



FIBER SCIENCE & APPAREL DESIGN

GRADUATE STUDENT HANDBOOK

2024-2025

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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 (M.S. or Ph.D.) or Apparel Design (M.A. or Ph.D.). The M.P.S. 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.

Interim Department Chair

Juan Hinestroza
T57A HEB
255-7600
jh433@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 committee chair/advisor, feel free to make an appointment to meet with Juan.

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

Undergraduate Program Coordinator
Darin Gillenwater
T57 HEB
255-3196
djg326@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. All graduate students are expected to familiarize themselves with the Code of Legislation, which 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 M.A. or M.S. degree. Students accepted into the M.A. or M.S. 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 Ph.D.

Master of Professional Studies (M.P.S.) in Human Ecology is intended for professionals who need further academic training but whose career goals are not oriented to research and teaching at an advanced level. Typically, these individuals are successful professionally and feel they need further concentrated study to increase their usefulness on the job.

Timelines for both the M.A./M.S. and Ph.D. are included as Appendix A 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 for Ph.D. students where a minimum grade of B- will be required for all required courses for the written PhD A Exam. 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/about/governance-and-structure/graduate-program-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 afield or discipline outside of FSAD within 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, which is reported annually by your special committee chair in the Student Progress Report (SPR).

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 by the end of their 2nd semester. PhD students must select one faculty member to represent their major subject (the chair), and two members to represent their two different minor fields by the end of their 3rd semester.

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 and three subjects and concentrations are represented on a Ph.D. 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 the 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 Ph.D. students: you may make changes to your special committee at any time prior to your A Exam. Committee change requests occurring after the A Exam require a petition and approval from the Graduate School. Additionally, you may not schedule your B Exam within three months of a committee change.

Student Progress Review

The [Student Progress Review](#) (SPR) supports communication between students and their advisors, including written feedback. The SPR requires 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 research degree students (PhD and MA/MS) are required to complete the SPR annually in the spring semester.

Teaching Assistantships

Teaching Assistantships (TAs) are awarded to PhD students by the the Director of Graduate Studies (DGS) in consultation with the Department Chairperson, Director of Undergraduate Studies, and department teaching faculty. Decisions regarding Fall TAs are typically made in June. Spring term TA decisions are made in November or December. Decisions are made by comparing the department and faculty needs with the skills and availability of the student.

Teaching assistantship assignments 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. Typically, assistantships follow the following appointment periods – Fall: August 21 – January 5. Spring: January 6 – May 20. Your TAship is not completed until final grades are turned in at the end of the semester. This means that you must not book transportation to leave campus 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.

Assistantship responsibilities shall not exceed 20 hours in any week with the average to be 15 hours per week counting across all weeks in the appointment period. If you are unable to complete your duties within this allotted time, you must promptly inform your supervisor..

Initiative, follow-through, and ability to work independently 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.

Graduate research assistants are provided all university holidays that occur during their appointment period. In addition to university holidays, graduate students who are on fully-funded appointments (assistantship or fellowship) for the academic calendar year from August 21-August 20 are eligible for up to 10 days of vacation per year, or if on funded appointments for a portion of the year, vacation eligibility is prorated. Please refer to your assistantship letter regarding holidays and vacation day allowances. 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 year-long fellowships from the College of Human Ecology and one year-long fellowship from the Graduate School each year. Two of these fellowships are awarded to students as semester-long fellowships via an application process that will open after the SPR is completed in May and four students will receive a one-semester fellowship. Students who apply to teach a Freshman Writing Seminar (FWS) and are selected to do so will automatically receive a fellowship for the semester they are not teaching the FWS. FSAD also receives two summer fellowships from the College of Human Ecology. Receiving a fellowship during the academic year does not guarantee receiving a summer fellowship, as funding sources may change.

Given the limited number of fellowships we receive, the application process is competitive and some students will never receive a fellowship.

Summer Funding for PhD students

See “Appendix C” section on HCD Summer Funding for PhD students.

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 Ph.D., 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 and teaching assignments 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" (M Exam). 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. A list of courses that qualify for the A exam is provided as "Appendix B" to this handbook. You may take your written A upon completion of four core courses, but 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 and typically involves the defense of your research proposal. 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, which must be submitted to your full committee at least 5 business days ahead of the examination date (though typically committees require the thesis or dissertation many weeks ahead of the examination date before approving the exam, which is a public exam that must be announced to the FSAD field members at least one week before the exam takes place). 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, they 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

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

In each of the shared Ph.D. 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.

