



GRADUATE PROGRAM REQUIREMENTS (2009-10) – Draft v1

The following is a summary of requirements for the Ph.D. degree in Immunology at the University of Washington, including requirements mandated by the Graduate School. The entire faculty reassesses the graduate requirements annually, and this summary reflects the current requirements, approved at the ~~June-2008~~ faculty meeting.

Coursework and Registration:

Quarterly enrollment is the responsibility of each student.

The curriculum is designed for each student to achieve 18 graded credits in the first two years of study, a requirement for taking the General Exam - see the Graduate School's [Doctoral Degree Requirements](http://www.grad.washington.edu/stsv/quickref.htm) at <http://www.grad.washington.edu/stsv/quickref.htm>. First year coursework will consist of consecutive 5-week long approved courses taken Autumn through Spring Quarters – two per quarter. In Winter Quarter, all first year students also take Immunology 532: *Advanced Immunology*, for 4 graded credits. Thus, in the first year, the curriculum achieves 13 or 13.5 total graded credits, depending on course choices (see below). Therefore, in the second year, 4.5 or 5 additional graded credits are required to achieve 18 graded credits. These will be earned by taking electives during Winter and/or Spring Quarters. As part of their 1st and 2nd year coursework, Immunology graduate students* are required to take two 5-week courses that specifically focus on cancer immunology. At present, the course choices for this requirement are:

Conjoint 538: *Genetic Instability and Cancer* Conjoint 539: *Biological Basis of Neoplasia*
Conjoint 514A & B: *Molecular Medicine*
Immunology 533: *Host Defense to Cancer*
Immunology 535: *Host Defense to Infection*

In Autumn Quarter of the first year, students may want to take an elective or attend selected lectures of the undergraduate immunology course, Immunology 441: *Introduction to Immunology*. Students are also required to attend the departmental Seminar Series (Immun 573) and Research in Progress (Immun 550).

The elective courses that you choose must be relevant to biomedical research, and be rigorous enough to include either a final exam or required written paper for a grade. Elective classes must be approved by the first-year advisor, at the 500-level, and receive a numerical grade (graded credit). Check with the Training Program Manager (Peggy McCune) for a list of previously approved electives.

Full Time Enrollment and Grade Point Average

Ten (10) credits per quarter (A, W, and Sp) is considered full time enrollment; enrollment for a greater number should be cleared with the Training Program Manager before registration. Standard summer enrollment is 2 credits, but may also be variable depending on a student's funding source or deferred outstanding student loans. Please check with Peggy McCune or Barb Lovseth before registering for more than 2 credits for Summer Quarter.

The Graduate School specifies that all students must maintain a cumulative grade point average of at least 3.0 to graduate. As stipulated by the Graduate School, failure to maintain this minimum GPA will result in a written warning or a notice of academic probation. A minimum grade of 2.7 must be earned in each course to satisfy the above course requirements. Required courses for which a student receives a final grade below 2.7 must be retaken. In addition, the Department of Immunology requires a grade of at least 3.2 in Immunology 532, 533, 534, 535 and Conjoint 538; the faculty will address grades below 3.2 on a case-by-case basis.

* Immunology MSTP students are encouraged but not required to comply with this requirement.

First Year (Non-MSTP Students) – total of 13 or 13.5 graded credits**Autumn Quarter – 3 graded credits****Weeks 1-5**

Conjoint 531: ^{APP} Signaling Mechanisms in Excitable Cells – 1.5 graded credits

or

Conjoint 533: ^{ALT} *The Dynamic Chromosome (BIOC)* – 1.5 graded credits

Weeks 6-10

Conjoint 532: ^{REC} *Signal Transduction from the Cell Membrane to the Nucleus (PHCOL)* – 1.5 graded credits

or

Conjoint 537: ^{REC} *Mechanism of Transcriptional Regulation (BIOCHEM)* – 1.5 graded credits

Conjoint 538: ^{ALT, CIE} *Genetic Instability and Cancer (IMM)* – 1.5 graded credits

Weeks 1-10

Immunology 550: *Selected Topics in Immunology (Research in Progress)* – 1 ungraded credit

