The following is a summary of requirements for the PhD 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, scheduled to be approved at the October 2011 Faculty Meeting. Changes to these requirements made after the beginning of a quarter will go into effect at the beginning of the following quarter.

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 at http://www.grad.washington.edu/policies/doctoral/requirements.shtml. 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:

- MolMed 514A & B: Molecular Medicine (aka Conjoint 514A & B)
- Conjoint 539: Biological Basis of Neoplasia
- 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 and/or attend selected lectures of the undergraduate immunology course, Immunology 441: Introduction to Immunology. Students are also required to register for and 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 Graduate Program Advisor (GPA) 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 Graduate Program Advisor (GPA) Peggy McCune 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 Kelly McNeill 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, 536, and 537; 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**
- Immun 537: REC Immunological Methods – 1.5 graded credits (new as of 9/2012)
  or
- Conjoint 552: APP Metabolic Flexibility in Biology (GS) – 1.5 graded credits (new as of 9/2011)

**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

**Weeks 1-10**
- Immunology 550: Selected Topics in Immunology (Research in Progress) – 1 ungraded credit
- Immunology 551-579: Research Conferences & Lab Meetings – 1 ungraded credit
- Immunology 573: Immunology Seminar Series – 1 ungraded credit

**Winter Quarter – 7 graded credits**

**Weeks 1-5**
- MolMed 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**
- MolMed 514B: REC, CIE Molecular Medicine (MolMed) – 1.5 graded credits

**Weeks 1-10**
- Immunology 532: Intersection of Innate and Adaptive Immunity in Disease – 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 536: 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, usually 1 credit
  or
- UCONJ 510 Introductory Laboratory Based Biostatistics – 2.5 graded credits

**Biomedical Research Integrity Series** – Beginning with their 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 every offered lecture and a minimum of one discussion workshop in the **Biomedical Research Integrity Series** every 4th year.

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**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) for Immunology TG qualifications.
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/12):

- Conjoint 524 Structural Basis of Signal Transduction (Xu)
- Conjoint 531 Signaling Mechanisms in Excitable Cells
- Conjoint 536 Experimental Design in Cell Biology (Hille, Wakimoto)
- Conjoint 545 Molecular Interactions and Medicine (Verlinde)
- Conjoint 546 Survey of Technologies for Molecular Biology (Bumgarner)
- Conjoint 551 Immunity (Strong)

Other courses are more valuable to your Immunology course of study. Check with the Graduate Program Advisor (GPA) 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 Assistant Experience

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 Program Coordinator (GPC) aka Student Advisor, Dr. Andrew Farr, 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 Program Coordinator (GPC) aka Student Advisor, Dr. Andrew Farr and the Graduate Program Advisor (GPA) 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 between May and September 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. 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 Graduate Program Advisor (GPA) Peggy McCune via e-mail. The 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
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 Graduate Program Coordinator (GPC) aka Student Advisor, Dr. Andrew Farr.
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 may have an affiliate appointment in the student’s department.

Annual Supervisory Committee Meetings and Progress Reports

The Supervisory Committee must meet at least yearly to review progress towards completion of the dissertation. The student is expected to arrange annual Supervisory Committee meetings, and to inform the Graduate Program Advisor (GPA) of the scheduled date. At least 1-2 weeks before the date, the student must submit to the Supervisory Committee members and the Graduate Program Advisor (Peggy McCune) 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.

After each Committee meeting, attended by at least 3 members (including the chair), the chair or his/her designate completes an evaluation form signed by all the Committee members in attendance. The evaluation is shown to the student for concurrence and/or comments and signature, and is then 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 all progress.) The evaluation form is provided by the Graduate Program Advisor (GPA), and must be completed and returned with 10 days of the meeting. 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 PhD (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 in the form of an outline. The outline must be devised entirely by the student. The 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 Graduate Program Advisor (GPA) Peggy McCune 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 Graduate Program Advisor (GPA) Peggy McCune for distribution to the Qualifying Exam Committee.

Timeline for Qualifying Exam (dates are adjusted each year to avoid weekends)
- May 10, 2013 (Noon) Submit 2-page outline to Graduate Program Advisor (GPA) Peggy McCune. Please type your name and date at the top of the page.
- May 20, 2013 The Committee Chair will advise students on or before Monday, May 21 if the faculty approves the topic.
- June 24, 2013 ( Noon) Submit 10-page QE proposal to Peggy McCune for distribution to QE Committee
- July ___ & ___ 2013 QE Oral Exams (date falls between July 13 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. Instructions for setting up the Supervisory Committee Instructions are on-line in Graduate School Memorandum #13.

