

FIELD OF INFORMATION SCIENCE PHD STUDENT HANDBOOK

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OVERVIEW OF THE PHD INFORMATION SCIENCE PROGRAM

The focus of the Information Science Ph.D. program is on technological systems and their use - the ways that people use technology and how that use affects us.

Digital technologies have become pervasive in culture, economy, law, government, and research, dramatically changing the way people work and live. The proliferation and significance of these complex technological systems of information demand a new focus in academic scholarship - one committed to cross-disciplinary study, astute about both the technical and the social, and devoted to integrating theory, investigation, design, and practice.

At Cornell, graduate work is organized as [fields](#), each with a Director of Graduate Studies. Fields of Study typically have faculty from many departments within the University that have common academic and research interests. The department comprises faculty whose primary area is in Information Science. The field of Information Science studies the design and use of information systems in a social context: it studies the creation, representation, organization, application, and analysis of information in digital form. The Field of Information Science spans both the Ithaca and Cornell Tech campuses, with faculty and students in both locations. The policies and milestone requirements for completion of the Ph.D. program are the same for both campuses.

The focus of the Information Science Ph.D. program is on systems and their use as well as the computing and communication technologies that underlie and sustain them. Moreover, Information Science examines the social, cultural, economic, historical, legal, and political contexts in which information systems are employed, both to inform the design of such systems and to understand their impact on individuals, social groups, and institutions. The field's interdisciplinary research combines multiple methodologies, including mathematical analysis, computer modeling, hardware and software system design, experimental studies, and critical social evaluations, from such traditional disciplines as computer science, cognitive psychology, social science, cultural studies, and history.

GRADUATE SCHOOL REQUIREMENTS

The student is responsible for all Graduate School requirements whether listed here or not. Please review the Code of Legislation of the Graduate Faculty for a thorough overview of policies regarding graduate studies at Cornell. The Information Science Ph.D. program complies with the requirements of the Cornell Graduate School, which include requirements on residency, minimum grades, examinations, and dissertation. All students are required to meet academic milestones on time.

MILESTONE PETITION PROCESS

In extreme circumstances students may petition to extend the time to meet a specific milestone. Students should not expect petitions to be approved and should only use a petition as the last resort. Petitions are considered on a case by case basis and must have the approval of the entire committee and the DGS before they are submitted to the Graduate School Dean for final consideration. Petition forms are on line and can be found on the [forms page](#) on the Graduate Schools website. The full explanation about the process can be found in the [Code of Legislation](#) of the Graduate Faculty.

Students who are coming up on a milestone deadline will receive notices from the Graduate School approximately 2 months prior to the due date of the milestone. Students should not wait for these notices, instead it is expected they will be proactive with completing milestones on time.

Student progression toward an advanced degree is determined not only by the quality of work completed (through faculty evaluations and formal exams), but also the length of time spent in the pursuit of the degree. For research degrees, the Graduate School measures this progress in terms of registered semesters. Ph.D. candidates are required to obtain a minimum of six registered semesters. Two of these six semesters are required after the A exam. At least one-half of the registered semesters earned toward the above requirements must be earned from full-time, academic-year study on the Ithaca or Tech campus.

The special committee chair shall provide qualitative feedback on student progress, from the first year through the completion of the degree, using the Student Progress Review (SPR) form. Students, in consultation with the committee chair, are required to complete a self-assessment, reflect on progress towards established academic goals, report on professional development activities, and identify future plans and timeline. The SPR will be completed by Information Science Ph.D. students sometime in the spring semester, each year, of their graduate career.

All requirements for the doctoral degree must be completed within seven years of the first registration in the Graduate School (see [Time-to-Degree Limits policy](#)).

A Ph.D. student may petition to have study in another graduate degree program at Cornell or study in other graduate schools counted toward the registration requirement. Upon recommendation of the special committee and approval of the Dean, a maximum of two semesters of advanced standing towards the Ph.D. requirements may be awarded for a master's degree completed at Cornell or at another university. Requests will not be formally considered until the student is registered as a Ph.D. student in the Graduate School.

Students are required to take two examinations: a comprehensive admission to candidacy examination (the “A exam”) after the student has earned at least two residence units, and a final examination after completion of the dissertation (the “B exam”). Students must complete a dissertation.