Immunology 573: *Immunology Seminar Series* – 1 ungraded credit

Immunology 599: *First Lab Rotation* – variable ungraded credits

Winter Quarter – 7 graded credits**Weeks 1-5**

Conjoint 514A: ^{REC, CIE} Molecular Medicine (MolMed) – 1.5 graded credits

or

Conjoint 542: ^{APP} *Development (B/STR)* – 1.5 graded credits

or

Conjoint 544: ^{APP} *Protein Structure, Modification and Regulation (MCB)* – 1.5 graded credits

or

Conjoint 526: ^{APP} *Introduction to Systems Biology and Quantitative Approaches to Biomedical Sciences (Biochem)* – 1.5 graded credit

Weeks 6-10

Conjoint 514B: ^{REC, CIE} Molecular Medicine (MolMed) – 1.5 graded credits

Weeks 1-10

Immunology 532: *Advanced Immunology* – 4 graded credits

Immunology 550: *Selected Topics in Immunology (Research in Progress)* – 1 ungraded credit

Immunology 573: *Immunology Seminar Series* – 1 ungraded credit

Immunology 599: *Second Lab Rotation* – variable ungraded credits

Spring Quarter – 3 or 3.5 graded credits**Weeks 1-5**

Conjoint 541: ^{REC} *Cellular Processes (BIOCH)* – 1.5 graded credits

or

Conjoint 547: ^{ALT} *Molecular Evolution of Viral-Host Interactions (MICRO)* – 1.5 graded credits

or

Immunology 533: ^{REC, CIE} **Host Defense to Cancer** – 2 graded credits (Odd Years)

or Immunology 535: ^{REC, CIE} **Host Defense to Infection** – 2 graded credits (Even Years)

Weeks 6-10

Conjoint 539: ^{REC, CIE} *Biological Basis of Neoplasia (MCB)* – 1.5 graded credits

Weeks 1-10

Immunology 534A: *Central Issues in Immunology* – 2 ungraded but evaluated credits

Immunology 550: *Selected Topics in Immunology (Research in Progress)* – 1 ungraded credit

Immunology 573: *Immunology Seminar Series* – 1 ungraded credit

Immunology 599: *Third Lab Rotation* – variable ungraded credits

Summer Quarter

Immunology 551-579: *Research Conferences & Lab Meetings* – 1 ungraded credit

Immunology 600: *Independent Research* – variable ungraded credits

Biomedical Research Integrity Series – Beginning with the first summer quarter, all students are required to attend lectures offered as part of a Summer Quarter series on *Biomedical Research Integrity*, and will be informed of these lectures as they are scheduled. The Department of Immunology requires Immunology graduate students to attend all offered lectures and at least one discussion workshop in the *Biomedical Research Integrity Series* every other year.

REC The RECOMMENDED course for this 5-week segment.

APP An APPROVED course as a choice for this 5-week segment.

ALT An ALTERNATE course for this 5-week segment. Check with Student Advisor before choosing ALT.

CIE Meets the criteria of a CANCER IMMUNOLOGY ELECTIVE (CIE).

Note for 1st & 2nd Year Approved and/or Elective Courses:

Conjoint courses change occasionally. Students should check the Time Schedule on a quarterly basis for the most current Conjoint course listings and descriptions. When choosing Conjoint courses or electives, please keep in mind that the following courses are **not recommended** for Immunology graduate students (as of AUT/08): Conjoints 524, 536, 545, 546 and 551. Other courses are more valuable to your Immunology course of study. Check with the Training Program Manager (Peggy McCune) for a list of previously approved electives.

Second Year (Non- MSTP students) – total of 4.5 or 5 graded credits:**Autumn, Winter, Spring & Summer Quarters (as indicated)**

Immunology 550: *Selected Topics in Immunology* (Research in Progress) – 1 ungraded credit
Immunology 551-579: (A,W,Sp,S) *Research Conferences & Lab Meetings* – 1 ungraded credit
Immunology 573: (A,W,Sp) *Immunology Seminar Series* – 1 ungraded credit
Immunology 600: (A,W,Sp,S) *Independent Research* – variable ungraded credits

PLUS**Autumn Quarter**

Teaching Assistant for Immunology 441
Elective(s) of 2-3 graded credits – optional because of TAship

