

TRI-INSTITUTIONAL TRAINING PROGRAM IN Chemical Biology



TPCB Thesis Advisory Committee / A-ACE Examination Committee Guidelines

Thesis Advisory Committee

Students may choose a thesis mentor from the TPCB Graduate Faculty on any of the campuses. With prior written approval of the TPCB Program Director, a student may be permitted to do their thesis research in the laboratory of a faculty member who is not yet on the TPCB roster, provided that the faculty member joins the TPCB faculty.

The composition of the thesis committee must be in line with the guidelines of the graduate program in which the student is matriculated. Additionally, each student must have one member who is not from the institution where the student is matriculated.

The rules for thesis committees are as follows at the following institutions:

Rockefeller University

Students must have three RU faculty members on their committee as well as one SKI, WMC or CU TPCB faculty member. Students must notify the Rockefeller Graduate Program Office to ensure that he/she has the necessary forms to complete.

Weill Cornell Graduate School and Memorial Sloan Kettering

Students must have two WMC-SKI members on their committee as well as one other TPCB faculty who is not a member of their home institution. In addition, students need to appoint one ACE-exam chair for the actual examination. Students should therefore arrange for a third WMC-SKI faculty who need not be a permanent member of the committee to chair the exam. The A-exam chair should if possible, be selected from the TPCB faculty at WMC-SKI.

Cornell University, Ithaca

Students must have two CU faculty members in the graduate field of chemistry or chemical biology as well as one NYC faculty member from RU, WMC-SKI.

A or ACE EXAM

All students will write and defend a thesis proposal to satisfy the requirements of the A or ACE exam. This exam will consist of (i) a written thesis proposal and (ii) an oral presentation describing the components of the proposed thesis defense. The composition of the examining committee must be in line with the guidelines of the graduate program in which the student is matriculated. The exam must be completed successfully according to the standards set by the graduate program in which the student's thesis mentor is a member.

Following the thesis defense examination, the thesis defense committee (which consists of the Thesis Advisory Committee plus external examiners) will submit a written report on the results of the examination. The report is forwarded to the Tri-Institutional Training Programs Office, which will send a copy of the report to the Graduate School in which the student is matriculated.

Annual Thesis Committee Meetings

Students must meet with their Thesis Committee AT LEAST once each year between the defense of their A exam and the defense of their thesis. Students are required to bring the evaluation form used by their institution (e.g., "Student Evaluation Form" at WGSMS) to the meeting. The committee will fill out this form, thereby providing a written evaluation of the student's progress. The form must then be filed with both the Tri-Institutional Training Program Office and the Graduate School in which the student is matriculated.

Videoconferencing and Room Reservation

For assistance reserving a room and videoconference support, please email, TPCB Program Coordinator, Margie Hinson-Mendoza at mah2036@med.cornell.edu. Please give at least two weeks notice.

For more information about thesis committees and A-ACE exams, please contact:

CU-Ithaca Contact: Sharon Calhoun, sac19@cornell.edu

RU Contact: Kristen Cullen, cullenk@mail.rockefeller.edu

WMC-SKI Contact: Denise Jenkins, djenkins@med.cornell.edu