GRADUATE SCHOOL PH.D. REQUIREMENTS

- [Maintaining registration status](#)
- [Formation of a special committee](#)
- [Completion of Responsible Conduct of Research \(RCR\) training](#)
- [Completion of the Student Progress Review \(SPR\)](#)
- [Timely completion of A and B exams](#)
- [Submission of the dissertation](#)

UNIVERSITY REGISTRATION

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

1. Settle all financial accounts, including current semester tuition;
2. Clear any holds, whether these are from the Bursar’s Office, Cornell Health, the Judicial Administrator, or the Graduate School; and
3. Satisfy New York state health requirements.

Enrollment in courses does not constitute or imply university registration.

CHECKING YOUR REGISTRATION STATUS

Students can check their registration status at the beginning of the semester using Student Essentials. If you are registered, your registration status will state “Registered” with a green checkmark. The absence of a green checkmark means there is a hold preventing your registration.

There are several different types of holds – some are informational and must be completed for graduation, and some are immediate and prevent current semester registration. Your holds are listed at the top right of the page. Click on “more information” for complete details including steps to resolve a hold.

Students who are not registered by the deadline risk being withdrawn from the university. When withdrawn, they will be dropped from classes, and services such as (but not limited to) library access, housing, dining, building access, Canvas, and bus service will be terminated. Any funding such as fellowships, TA or GRA appointments will be terminated, and potentially a student may be asked to repay back part of their stipend.

SUMMER REGISTRATION

Students must register for the summer session if, during the summer, they 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 meet any of the previous conditions, you must register for the summer.

Summer registration is automatically granted to all students who enroll in a non-credit summer graduate research course through their Student Center. Enrollment opens in mid-April. There is no tuition charge for summer registration and enrollment in the graduate research course, although students requesting a registration unit for summer study do pay tuition.

CHANGING YOUR REGISTRATION STATUS

You must submit a form if you wish to withdraw, take a leave of absence, or otherwise cease to be registered. All Graduate School forms are located on the Graduate School's [website](#) along with the deadlines and procedures to submit each form.

NON-REGISTERED STATUS

Non-registered status means a student hasn't met the requirements for registration or is on a leave of absence or withdrawn.

THE SPECIAL COMMITTEE

Each student's committee must consist of a minimum of three members representing each of the following:

- Primary IS concentration (this is the committee Chairperson)
- One Secondary (this is the first minor member) IS concentration
- One external minor outside of IS (this is the second minor member)

The committee must be formed no later than the end of the third semester. Each PhD student's campus location is determined by the location of their preferred or temporary advisor. Students should consider this when choosing their permanent advisor, since students are expected to be on the same campus – either Ithaca or New York City – as their advisors. When the field of Information Science admits a student, they are admitted with a temporary advisor. In some instances, this advisor remains throughout the student's entire career at Cornell. Students may change their advisor up until the time they have taken the A exam. After this time an advisor and/or committee change will require a petition submitted to the Graduate School Dean. All newly admitted students must officially nominate their Chairperson no later than September 1 of their first year.

The student's committee may require the student to take courses in addition to the core requirements. This requirement should be discussed with each faculty member prior to them being nominated to the student's committee.

To choose or change an advisor or committee member, students must submit a request online from the "Advisor" section of their [Student Center](#) prior to completing the A exam. After the A exam has been taken, all changes must be by petition.

Any member, including the chair, may resign at any time from a special committee. It is the student's responsibility to reconstitute their special committee. Failure to reconstitute a committee, will result in withdrawal from the University.

RESPONSIBLE CONDUCT OF RESEARCH TRAINING (RCR)

Ethical researchers and scholars think critically about the impact of their behavior on others—their research subjects, students and trainees, advisors and other field faculty, and certainly the scientific community and society at large.

Every graduate student pursuing a research degree (master's or doctoral) is [required to complete training](#) on Responsible Conduct of Research, 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.

If your research involves human participants seek review and receive a notice of approval or exemption from the [Institutional Review Board](#) before beginning your research.

If your research involves live vertebrates seek and receive a notice of approval from Cornell's [Institutional Animal Care and Use Committee](#) prior to ordering, acquiring, or handling animals for your research.

STUDENT PROGRESS REVIEW (SPR)

The Student Progress Review is a requirement at the request of students and faculty to support the regular exchange of constructive, written feedback between advisees and advisors. In the department of Information Science, it is expected that advisors meet with their students on a regular basis, weekly, or at least several times monthly. The SPR is not intended to take the place of these meetings.

Currently students and advisors are sent an email with instructions on how to complete the SPR, the link to the forms, and the deadline for this to be completed. At the spring Information Science field meeting, the entire field reviews a summary of our student's progress. This meeting gives the opportunity for advisors to discuss with the group the progress of their students both what has gone well, and to get advice on getting a student back on track if needed. The content of the SPR is not shared with the group. The Chairperson supplies a summary for the purpose of the field meeting only.