Winter Quarter

Elective(s) of 2-3 graded credits

Spring Quarter – 2 graded credits

Immunology 533: ^{REC, CIE} **Host Defense to Cancer** – 2 graded credits (Odd Years)
or Immunology 535: ^{REC, CIE} **Host Defense to Infection** – 2 graded credits (Even Years)
Immunology 534A: *Central Issues in Immunology* – 2 ungraded but evaluated credits
Prepare to select Qualifying Exam topic

Third Year and Beyond:

Immunology 550: *Selected Topics in Immunology* (Research in Progress) – 1 ungraded credit
Immunology 551-579: (A,W,Sp,S) *Research Conferences & Lab Meetings* – 1 ungraded credit
Immunology 573: (A,W,Sp) *Immunology Seminar Series* – 1 ungraded credit
Immunology 600: (A,W,Sp,S) *Independent Research* (pre-General Exam)– variable ungraded credits
or
Immunology 800: (A,W,Sp,S) *Doctoral Dissertation* (post-General Exam)– variable ungraded credits

MSTP Students: See Supplemental Material for coursework specifications.

Student Conduct Code

All students are expected to adhere strictly to the guidelines set forth by the Office of the Vice President for Student Affairs in its Student Conduct Code. Failure to comply with these guidelines can result in disciplinary action, the nature of which will be decided upon by the faculty as a whole on a case-by-case basis.

Teaching Assistantship Practicum

Students are required to serve as teaching assistants for one quarter, either in Immunology 441: *Introduction to Immunology* or in HuBio 523: *Immunology for Medical Students*. For most students, TAships will be scheduled during the second year.

Laboratory Rotations

Each non-MSTP student is required to rotate through three laboratories during the first year, each rotation lasting one quarter. The first rotation is assigned by the Graduate Advisor from a list of preferred labs provided by each student, and generally will be restricted to on-site labs. The subsequent two rotations will not be restricted in this way and will be arranged by the student. To arrange a rotation, each student should discuss potential projects first with the prospective advisor(s), and the student and advisor should come to a mutual decision before the end of the preceding quarter. *The Graduate Advisor (Pamela Fink) and the Training Program Manager (Peggy McCune) must be notified of each decision.* Because these rotations are the primary means for each student to become acquainted with the range of techniques, scientific interests, administrative styles, and personalities the Immunology department has to offer, the selection of a rotation lab each quarter should be a systematic process. During Summer Quarter after the first three rotations, an additional rotation may be allowed under special circumstances.

At the end of each quarter (with the exception of summer rotations), each non-MSTP student presents a short departmental talk, summarizing the experimental problem addressed, techniques used to approach it, and any preliminary data acquired by the student during the rotation. MSTP students have finished rotations when they join the Department, and will only be required to present a 'rotation talk' at the end of Autumn Quarter during their first year. This will give members of the Department an opportunity to view them on a plane with the other new graduate students. The rotation advisor must complete a written evaluation of the student's performance during the rotation and the rotation talk, and discuss this evaluation with the student. MSTP students' advisors will submit an evaluation only for Autumn Quarter when the student gives the rotation talk. The evaluations are part of the student's academic record.

Selection of Thesis Advisor (Supervisory Committee Chair)

Thesis advisors are chosen by mutual consent of the student and the faculty member, usually, though not necessarily, based on the experiences gained during a quarter-long rotation by the student in the lab in question. Non-MSTP students usually identify their choice of advisor in May or June of their first year. Faculty will not make firm commitments until the end of Spring Quarter. The Immunology faculty must approve the choice of advisor during the last faculty meeting of the academic year (usually the second week in June).