M.A./M.S. students are not assigned individual desk spaces. All M.A./M.S. students in the department have use of the shared space in MVR 4110 and HEB 150 and will have storage lockers available on the 4th floor of MVR.

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. The IRC is open from 8 a.m. to 6 p.m., Monday through Saturday, and can be reached by calling 607-254-INFO or by dialing 0 from campus telephones.

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: <https://diversity.cornell.edu/our-commitments/bias-reporting-cornell>

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.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 research and other 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.
- Add field appointed member to committee in student center after passing the Written A exam
- Take Oral A exam after passing written A exam (a student must wait at least two weeks after successful completion of the written A exam before scheduling the 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 after passing A exams (written and oral) and advancing to candidacy

Sixth Semester

- Complete A exam requirements by the end of semester if not already completed.
- Take Oral A exam.
- Prepare and submit Departmental Proposal for Thesis Research Support if not already completed
- Complete Student Progress Report (SPR)

Seventh Semester

- Continue research 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](#)

Appendix B: Courses for the Ph.D. A-Exam

Apparel Design:

FSAD 6640: Digital Anthropometry and Design in Fashion (Baytar)
FSAD 6700: Fashion Theory (Lewis)
FSAD 6451: Curating Fashion Exhibitions (Green)
FSAD 6415: Anthropology of the Fashioned Body (Green)
FSAD 6900: Understanding Functional Aspects of Clothing and Design (Park)
FSAD 6025: Design for Change: Imagining Decolonial Futures (Leitao)
FSAD 6800: Ethical Design: Engine of Positive Change (Leitao & Park)
HIST 6452: Dress, Cloth, and Identity in Africa and the Diaspora (Byfield)

Fiber Science:

FSAD 6460: Nanotechnology in Fibers and Textiles (Uyar)
FSAD 6400: Fiber and Polymer Characterization (Shepherd)
FSAD 6260: Advanced Fiber Chemistry (Uyar)
FSAD 6200: Physical Properties of Fiber - Forming Polymer and Fiber (Uyar)
FSAD 6660: Fiber Formation: Theory and Practice (Uyar)
FSAD 6160: Rheology of Solids: Dynamic Mechanical Analysis of Fibers and Polymers (Hinestroza)
FSAD 6860: Mechanics of Fibrous Assemblies and their Composites (Gowayed)

Appendix C: HCD Summer Funding Policy for PhD Students

Human Centered Design Summer Funding Policy for PhD Students in D+EA & FSAD

Summer funding may take the form of an Assistantship (TA, GRA, RA, or GA), Fellowship (external or internal), or a teaching, research, professional development, or funded internship opportunity related to your field of study. Current Cornell Graduate School definitions of these assistantship and fellowship categories are included as Appendix A.

Beginning in academic year 2023-24 and in view of the graduate school's guidance, the Department of Human Centered Design (HCD) will support faculty in FSAD and D+EA who are using their faculty/research funds to offer Research Assistantships (GRA/RA) to funded D+EA and FSAD PhD students by automatically subsidizing the total stipend amount at 50% (excluding start-up G/RA support). Long-term continuation of this cost-share arrangement will be contingent on available funding at the Department level. HCD will also provide Assistantship opportunities for students to teach and TA for summer courses through the School of Continuing Education.

The Assistantships and other funding opportunities named above may not be applicable for all students. To address instances where students are unable to secure funding as outlined above, the Department will offer fellowship opportunities to qualified PhD students through an application process. Applications will be reviewed by the Field DGS and the HCD Department Chair.

Students who are awarded Summer Fellowships will be expected to concentrate on their own academic progress without any obligation to engage in teaching and/or research in furtherance of the university's academic mission.

Students may elect to waive funding, either because they wish to take the summer 'off' or because they will be participating in an externally-funded opportunity.