Information Science requires all students, including first years to complete the SPR form. The full contents of the SPR is available to the student, the special committee, DGS and GFA. Please see the Graduate School's [website](#) for the full details about this process and FAQ's.

EXAMS REQUIRED TO COMPLETE THE PH.D. DEGREE

EXAMINATION FOR ADMISSION TO CANDIDACY (A EXAM)

The A exam tests the student's breadth in Information Science and depth in their proposed thesis area. The committee has to be selected before the A exam can take place. Students generally take the A

exam after completing their coursework and at a point where they've outlined their research and have some preliminary results. The committee members will discuss with the student the format of the exam, and will outline what is expected. This will happen well in advance of the actual scheduling process.

Normally, the A exam is taken in the third year of the Ph.D. program. By Graduate School rules, the A exam may not be taken before two semesters of registration as a doctoral student (i.e., beyond the Master's), but it must be taken before the student begins the seventh semester of registration. Students must petition the Graduate School Dean at least 3 months prior to the exam deadline if they are not able to meet this milestone.

CONTENT OF THE A EXAM

The student's Special Committee will determine the specific content of the A exam. The Field recommends that the student meet with the full committee to agree on the scope of the exam questions and the procedures to be followed. The Chair of the Committee will coordinate this process to ensure that questions achieve the goals set for the A exam. This coordination may include defining areas of inquiry and recommending reading lists.

SCHEDULING THE A EXAM

All students must submit a 'Schedule A Examination and Research Compliance' form [online](#) no later than **12 days** prior to the date of the exam. Graduate School rules require that the A exam be announced no later than 7 days prior to the date of the exam and open to all members of the Field Faculty. Students may invite students to their exam, but this is not mandatory. If a student wishes to invite current students to their exam they are responsible to send the invitation prior to the exam date. Students should alert the GFA as soon as they and their committee have decided on a date and time of the exam.

The GFA will require the following information to be included in the announcement that is sent to the field:

- The title of the dissertation
- Short Abstract
- Zoom link for the exam
- A photo of either the student or something related to the research, or indicate no photo
- Format the exam will follow
 - Broad-audience talk then questions
 - Questioning of submitted materials
 - Other, please explain

The GFA will assist students in reserving a room in Gates Hall for the exam to take place on the Ithaca campus. Tech students should follow the procedure at the Tech campus for reserving room at that location. Typically, a room is reserved for 3 hours to ensure there is time for set up and clean-up. As of

March 2020, virtual exams are acceptable without petition by the Graduate School. If the exam will be totally via Zoom no room will be necessary.

To be inclusive of both our campus locations a Zoom link is required for all exams. So that all faculty and students may attend the exam regardless of location. Students should be prepared to start the Zoom meeting prior to starting their exam.

RESULTS OF THE EXAM

After the exam is completed the student will initiate the A exam results form [online](#). All members of the committee need to agree to the results and electronically sign off on the results form no later than 3 days after the date of the exam. The Information Science Field may award a non-thesis Masters upon passing the A exam. This should be noted on the results form by the Chairperson when they sign off on the form. If this is the case, students will have the non-thesis Master's degree conferred on the following conferral date in either May, August, or December, and receive a diploma.

DISSERTATION DEFENSE (B EXAM)

The B exam is an oral defense of your thesis or dissertation. This exam can be taken after completing all degree requirements, but not earlier than one month before completing the minimum registered semester requirements. At least two semesters of successful registration must be completed between the passing of the A exam and the scheduling of the B exam.

The B exam is to be scheduled at least 12 calendar days in advance via the '[Schedule B Examination](#)' [form](#). Announcing the exam to the field and the cohort is the same as the A exam. Zoom links and announcement requirements also are the same as the A exam.

During the examination, graduate faculty other than the Special Committee may question the candidate. Determination of whether the student passes or fails and provisions for re-examination are the same as for the A exam.

A student must complete two semesters of registration between the A exam and the B exam; thus, the B exam will normally take place one to two years after the A exam. All requirements for the Ph.D. degree, including filing the dissertation, are expected to be completed within five years after the student completes the required six total registered semesters, or seven years after the first registration in the Graduate School, whichever is sooner (see [Time-to-Degree Limits policy](#)).

DISSERTATION

Candidates for the doctoral degree must complete a dissertation.