Supervisory Committee

The Thesis Advisor is the chair of each student's Supervisory Committee. ~~(See below for Graduate School limitations on assignment of an Affiliate Faculty Thesis Advisor to the position of Supervisory Committee Chair.)~~

In order to allow time to identify a suitable Graduate School Representative (GSR), students must have their Supervisory Committee formed by the end of Autumn quarter in their third year. Each graduate student must provide their committee list to the GPA via e-mail. **The Graduate Program Assistant (GPA) then conveys the recommended members of the supervisory committee to the Dean of The Graduate School by entering this information into MyGradProgram (MGP).**

The Doctoral Supervisory Committee consists of the following:

1. The Thesis Advisor (Supervisory Committee Chair)
2. A *minimum* of two additional departmental faculty members, chosen by the student with agreement of the faculty members
3. The Graduate School Representative (GSR): see **The GSR Explanation** below

~~Affiliate Faculty are normally not assigned to Chair positions. The Graduate School will allow this only if:~~

- ~~1. At least two members of the committee are primary faculty in Immunology, or~~
- ~~2. There is a co-chair who is primary faculty in Immunology.~~

The GSR Explanation:

GSR Role and Responsibilities:

1. The GSR is a voting member of the Supervisory Committee.
2. The GSR represents the broad concerns of The Graduate School.
3. The GSR attends the General and Final examinations and completes standardized exam reports.
4. The GSR is not involved in dispute resolution.

GSR Selection process and criteria:

1. The GSR is selected by the student in consultation with the Supervisory Committee Chair and/or the GPC (Pamela Fink).
2. The GSR **may have an adjunct** appointment within the department(s) of the student or Committee Chair, **but not an affiliate, joint or primary appointment.**
3. The GSR has no conflict of interest with the Committee Chair or student (i.e., budgetary, familial, romantic).
4. The GSR must be a UW Graduate Faculty member with an endorsement to chair doctoral committees (look for the *asterisk when searching on-line using the **Graduate Faculty Locator** website: <http://www.grad.washington.edu/gradfac/>).
- ~~5. The GSR cannot have an affiliate appointment.~~
- ~~6. Faculty are limited to no more than 4 concurrent appointments within a specific department.~~

Annual Supervisory Committee Meetings and Progress Reports

The Supervisory Committee should meet at least yearly to review progress towards completion of the dissertation. The student is expected to arrange annual Supervisory Committee meetings, to inform the Training Program Manager of the scheduled date, and to submit to the Supervisory Committee members and the Training Program Manager a 1-to-2 page written report summarizing the work completed since the General Exam or previous meeting. This report should be formatted as a WORD document, double-spaced in 12-point font, and complete with title page. Figures and references may be on additional pages. The report should be delivered at least one week before the meeting via e-mail attachment to each Committee member and the Training Program Manager.

After each Committee meeting, attended by at least 3 members (including the chair), the chair completes an evaluation form signed by all the Committee members in attendance. The evaluation is shown to the student for comments and placed in the student's file as a permanent record of progress. This evaluation should clearly state any weaknesses noted and expectations for progress during the upcoming year. (Although the GSR is not required to attend Committee meetings, the student should keep the GSR apprised of student progress.) The evaluation form is provided by the Training Program Manager, and must be completed by the Committee chair.

The Supervisory Committee meeting at the end of the fifth year of the student's tenure in our program is especially significant. This meeting should include a frank discussion of the student's progress and future plans; keeping in mind the time limitations on earning a Master's Degree and a Ph.D. (see below).

Qualifying Exam

The qualifying examination is first and foremost an important educational exercise. It is meant to help the student acquire the ability to review the literature critically and to formulate skills necessary to develop research proposals, which provide an important foundation for a career in research. It also helps the faculty to identify areas needing additional attention or effort. The Qualifying Exam proposal consists of defining a scientific hypothesis and designing experiments to test it, in an area of immunology remote from the student's own dissertation research. The QE proposal should be structured like a grant proposal and should include, in addition to hypotheses and experimental design, consideration of possible outcomes and pitfalls as well as suggestions for alternative approaches. The proposal should be based on firm preliminary findings published by others, and aim to extend knowledge in a significant way. Proposed experiments must be feasible.

Each graduate student is required to take the Qualifying Exam during July immediately following his or her second year of classes. MSTP students will take their Qualifying Exams following their first year of graduate classes.

Overview: There will be a single Qualifying Exam Committee each year, consisting of 4 or more members of the Immunology faculty. Each student's oral presentation will be heard by 3 or 4 Committee members. Although a student's advisor may be on the Committee, he or she will be precluded from judging that student's presentation. The Qualifying Exam itself is two parts – written and oral. The oral exam centers on the written. Committee members will ask questions related to the proposal, and may ask more general questions of the student. The exam will take approximately 1-1/2 hours per student. All students will be examined within a one-week period. The results of the exam will be made available at the end of that week. If necessary, each student is permitted to retake the exam once, usually not more than 2 months after the first attempt.

