

IMMUNOBIOLOGY GRADUATE PROGRAM CHECKLIST

Prior to start of 1st semester (e.g. Fall 2009)

- Contact Graduate Student Advisor or Graduate Education Program Director
- Fill out rotation selection form, have signed and give to Graduate Program Coordinator
- Arrange 1st laboratory rotation.

1st semester (e.g. Fall 2009)

- Choose your second and third lab rotation.
- Fill out form for 1st lab rotation evaluation, get signatures and give to Graduate Program Coordinator

2nd semester (e.g. Spring 2010)

- Choose your advisor following the completion of rotations.
- Meet with your advisor and establish your Plan of Study
- Complete lab rotation evaluations for second and third rotations, get signatures and give to Graduate Program Coordinator

3rd semester (e.g. Fall 2010)

- Select your committee

End of 3rd semester (e.g. Fall 2010)

- Have first committee meeting to approve and sign form (Approval of Plan of Study) - see Grad. Program Assistant for form or go to web site: <http://immunobiology.arizona.edu/pdfs/planphd.pdf>
- Complete first Committee Meeting form
- Prepare and submit official Degree Certification Plan of Study to: 1.) Grad. Program Coordinator; 2.) Grad. Program Chairman; 3.) Your major advisor and major department head and your minor advisor and minor department head. See Graduate College web site for on-line form: <http://grad.arizona.edu/forms>
- Submit finalized official Plan of Study to Graduate College Degree Certification Office; copy to Graduate Program Coordinator

4th semester (e.g. Spring 2011) (2nd year)

- Have second committee meeting to approve Research Project; submit Dissertation or Thesis Project form to committee; copy to Graduate Assistant (see Grad. Assistant for form or go to web site: <http://immunobiology.arizona.edu/pdfs/project.pdf> Also complete another Committee Meeting form: <http://immunobiology.arizona.edu/pdfs/CMF.pdf>
- Complete Comprehensive Exam before the beginning of the fifth semester

Six months after 2nd meeting

- Schedule committee meetings every 6 months after 2nd meeting. Fill out form for each meeting: Committee Meeting form: <http://immunobiology.arizona.edu/pdfs/CMF.pdf>

Five weeks before date of Comprehensive Exam

- Submit NIH grant proposal to committee for approval - written "Comprehensive Examination" - see Grad. Program Coordinator for instructions or go to web site: <http://immunobiology.arizona.edu/pdfs/writtencomp.pdf>
See also: <http://immunobiology.arizona.edu/pdfs/apprvcompre.pdf>

Three weeks before date of Comprehensive Examination

- Prepare form (see Graduate College web site for form: <http://grad.arizona.edu/forms> and schedule the ORAL COMPREHENSIVE EXAMINATION [after committee approval of NIH proposal]; original and three copies to Graduate Degree Certification Office; copy to Graduate Program Coordinator.

Anytime after successful completion of Comp Exam but no later than Six Months before graduation

- Submit the Doctoral COMMITTEE APPOINTMENT (formally Advancement to Candidacy) form (see Graduate College web site: <http://grad.arizona.edu/forms>) to the Graduate Degree Certification Office; copy to Graduate Program Coordinator. The Committee Appointment form must be approved by Graduate College before your Final Oral Defense Examination is officially scheduled.

Six weeks before date of your Final Oral Defense Examination

- Submit the final draft of your dissertation to your committee for approval. (See also: http://grad.arizona.edu/Current_Students/Forms/GC_Forms.php)

Three weeks before date of Final Oral Defense Examination

- Submit the ANNOUNCEMENT OF FINAL ORAL EXAMINATION form (see Graduate College web site: http://grad.arizona.edu/Current_Students/Forms/GC_Forms.php) to Graduate Degree Certification Office; copy to Graduate Program Coordinator.

See published deadlines in department or on the Graduate College Degree Certification Home Page located at web site: <http://grad.arizona.edu/>

- Upon successful completion of the Final Oral Defense Examination, the candidate submits the dissertation [electronically](#) for forwarding to the Library of The University of Arizona and to University Microfilms, Inc. The Immunobiology Department requires a print copy for department files.

Forms are available on-line at http://immunobiology.arizona.edu/html/education/current_gradstudents_info.html.

Always give the Graduate Program Coordinator a copy of the completed forms for your departmental file.