A Ph.D. student shall submit a dissertation proposal to his/her Special Committee. This proposal must be approved by the Special Committee after discussion at a committee meeting. The proposal will include no less than a statement of the research question or questions, a brief review of the relevant literature, and a plan of research for answering the research question. The

B Exam may not occur less than three months after the proposal has been approved by the Special Committee.

A complete draft of the dissertation should be given to each Special Committee member at least six weeks before the final examination. At least five business days prior to the examination, each member should receive a copy of the dissertation, to be retained until the examination. Normally, the student can expect to revise the dissertation after successful completion of the B Exam. The faculty requires publication of Ph.D. dissertations by abstract and UMI Dissertation Express.

NATURE OF THE DISSERTATION

The dissertation represents an original research effort leading to new knowledge in Information Science; it deals with significant theoretical issues in the field. Typical dissertations develop new theories or methods in Information Science, explore new areas in Information Science research, or deal with Information Science as a social phenomenon. Other approaches are possible in consultation with the student's Special Committee.

The finished dissertation must conform to the format requirements for a doctoral dissertation listed on the [Graduate School's website](#). All dissertations are submitted online following the Graduate School's protocols.

GRADUATE SCHOOL RESOURCES

[The Office of Academic and Student Affairs](#) works with graduate faculty and graduate students on academic policy and programs, academic integrity and misconduct, responsible conduct of research, petitions requesting exceptions to graduate school policy as outlined in the Graduate Faculty's Code of Legislation, and academic progress and student's status. The office also offers academic, writing and professional development programs, including proposal/thesis/dissertation writing boot camp, the Productive Writer email ([Sign Up](#)), Graduate Write-Ins, Productive Writing workshops, [Fellowship Application Writing Workshops](#) and [Fellowship Listserv Tips](#), [Productive Fellowship Writer Mailing List](#), [Writing and Publishing Workshop Series](#), [Three Minute Thesis Competition](#), and the [Advising Guide for Research Students](#).

The [Office of Inclusion and Student Engagement](#) (OISE) supports an inclusive and welcoming environment for all graduate and postdoctoral scholars, but especially for those from marginalized communities and/or backgrounds historically excluded from and underrepresented in the academy. OISE supports systemic change and promotes a climate of diversity, belonging, equity, engagement, and achievement, which are integral components of graduate and postdoctoral education. OISE supports scholar success through recruitment diversity fellowships, mentoring, professional, leadership, and community development programming, and ongoing support.

Recognizing that health and academic performance are intimately linked, the [Office of Graduate Student Life](#) is a source of information, support, and advocacy that creates a more student-centered graduate student life experience. In addition to being a first-point of contact for students who are struggling or experiencing any form of distress, the Office of Graduate Student Life serves as a coordinating hub with campus-partners that focus on promoting a healthy and holistic student experience. More information on available support is available: <https://gradschool.cornell.edu/student-experience/help-and-support/>

GRADUATE SCHOOL CONTACTS

Sara Xayarath Hernández, Associate Dean for Inclusion and Student & Faculty Engagement
sh267@cornell.edu

Jason Kahabka, Associate Dean for Administration
jek15@cornell.edu

Janna Lamey, Associate Dean for Graduate Student Life
janna.lamey@cornell.edu

Josephine Martell, Associate Dean for Academics
jem522@cornell.edu

PH.D. FIELD REQUIREMENTS FOR COMPLETING YOUR DEGREE

Details on Ph.D. requirements to complete your degree are available on the [Degree Requirements page](#).

- Complete a minimum of 4 core courses chosen from our 5 areas
- TA for at least 2 semesters
- Form a special committee consisting of a chair, an IS field member, and at least one external minor member
- Pass an A and B exam
- Submit a dissertation

REQUESTING AN EXCEPTION TO A FIELD REQUIREMENT

Students are expected to meet the field's minimal requirements. If this is not possible, the student and their Chairperson should propose an alternative solution directed to the attention of the Director of Graduate Studies (DGS) in writing. The DGS may consult with the current Graduate Committee, Chair of the Department and/or the GFA before making a final decision. All exceptions will be considered on a case by case basis. And all decisions are final.

The Graduate Field Assistant, GFA, is also a resource for students to consult with for advice on academic and student life issues. The GFA is the liaison with the Graduate School and works with the Student Service Staff at the Tech campus to guide students through the Ph.D. program. The GFA's office hours and link to schedule advising appointments can be found on the [Staff page](#).