Development: Each student is to develop their own QE proposal topic, including the articulation of the hypotheses and experimental approaches, without input from their thesis advisor. However, faculty and colleagues both inside and outside the Department of Immunology other than the thesis advisor may be asked questions and may provide verbal guidance on how to proceed with the outline or where to get advice. It is strongly recommended that students consult examples of selected written proposals of previous Immunology Qualifying Exams, available in the Immunology Conference Room (H-562).

THE QE TOPIC and OUTLINE: The first step is to choose a topic for the Qualifying Exam. The QE topic must be cleared with the Qualifying Exam Committee by submission of an official request to the Chair of the Committee. This request should be not more than 2 pages consisting of the title of the QE proposal followed by a short paragraph describing one's actual dissertation research, and then a brief outline of the Qualifying Exam proposal, including hypotheses and statement of specific aims. The QE Outline must be formatted as a WORD document and delivered via e-mail attachment to the Training Program Manager for distribution to the QE Committee. Once approved for a topic, the student may begin work on the proposal.

THE QE PROPOSAL: The written proposal must be devised entirely by the student, as is the outline. The written proposal is not more than 10 double-spaced pages in length, with approximately 1-inch margins and in a typeface no smaller than 12-point font in Times style. **Please include a title page**, which is not part of the 10-page limit; Figures and References may also be on additional pages. The QE proposal must be formatted as a WORD document and delivered via e-mail attachment to the Training Program Manager for distribution to the Qualifying Exam Committee.

Timeline for Qualifying Exam (dates are adjusted each year to avoid weekends)

- May 11, 2009 (Noon) Submit 2-page outline to Training Program Manager (Peggy McCune)
Please provide your name and date at the top of the page.
- May 22, 2009 The Committee Chair will advise students on or before Friday, May 22nd if the faculty approves the topic.
- June 29, 2009 (Noon) Submit 10-page QE proposal to Peggy McCune for distribution to QE Committee
- July 20, 2009 QE Exam – Date falls between July 14 and July 31.

General Exam

Students who have passed the Qualifying Exam may begin preparing for the General Exam, which must be taken within 15 months of the Qualifying Exam. Graduate students generally take the General Exam in Fall Quarter of their 4th year, and MSTP students in Fall Quarter of their 3rd year. Each student's Supervisory Committee administers the General Exam. Each student is responsible for scheduling his or her General Exam date after successful completion of the Qualifying Exam and the formation of the Supervisory Committee.

Scheduling the General Exam requires the approval **signature** of all Supervisory Committee members. Once you have agreement in writing (via e-mail) from all committee members, please send an e-mail to the **Training Program Manager** GPA (Peggy McCune) with the date, time and room of your General Exam. **Each Graduate Student must then apply for the Request for General Examination on-line through the Graduate School's MyGrad system at <http://www.grad.washington.edu/mygrad/student.htm>. Instructions are also on-line at http://www.grad.washington.edu/stsv/how_to_doctoral_supervisory_comm.htm**

~~re The Training Program Manager will complete the "Request for General Examination" form. It is the responsibility of the student to get this form signed by each Committee member, and returned to the Training Program Manager at least one month in advance of the General Exam date to obtain the warrant for the Exam from the Graduate School.~~

The focus of the General Exam, as for the Qualifying Exam, is in defining a scientific problem and describing the means to approach it. The emphasis is NOT on data at this stage, but on strategy.

The written section of the Exam consists of the dissertation proposal — a description of the dissertation project of no more than 10 double-spaced pages in length, with approximately 1-inch margins and in a type face no smaller than 12 point font Times style; the title page, references and figures can be included on additional. The proposal should follow the format of an NIH grant application:

A. Specific Aims

List the broad, long-term objectives and the goal(s) of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, and/or challenge an existing paradigm.