Scheduling the General Exam requires the approval 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 Graduate Program Advisor (GPA) Peggy McCune with the date and time of your General Exam. She will reserve departmental conference room for your General Exam and provide you with the room number. 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.

General Exam continued on next page
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 General 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, figures and references can be included on additional pages. 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 Graduate Program Advisor (GPA) Peggy McCune 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 PhD 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 Student Advisor, Dr. Andrew Farr, 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 Student 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.

**Publication Requirement**

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-authored peer-reviewed manuscripts describing work directly related to their dissertation research. In rare cases,
students may request permission to defend their dissertation prior to acceptance of a first-authored paper. To petition a waiver for this program requirement, the student must have received reviews of a submitted, first-authored publication and must submit with the petition the manuscript, reviewer comments, a cover letter explaining the situation written and signed by the Thesis Committee Chair, and a written recommendation generated by a Thesis Committee member other than the Chair regarding the extent to which the Committee supports the student’s petition. All Committee members (except the committee Chair) must sign the second letter of recommendation. The faculty will consider the petition at the next scheduled faculty meeting or after an alternate discussion forum. After adequate discussion, all members of the Immunology graduate faculty (primary, joint, affiliate and adjunct) will vote on the petition by confidential ballot: Yes, No, or Abstain. If a majority of the graduate faculty that are eligible to vote cast a “Yes” vote, the petition will be approved. This process is expected to take 2-3 weeks, to allow proper vetting of the request after viewing the required documents. Only after the petition is approved will the student be allowed to set a defense date.

Writing and Defending the Dissertation

The dissertation is written according to the general rules put forward by the UW Graduate School, and must meet all format requirements before being accepted by the Graduate School. Format requirements are not flexible, and are published in ProQuest Dissertation Publishing – Author Guide: Preparing Your Manuscript for Submission, available on the Graduate School’s web site at http://www.grad.washington.edu/students/thesis-dissertation/index.shtml. 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 are 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 email to the GPA Peggy McCune. The GPA will then proceed with the on-line process of relaying this information to the Graduate School. The Request for Final Examination is an online process accessed by the student on his/her MyGrad webpage at http://www.grad.washington.edu/mygrad/student.htm. The Final Exam must be requested at least 3 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 immediately following the defense. Departmental approval of the Final Exam is processed online with the Graduate School only after the signed warrant is returned. The PhD is granted by the University of Washington on 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. Note: MSTP students must defend before returning to the clinical clerkship part of the MSTP program (3rd year of medical school).

≥Week-7: Reading Committee Established – 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 (i.e.: 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: Draft Dissertation Delivered – 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-3: Request for Final Exam – After reading the dissertation, the Reading Committee and other members of the Supervisory Committee agree to the Request for Final Exam. The graduate student
applies on-line via MyGrad to request their Final Exam. The student provides the Dissertation Defense date and time to the GPA Peggy McCune 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. The on-line request can be applied for earlier than Week 3, but should be no closer than 3 weeks to the scheduled defense, providing adequate time to process departmental and Graduate School paperwork. At the same time, the GPA produces a paper document of the Request for Final Exam, giving the student time to obtain signatures from all of the committee members or attach their approving e-mails, and return to Peggy McCune 2 weeks before the defense date.

Week-1: **Warrant is Printed** – If the Candidate has met all requirements, the Graduate School issues a warrant authorizing the Final Examination. One week before the defense date, the warrant is printed by the GPA Peggy McCune. The warrant remains in the student’s file until the date of the defense, at which time the student picks it up from the Graduate Program Advisor (GPA) Peggy McCune and takes it to the defense in anticipation of gaining the signatures of the committee.

D-Date: **Defense Date** – The defense consists of a public seminar followed immediately by a meeting of the Supervisory Committee.

The Supervisory Committee

1. signs the Department’s Warrant for Final Examination for the Doctoral Degree. The student returns the signed Warrant to the GPA, who then advises the Graduate School through the MyGradProgram system that the Final Exam has been approved by the department. *(There is no longer a Dissertation Signature Page for the committee to sign.)*

2. signs the Grad School’s “Doctoral Dissertation Reading Committee Approval Form” to be submitted to Graduate Enrollment Management Services (GEMS) by the deadline on the Graduate School’s website: [http://www.grad.washington.edu/students/etd/info.shtml#step1](http://www.grad.washington.edu/students/etd/info.shtml#step1).