FIELD SPECIFIC ITEMS, HELPFUL TIPS, AND RESOURCES

PH.D. STUDENT FINANCIAL SUPPORT

The Field of Information Science guarantees 5 academic years of full support as long as students are in good standing within the field, and the University, and maintain full time registration status. This support will be in the form of a Teaching Assistantship, or a Graduate Research Assistantship, or a Fellowship (either internal or external). Students may not hold multiple full-time positions, nor may students work at a full-time job within or outside the University. With the exception of Employee Degree students.

Full academic year support is defined as:

- Full Tuition
- Full Student Health Insurance premium coverage (vision and dental are not included)
- Full semester stipend at the current going rate

Being in good standing is defined as:

- Making satisfactory progress towards your degree as determined during the SPR review meeting held during the spring or summer term.
- Being current with all Graduate School milestones
- Having no Judicial or Misconduct issues

Appointment periods for assistantships:

- Fall: Aug 21 – Jan 5
- Spring: Jan 6 – May 20
- Summer*: May 21 – Aug 20

*The department does not guarantee summer support for any student, this is dependent upon the student's advisor. The majority of our students have outside internships over the summer to cover summer funding. In rare cases the Summer Session Office has openings for summer TA or instructor positions. Students who wish to teach a summer course should contact that office for open positions.

SUPPORT LETTERS

Students who are appointed as a GRA or TA will receive a letter of support at the beginning of each term. These letters are housed in the WorkDay system and are stored for the entire duration of the student's career at Cornell. Students are required to accept the position in the [WorkDay](#) system before starting their assignment. Students should review [Cornell Policy 1.3](#) to familiarize themselves with the University policy, approved holidays, approved vacation and sick time, and procedures for conflict resolution.

TA ASSIGNMENT PROCESS

FOR ITHACA-BASED COURSES

1. Advisors are surveyed to determine how they plan to support their advisees.
 1. Fall – April-May
 2. Spring – October-November
 3. Summer – end of April
2. Once the semester courses are finalized a survey is sent to Ph.D. students
3. The GFA and DGS start matching students to the TA slots
4. Students and instructors are notified of the TA assignments
 - End of December of spring assignments
 - Mid-July for fall assignments

*All effort is made to match students with their first-choice class, but not all students may get their top preference. Students are asked to select 3 courses on the survey. Also, students may be assigned to a course that is not exactly in their skill set. Students need to be prepared to expand their knowledge with a willingness to work and learn with the instructor of the class to be an effective TA.

FOR TECH-BASED COURSES

Students who are located on the Tech campus are assigned TA positions through a similar TA survey process. This process is administered by the Student Service Office at the Tech campus. Questions about this process should be directed to Jackie Klein for detailed explanation and the timeline of their process.

FELLOWSHIP SUPPORT

FROM CORNELL

Students who are awarded a fellowship that is administered by the department or the Graduate School will be paid their stipends once per semester through the Bursar system. Typically, stipends are disbursed on the Monday prior to the first day of classes for the fall and spring terms, and the first week of June for the summer.

Students will receive, via email, a formal letter outlining the full details of the fellowship at the beginning of each academic year or the semester the award is for. These letters are not housed in the WorkDay system; therefore, students are responsible for keeping a copy of their letter for future reference.

FROM AN OUTSIDE FELLOWSHIP

Students who receive an outside fellowship through a sponsoring agency, corporation, home government, etc. are required to give a copy of their formal offer to the GFA as soon as it becomes available. In some instances, a partial fellowship may qualify for supplements either through the

Graduate School, or the department, or from the Bowers College. The GFA will work with these offices to secure the “top offs”, and will communicate the outcome to the student. If the fellowship is discontinued for some reason, it is the student’s responsibility to alert the GFA of this as soon as possible.

Students should set up a “[Third Party Billing](#)” with the Bursar office so that the sponsor is invoiced for tuition and health insurance directly. If the sponsor will send the award directly to the student instead of being billed, it is the responsibility of the student to make payments to the Bursar directly.

DIRECT DEPOSIT

It is advisable for all students to set up direct deposit for both refunds and payroll, these are two separate actions.

- [Bursar Direct Deposit](#) (refunds and fellowships)
- [Payroll Direct Deposit](#) (GRA and TA appointments)

TAXES

At the graduate level, all fellowship and assistantship stipends are considered taxable income by the Internal Revenue Service and by New York State.