B. Background and Significance

Briefly sketch the background leading to the present application, critically evaluate existing knowledge, and specifically identify the gaps that the project is intended to fill. State concisely the importance of the research described by relating the specific aims to the broad, long-term objectives. If the aims of the application are achieved, state how scientific knowledge will be advanced. Describe the effect of these studies on the concepts, methods, technologies, and/or interventions that drive this field.

C. Progress To Date/Preliminary Findings

Provide a brief account of your results and preliminary findings to date with the goal of indicating the feasibility of your proposed studies and their ability to address clearly your aims and hypotheses. It is not expected that you will have definitive answers and an extensive set of data for the General Examination. For the findings you do have, be prepared to present your interpretation and to discuss the limitations of the results or experimental strategies and how you intend to address these limitations.

D. Research Design and Methods

Describe the rationale, procedures, and analyses to be used to accomplish the specific aims of the project. Describe any novel concepts, approaches, tools, or technologies for the proposed studies. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims. As part of this section, provide a tentative sequence or timetable for the project.

The written part of the General Exam must be delivered to Committee members 2 weeks before the exam date, and a copy provided to the Training Program Manager to place in the student's file. Submission of a proposal that does not conform to the page limitations and format indicated above or that is delivered to the Supervisory Committee less than 2 weeks prior to the exam will likely result in exam rescheduling.

For the oral examination, the student should be prepared to give a short presentation of the dissertation proposal and to address questions regarding their project and the literature relevant to their project, relevant methodologies and their strengths and weaknesses, data analysis and interpretation, and alternative approaches and directions that might be taken based on outcome(s). The Exam will take approximately 2 hours, and after a brief discussion, the Committee will notify the student of its decision. The chair of the Exam Committee (chosen from the members and excluding the Thesis Advisor) will write a summary of the student's Exam, including any formal recommendations (such as coursework) made to remedy weakness in background knowledge. A copy of this report will be made available to the student. After passing the Exam, the student officially qualifies for the Ph.D. program in the Department of Immunology. General Exam failure may occur if the examining Committee believes that the student has not identified a satisfactory research problem and an experimental approach that can be expected to illuminate aspects of this problem, or has failed to assimilate sufficient background to place the problem in an appropriate scientific context. A student may retake the General Exam once.

Assessment of Progress

The departmental Graduate Advisor, Dr. Pamela Fink, will meet with each student as often as needed for the first 2 years. After the Supervisory Committee Chair (Thesis Advisor) is chosen, he or she will assume the role of the student's advisor. However, the departmental Graduate Advisor is available for consultations whenever students encounter difficulties. Progress is assessed during the first year by grades and by rotation evaluations. Thereafter, progress is assessed by grades in the elective courses, performance in Immunology 533, 534, 535 and 550, the results of the Qualifying and General Exams, and the written summaries of annual Supervisory Committee meetings.

Publications

Recognizing the value of learning to write scientific prose in a clear and concise fashion, it is required that students will, before graduation from the doctoral program, have published or accepted for publication one or more first-author peer-reviewed manuscripts describing original research.

Writing and Defending the Dissertation

The dissertation is written according to the general rules put forward by the Graduate School, and must meet all format requirements before being accepted by the Graduate School. Format requirements are not flexible, and are listed in a booklet published by the Graduate School, entitled [Style and Policy Manual for Theses and Dissertations](#), available on the Graduate School's web site at <http://www.grad.washington.edu/stsv/stylman/00stylman.htm>. Students are strongly encouraged to review the procedures with the Graduate School well in advance of their anticipated completion to make certain that all registration and procedural requirements will be met. The University Bulletin states that:

The Candidate must present a dissertation demonstrating original and independent investigation and achievement. The dissertation should reflect not only mastery of research techniques but also the ability to select an important problem for investigation and to deal with it competently. When the Supervisory Committee agrees that a doctoral Candidate is prepared to take the Final Examination, the Dean of the Graduate School should be informed of the decision and asked to designate a Reading Committee from among the members of the Supervisory Committee.

The Reading Committee is established officially with the Graduate School by the student identifying those Committee Members who have agreed to serve in this additional capacity, and by conferring that information via e-mail to Peggy McCune. She will then proceed with the on-line process of relaying this information to the Graduate School. The Request for Final Examination (signed by the Supervisory Committee Chairperson and the members of the Reading Committee) is presented to the Graduate School three weeks prior to the final examination date, and if the Candidate has met all other requirements, a warrant authorizing the Final Examination is issued by the Graduate School. If the Final Examination is satisfactory, the Supervisory Committee signs the warrant and gives it to Peggy McCune, who returns it to the Graduate School by the last day of the quarter in which the requirements are completed.