To qualify for a departmental summer fellowship, a student must:

- Be admitted to the PhD program in the Field of FSAD or D+EA with a funding package guaranteed for the time expected to complete their degree.
- Be in good academic standing.
- Earn grades of B- or higher in all graduate coursework, or SX for any S/U classes (individual classes, not a mean across all coursework taken).
- Have received a "Satisfactory" or "Excellent" evaluation on their Student Progress Report (SPR) in the academic year directly preceding the summer support request.
- Beginning Summer 2026, by the 3rd summer the student must have applied for at least three (total) external fellowship, grant, or summer program opportunities, paid internship or work opportunity in their area of study, or a summer teaching opportunity, either at Cornell or another institution. Applications for funding do not need to be successful, but demonstration of effort is required.
- Have the support of their faculty advisor, who must agree to oversee summer progress.

- Be within the expected time-to-degree as guaranteed in their initial acceptance letter (e.g., if guaranteed 4 years of funding, cannot apply for and be guaranteed summer funding more than 3 times). Students who are in good academic standing and who have experienced extenuating or unforeseen circumstances hindering research progress may petition for additional support.
- Commit to authoring a written report of the summer experience, which must be approved and signed by your advisor and submitted by Sept. 1, following the summer funding period. The report must include information about the deliverables outlined in your summer funding request and how they were met. If a study has not complied with the timeline outlined, please provide an explanation for any research delays or lags in progress. If the summary/report on summer funding is not submitted, future funding may be jeopardized.

Students must submit summer funding applications by mid-March and will be notified with decisions by mid-April (specific deadlines TBA). Summer funding applications will include:

- Completed cover page with funding preferences noted (see Appendix B)

For Fellowship applicants:

- A general description of summer research plans and how this work will contribute to your degree progress.
- A timeline, including specific deliverables and frequency of meetings you plan to have with your advisor or committee members over the summer to ensure deadlines are met and deliverables are completed.
- Name, netID, expected graduation date (as listed in admission letter), type of funding received in previous summers (if applicable) and academic semesters, and names of external or internal funding opportunities outside of HCD that the student has previously applied for.
- A place for the faculty advisor to report on the student's progress, summer plan, and signature to indicate support of application, and a second signature to commit to advising during summer months.

Please keep in mind that while we will honor all summer funding requests for students that meet the above criteria, students may not always receive summer funding from Cornell in the form of a fellowship or GRA. If awarded summer funding as a TA, GA or RA, the student may not necessarily work on research related to their dissertation. Students will have the opportunity to decline summer funding if they do not wish to accept the funding offered.

Other notes:

- Students who have secured partial summer funding as a TA, Graduate Lecturer, or via an external opportunity*, and who are available to work for additional weeks during the summer, may apply for supplemental funding through the department, prorated for the appropriate period. For example, a student with a 4-week assistantship appointment to teach a summer course through SCE may apply for a department fellowship to support their dissertation research for the remaining 9 weeks of the 13-week summer period.

- The selection process for Graduate Lecturers teaching our summer courses will happen separately, typically in November. Students who apply to teach will know their teaching status well in advance of the summer funding application deadline.

- The TA assignment process for summer courses is determined late in the spring when summer enrollment has been confirmed. If we have TA positions available, HCD will offer these to PhD students who have applied for departmental fellowships. When a student accepts a TA position, the summer funding award will be revised; the fellowship award will be prorated to cover the dates outside of the TA appointment.

Teaching and TA experience is an important aspect of graduate training. Students should expect to TA for a summer course at least once during their PhD program.

- Department summer funding is prioritized to support funded PhD students. In instances where all PhD students have secured full summer support and additional TA support is needed for our summer courses, MA/MS students may be invited to apply.

*See [fellowship link below](#) for graduate school eligibility requirements for topping off external funding to the Cornell University rate. In some cases when the graduate school is unable to cover the difference, the Department will do so. You must be in touch with the DGS when considering external summer funding opportunities that do not meet the Graduate School's requirement.

Graduate School definitions of non-TA Assistantships and Fellowships (as of February 5, 2024)

Graduate Research Assistantships (GRAs)

A GRA is an academic appointment focused on thesis or other degree-related research of a type that is required from all candidates for the degree. The research project for a GRA directly supports the student's thesis or dissertation. Because a student devotes considerable time to thesis or dissertation research, the time spent is connected with the project.

Research Assistantships (RAs)

A RA is an academic appointment for research that is not directly thesis-related, 15 to 20 hours per week, averaging no more than 15 hours per week. For example, a RA appointment might include data analysis on a faculty research project not directly related to the student's dissertation topic. As with other assistantships, there is no separate application. Students are appointed by departments, fields, or individual faculty.