- [Tax Information](#)
- [Understanding the 1098-T Form](#)

Other Resources and information regarding tuition rates, assistantships, fellowships, loans, travel funding, stipend rates etc., can be found on the [Graduate School’s website](#). A student’s bill is ultimately their responsibility. It is the sole responsibility for each student to check their Bursar account and contact either the Bursar or the GFA if there are anomalies. It is strongly recommended that each student check their Bursar account monthly.

TRAVEL FUNDING

There are several opportunities for students to apply for funding to enhance their research. Students are encouraged to take advantage of these opportunities, and to work with their advisor for help with travel costs associated with travel to CU Tech or the Ithaca campus, professional conferences, and research travel.

- [Information Science Inter-Campus Travel Fund](#)
- [Graduate School Doctoral Student Inter-Campus Travel Grant \(this can be used in addition to the department’s Inter-Campus Travel Fund\)](#)
- [Graduate School Conference Grant](#)
- [Graduate School Research Travel Grant](#)

MOVING BETWEEN CAMPUSES

The Information Science Ph.D. degree is one department that spans both the Ithaca and Cornell Tech campus located in NYC. The degree requirements, University policies, and Graduate School milestones are the same for both campuses to graduate from the degree program. The GFA and DGS work with the Student Service staff at Tech along with the Information Science faculty liaison to advise and keep students on track to successfully complete the program on time.

Students are required to be in residence at the same campus as their Chairperson for the majority of their Ph.D. career. Students are expected to relocate to the campus where their Chairperson is located. If this requires changing campuses, for example if the student switches their Chairperson, The DGS and GFA should be informed that this type of move is being considered at least 3 months from the expected date of the move.

Students are encouraged and welcome to visit the Ithaca and Tech campuses as appropriate for their research and cohort building. It is common for students to have members of their committee at the other campus from where the student is in residence. Students are encouraged to meet in person with these faculty and may use the Information Science Inter-Campus Travel fund to help with the travel cost.

EXTENDED COLLABORATION VISIT TO THE TECH OR ITHACA CAMPUS

Students may spend a semester at either campus if there is a faculty person who is willing to act as a temporary advisor for the duration of the stay. The main Chairperson is financially responsible for the student while they are at the temporary campus, unless the student is on fellowship. Students wishing to make a move are required to inform the DGS and GFA at least 3 months prior to the move. Students should not assume the request will be approved and should not move to either campus until approval has been given.

INTERNATIONAL STUDENTS

[The International Services Office of Global Learning](#) is the main resource for all International Students to get advice about maintaining their visa status, employment and tax questions, life at Cornell, and travel. Maintaining visa status while enrolled at the University is ultimately the student's responsibility. The Tech campus also uses this resource for those students in residence in NYC.

DIVERSITY AND INCLUSION

The department of Information Science promotes the cultural climate that celebrates diversity, equity, inclusion, and belonging for all people. We have a centralized office, [Cornell Bowers CIS Office of Diversity, Equity, Inclusion, and Belonging](#) that we work together towards these goals. All members of the department are tasked with being proactive to be inclusive to their peers, faculty, students, and staff in academic and social events both within and outside the community.

CAMPUS CODE OF CONDUCT

All students are responsible for following the expectations of the Code of Conduct. Students should familiarize themselves with this code, as violations may have serious consequences. You can find a summary of this code [here](#). The University full policy may be viewed [here](#).

CONTACTS AND RESOURCES

DEPARTMENT CONTACTS

If students feel they need to discuss an issue or problem, they may reach out to the following people who are within the IS department, Cornell Bowers, and/or Cornell Tech:

Prof. Susan Fussell – Director of Graduate Studies (DGS) Information Science

Prof. Karen Levy – Chairperson for the Broadening Participation Initiative, Information Science

Prof. David Mimno, Department Chairperson - Ithaca Campus

Prof. Nicki Dell, Faculty and Student Liaison at Cornell Tech

Prof. Mor Naaman - Associate Dean for Technical Programs at Cornell Tech

Nicole Roy, Associate Director of Graduate Programs (GFA) - Ithaca Campus

Jacqueline Klein, Director of Student Services - Tech Campus

Prof. Hakim Weatherspoon– Associate Dean for Diversity, Equity, Inclusion, and Belonging

Dr. LeeAnn Roberts – Director for Diversity, Equity, Inclusion, and Belonging

Seamus Buxton, Student Services Assistant - Ithaca Campus

RESOURCES OUTSIDE OF THE DEPARTMENT OR COLLEGE:

- [Bias Reporting Form](#)
- [Cornell Office of Civil Rights - Title IX](#) at titleix@cornell.edu