Timeline to Defense Date

The following timeline is not flexible. Please allow enough time when choosing your defense date. Begin 7 weeks or more BEFORE your defense date

- ≥Week-7: Designation of the Reading Committee must be conveyed to the GPA (Peggy) via e-mail no later than 7 weeks before the date of defense. In practice, the student asks two members of the Supervisory Committee, in addition to his or her advisor, to serve on the Reading Committee. Although 7 weeks is the minimum amount of time needed, students are encouraged to designate their Reading Committees 3 or 4 months in advance of their intended defense date. By week 7, the student should have contacted all Committee members for agreement on the date and time of the defense. Students must keep documented proof of agreement by all Committee members (such as e-mail) should there be future discussion of availability. The student should convey the information to the GPA, who will in turn contact Classroom Services for an appropriate lecture hall.
- Week-6: The dissertation *must* be delivered to the Reading Committee no later than 6 weeks before the dissertation defense. Supervisory Committee Chairs must have ample opportunity to review dissertation drafts, counsel the student and suggest changes before the student distributes his/her dissertation to the Reading Committee. The dissertation should be at the 'final' draft level of completion before distribution to Reading Committee.
- Week-4: After reading the dissertation, the Reading Committee and other members of the Supervisory Committee **sign agree to** the Request for Final Exam. **The graduate student applies on-line via MyGrad to request their Final Exam. a form generated by the Training Program Manager and forwarded to the student to circulate for signature. The student provides the Dissertation Defense date, and time and Dissertation Title to the Program Manager as early in the process as possible (often weeks to months early – see ≥Week-7) in order for a lecture hall to be requested and assigned by Classroom Services by the form to be generated. This form must be returned to the Training Program Manager The on-line request should be no closer than 4 weeks to the scheduled defense, providing adequate time to process departmental and Graduate School paperwork.**
- ~~Week-3: The signed request for the Final Examination is presented to the Graduate School 3 weeks before the final examination date, providing adequate time to process graduate school paperwork.~~

- Week-2: If the Candidate has met all requirements, a warrant authorizing the Final Examination is issued by the Graduate School and mailed to the Training Program Manager about one week before the defense date.
- D-Date: The defense consists of a public seminar, immediately after which the Supervisory Committee meets to sign the Warrant for Final Examination for the Doctoral Degree. The student must submit the dissertation, and all accompanying paperwork, to the Graduate School within 60 days* after the defense for microfilm publication. The Supervisory Committee members must sign the Dissertation Signature Page of this final version of the dissertation. MSTP students must defend before returning to the clinical part of the program.

***The student should be aware that the end of 60 days may fall in the next Quarter, which would require the student to register for the following quarter and remain in the lab as a Graduate Student for 5 out of 6 pay periods of that next quarter. A student must submit all required paperwork to the Graduate School by the last day of the quarter they intend to graduate – regardless of the 60-day limit.**

Years to Doctoral Degree

The Immunology program requires that students earn their doctoral degree within 7 years of entering the program. The average number of years to an Immunology doctoral degree is approximately 5.5.

Requirements for Terminal Master's Degree

Students are not admitted into the Department specifically as candidates for a Master's Degree. In some cases, a Master's degree can be awarded if the Faculty deems that the student has made some progress in the program but not enough to be consistent with earning the Ph.D. within the required time period. A written thesis may be required; determination of specific requirements will be made on a case-by-case basis by the faculty. Graduate School regulations preclude issuance of a Master's Degree after 6 years have passed since the student first enrolled in a graduate program.

Special Circumstances

The department recognizes that graduate program requirements must occasionally be tailored to meet specific conditions that apply to individual students. Alterations in the standard program (such as course substitutions, delay of the General Exam, or leave of absence) may be requested by petitioning the faculty directly through the Graduate Student Advisor or the Thesis Advisor.

Revised & approved at the ~~June 20, 2008~~ Faculty Meeting