Note: Students - You may want to order multiple bound copies of your dissertation. Copy the “Doctoral Dissertation Reading Committee Approval Form” to use as the signature page for your bound dissertations. See section below on “Bound Dissertations”.

The Graduate Student*

1. completes the Survey of Earned Doctorates (SED), prints the SED Certificate of Completion and submits to GEMS along with the signed Doctoral Dissertation Reading Committee Approval Form by the deadline on the Graduate School’s website: [http://www.grad.washington.edu/students/etd/info.shtml#step1](http://www.grad.washington.edu/students/etd/info.shtml#step1).

2. MSTP students must defend before returning to the clinical clerkship part of the MSTP program (3rd year of medical school).

* GEMS cannot graduate a student until the signed forms have been submitted. Failure to submit the forms by the last day of the quarter may 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, or pay the $250 Graduate Registration Waiver Fee.

**Doctoral Dissertation: Final Submission Instructions**

The University of Washington Graduate School has specific guidelines for the formatting of the dissertation. Please follow the instructions in Final Submission of Your Electronic Thesis or Dissertation (ETD)

When you are ready to proceed to actually submitting the dissertation to the UW Graduate School, please follow these instructions.

**Bound Dissertations**

Not included in the GEMS instructions for Final Submission of Your Electronic Thesis or Dissertation (ETD) is that the department requires each student to provide a bound dissertation for the department library. The department pays for one hardbound 8 ½ x 11 copy of your dissertation. Please ask the GPA or Department Administrator for a UW Budget Number. Take this number with you to the UW Copy Center.

First, consider making an ‘approval signature page’ for your committee to sign at the end of your dissertation defense, one for each bound copy. Then print your complete dissertation on quality paper. Pages with figures or graphs with color must be printed in color. Be sure to print the total number of copies you need for binding.

Ordering your dissertation binding is “in person” at the UW Copy Center located in the Communications Building.

**You must not order binding online.**

The average graduate student orders three or more bound copies:
• 1 for the department,
• 1 for her/himself, and
• 1 for the mentor
Please consider ordering additional copies as gifts for parents, grandparents, undergrad mentor/advisor, etc. Be sure to use the budget number at the time of ordering the multiple copies of your bound dissertation. Some mentors are willing to contribute to printing expenses.

Years to Doctoral Degree
The Immunology program requires that students earn their doctoral degree within 7 years (28 Quarters) of entering the program. The average is 5.6 years to an Immunology doctoral degree. The timeframe/clock begins on the first day of the quarter that the Graduate Student uses a course to satisfy degree requirements when he/she is coded as a Graduate Student (Department code with class 8) in the Immunology department.

In rare cases, students may request permission to extend their dissertation defense date beyond the 7 year program requirement. The maximum extension is 12 months (4 Quarters). To petition for a waiver to this program requirement, the student must submit a petition to the Graduate Program Coordinator (faculty advisor) no later than the end of the 26th Quarter (6 years and 6 months) into the program.

The petition must consist of:
1. a cover letter written by the student outlining the reason for the request,
2. a letter of support written and signed by the Thesis Committee Chair, and
3. a letter generated by a Supervisory Committee member other than the Chair regarding the extent to which the Committee supports the student’s petition. All Committee members (except the committee Chair) must sign the second letter of recommendation.

Department faculty will consider the petition at the next scheduled faculty meeting or after an alternate discussion forum. After adequate discussion, all members of the Immunology graduate faculty (primary, joint, affiliate and adjunct) will vote on the petition by confidential ballot: Yes, No, or Abstain. If a majority of the graduate faculty that are eligible to vote cast a “Yes” vote, the petition will be approved. This process is expected to take up to 4 weeks, to allow proper vetting of the request after viewing the required documents. Only after the petition is approved will the student be allowed to extend the defense date.

Requirements for Terminal Master's Degree (TMD)
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 a PhD within the required time. 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. The Graduate School may grant a petition to waive the 6-year requirement if a petition from the student is compelling and has the support of the Immunology faculty. Therefore, any petition to the Graduate School must first be approved by the departmental Graduate Program Coordinator (faculty advisor) and then by the Immunology faculty, using the same process as specified above in the “Years to Doctoral Degree” section.

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 Coordinator or the Dissertation Advisor.

Draft Revised August 22, 2012
Final version to be approved at the October 2012 Faculty Meeting

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