</tr>
<tr>
<td>Thursday, May 3</td>
<td>Classes end, 5:20 p.m.</td>
</tr>
<tr>
<td>Friday, May 4</td>
<td>Final examinations begin</td>
</tr>
<tr>
<td>Wednesday, May 9</td>
<td>Final examinations end</td>
</tr>
<tr>
<td>Friday, May 11</td>
<td>Final grades for spring-term courses are due for candidates for terminal M.A.S., M.A. and M.S. degrees to be awarded at Commencement.</td>
</tr>
<tr>
<td>Sunday, May 20</td>
<td>Graduate School Convocation</td>
</tr>
<tr>
<td>Monday, May 21</td>
<td>University Commencement</td>
</tr>
<tr>
<td>Thursday, May 31</td>
<td>Final grades for spring-term courses and full-year courses are due</td>
</tr>
<tr>
<td></td>
<td>Final day that faculty may submit a request for the assignment of a grade of Temporary Incomplete</td>
</tr>
</tbody>
</table>
## MCDB Administrative Staff

**Lead Administrator, Carol MacLeman**  
KBT 1204, 432-0416, carol.macLeman@yale.edu

**Operations Manager II, Margaret MacIlvain**  
KBT 1204, 432-8934, margaret.macIlvain@yale.edu

**Operations Manager I, Barbara Amendola**  
KBT 1204, 432-3455, barbara.amendola@yale.edu

### General Inquiries:  
mcdb.businessoffice@yale.edu

<table>
<thead>
<tr>
<th>Activity</th>
<th>Primary Contact</th>
<th>Secondary Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>AV/Projectors</td>
<td><a href="mailto:mcdb.businessoffice@yale.edu">mcdb.businessoffice@yale.edu</a></td>
<td><a href="mailto:mae.thibodeau@yale.edu">mae.thibodeau@yale.edu</a></td>
</tr>
<tr>
<td>Card Key Access &amp; KBT Keys</td>
<td><a href="mailto:mcdb.businessoffice@yale.edu">mcdb.businessoffice@yale.edu</a></td>
<td><a href="mailto:margaret.macIlvain@yale.edu">margaret.macIlvain@yale.edu</a></td>
</tr>
<tr>
<td>Custodial Issues</td>
<td><a href="mailto:kirsta.macLellan@yale.edu">kirsta.macLellan@yale.edu</a></td>
<td>203-432-3291</td>
</tr>
<tr>
<td>Departmental Functions (i.e. happy hour, receptions, socials)</td>
<td><a href="mailto:mcdb.businessoffice@yale.edu">mcdb.businessoffice@yale.edu</a></td>
<td><a href="mailto:barbara.amendola@yale.edu">barbara.amendola@yale.edu</a></td>
</tr>
<tr>
<td>Employee Service Center</td>
<td><a href="mailto:employee.services@yale.edu">employee.services@yale.edu</a></td>
<td>203-432-5552</td>
</tr>
<tr>
<td>Facility Coordination/Work Requests</td>
<td><a href="mailto:carol.hwang@yale.edu">carol.hwang@yale.edu</a></td>
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<tr>
<td>Facility Emergencies</td>
<td>203-432-6888</td>
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<tr>
<td>Graduate Students</td>
<td><a href="mailto:mcdb.registrar@yale.edu">mcdb.registrar@yale.edu</a></td>
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<tr>
<td>Injury Incident Reporting</td>
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<td>Mail (KBT &amp; OML)</td>
<td><a href="mailto:mcdb.businessoffice@yale.edu">mcdb.businessoffice@yale.edu</a></td>
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<tr>
<td>Parking and Transit</td>
<td><a href="mailto:parking@yale.edu">parking@yale.edu</a></td>
<td>Central: 203-432-9790, Medical: 203-785-6456</td>
</tr>
<tr>
<td>Purchasing (i.e. SciQuest, Stockroom Cards and Accounts Payable)</td>
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<td>Purchasing Cards</td>
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<tr>
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<tr>
<td>Seminars</td>
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<tr>
<td>24-hour Walking service</td>
<td>2-WALK</td>
<td>203-432-9255</td>
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### Graduate School of Arts and Sciences - Contact Information

[http://gsas.yale.edu/](http://gsas.yale.edu/)

<table>
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<tr>
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<tbody>
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