Graduate Assistantships (GAs)

A GA is an academic appointment requiring 15 to 20 hours a week, averaging no more than 15 hours per week, for the base stipend as established by the Board of Trustees. For example, a GA appointment might include assisting a faculty member in developing and coordinating an academic conference.

Cornell Fellowships

A fellowship provides financial support to graduate students to pursue graduate studies without associated teaching or research responsibilities. Fellowships are generally

merit-based internal or external awards to support a student in a full-time course of study.

External Fellowships

Students are encouraged to work with their director of graduate studies (DGS) and/or special committee chair to develop effective application materials.

Cornell University Graduate School strongly encourages students to apply for external fellowships and grants. These may be offered by government agencies, private foundations, or corporations, and may provide one year or multiple years of support.

To encourage doctoral students, in particular, to compete for external awards, the Graduate School may be able to provide top-off supplementation to bring an award to the minimum academic year stipend. If the following criteria are met, the Graduate School will coordinate supplementation of the stipend to the academic year TA rate, individual health insurance, and tuition.

See also: <https://gradschool.cornell.edu/financial-support/assistantships/>
<https://gradschool.cornell.edu/financial-support/fellowships/>

Summer Funding Request Form

Name: _____

NetID: _____

Field: _____

Committee Chair: _____

Expected Graduation Date (as listed in admission letter): _____

Previous funding sources. If TA, list course, if RA/GRA list advisor:

Semester 1: _____

Semester 2: _____

Summer 1: _____

Semester 3: _____

Semester 4: _____

Summer 2: _____

Semester 5: _____

Semester 6: _____

Summer 3: _____

Semester 7: _____

Semester 8: _____

List external or internal funding opportunities outside of HCD you have previously applied for:

Current Stipend Rates: <https://gradschool.cornell.edu/financial-support/stipend-rates/> 2024

summer assistantship full rate: \$10,832

2024 summer fellowship full rate: \$6,846

Funding Request Overview:

I am not requesting funding for the summer period May 21, 2024- August 20, 2024

Reason:

I will be funded as a GRA/RA with _____ (advisor)

for the full summer (May 21- August 20)

for a prorated time period based on my availability (list dates available: _____)

I will be requesting a summer fellowship from Human Centered Design.

For the full summer (May 21- Aug 20)

For a prorated period based on my availability (list dates available: _____)

If the opportunity arises, I would be interested in serving as a TA or GA/RA as follows*:

__ TA position to assist with (check any of the following)

- _____ DEA 1100 Design Generations
- _____ DEA 1112 Change-Making Designing Healthy & Hospitable Environments
- _____ DEA 1500 Introduction to Environmental Psychology
- _____ FSAD 1120 Fashion Design & Visual Thinking
- _____ FSAD 1140 Fashion Computer-Aided Design
- _____ FSAD 1350 Fiber, Fabrics, and Finishes

__ GA or RA position to assist with departmental priorities

*Preferences will be considered during the decision process but are not guaranteed.

Fellowship applicants must provide the following information:

- 1) Student: Provide a general description of summer research plans and how this work will contribute to your degree progress (must attach)
- 2) Student: Provide a timeline for academic progress during the summer period, including specific deliverables and frequency of meetings you plan to have with your advisor or committee members over the summer to ensure deadlines are met and deliverables are completed (must attach)
- 3) Note to student: a written report of the summer experience, approved and signed by your advisor, must be submitted by Sept. 1. The report must include information about the deliverables outlined in this summer funding request and how they were met. If a study has not complied with the timeline outlined, please provide an explanation for any research delays or lags in progress. If the summary/report on summer funding is not submitted, future funding may be jeopardized.
- 3) Advisor: by signing below I agree that the student is in good academic standing. I support the student's plan for summer progress and agree to advise this student during the summer months or delegate supervision as indicated below (note alternate supervisory request below if applicable).

Notes:

Student Signature: _____

Date

Advisor/Committee Chair Signature: _____

Date

NOTE: If funding request exceeds expected time to degree, student & advisor must also submit a PhD program extension application form

FIBER SCIENCE & APPAREL DESIGN
College of Human Ecology

