



Arizona's First University.

**College of Medicine Tucson  
Department of Immunobiology  
Master's Degree**

**STUDENT HANDBOOK**

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## INTRODUCTION AND OBJECTIVES

Welcome to the Immunobiology Master's Program (IMMUMS) at the University of Arizona. This is a unique multidisciplinary program encompasses basic and clinical immunology, basic and clinical infectious diseases, mechanisms of vaccines, molecular medicine, and pathophysiology of immunologic and infectious diseases. The primary goal of this training program is to educate and train students in immunobiology at the graduate level, so they are prepared to go into careers that meet the future demands of healthcare needs of the growing and aging population worldwide.

This handbook summarizes the requirements of IMMUMS and the Graduate College of the University of Arizona for obtaining a master's degree. Graduate students are responsible for knowing and fulfilling graduate requirements of both the Graduate College and IMMUMS.

## ADMINISTRATION

The IMB Master's Advisory Committee, with the approval of the Department Head, administers all aspects of the graduate program including establishment of policies, student advisement, and other matters relevant to graduate education. The administrative contacts for the Program are given below.

<b>Title</b>	<b>Name</b>	<b>Office</b>	<b>Phone</b>	<b>Email</b>
Program Director	Nafees Ahmad	MRB217A	(520) 626-4790	<a href="mailto:nafees@arizona.edu">nafees@arizona.edu</a>
Graduate Program Coordinator	Polly Haffner	MRB 240	(520) 626-0710	<a href="mailto:phaffner@arizona.edu">phaffner@arizona.edu</a>

## PREREQUISITES

Students entering the IMMUMS Program should have a bachelor's degree in biological/biomedical sciences with at least 6 units of course work in the area of immunology, immunobiology, microbiology, molecular biology, biochemistry, or virology, and a minimum 3.0 GPA.

## APPLICATION

Students interested in pursuing an MS in Immunobiology must apply through [GradApp](#), the Graduate College Admissions Application website. Be prepared to submit the following materials:

- Transcripts of all college and university work.
- A two-page (maximum) personal statement outlining your research experience, professional and personal goals you expect to achieve as a result of your graduate work, and why you have chosen to apply to the Immunobiology MS program.
- CV/Resume.
- Two letters of recommendation written by faculty, an instructor, or an employer that can speak about your academic and research ability and potential for graduate studies.

- Acceptable English Proficiency credentials, if needed.\* A list of the acceptable credentials can be found [here](#).

\* Please review the list of countries from the Graduate College website where English Proficiency credentials are required as some countries are exempted from this requirement: <https://grad.arizona.edu/catalog/intladmissionsreqs/>

## COURSEWORK

The master's degree in Immunobiology requires a minimum of 30 credits of coursework. *Students must maintain a GPA of 3.0 or higher each semester to meet the degree requirements.*

Core Requirements – 15 units	Credits
IMB 501 Medical Microbiology and Immunology	4
IMB 502 Medical Microbiology Basics	1
IMB 504 Medical Virology Basics	1
IMB 506 Human Immunology	3
IMB 909 Master's Report (Literature Survey Research)	6
Master's Report	Upon completion of 6 units of IMB 909, a written report must be submitted and approved.
Electives – 15 units	Credits
-CMM 503 Human Molecular Genetics	1
-CMM 504 Cell Biology of Disease	3
-CMM 527 Pathophysiology Basics	1
-CMM 528 Pathophysiology of Integumentary, Respiratory, and Digestive Systems	1
-CMM 529 Pathophysiology of Urogenital and Endocrine Systems	1
-CMM 533 Molecular Medicine	1
-CMM 534 Genomic Medicine	1
-CMM 535 Genetic Medicine	1
-CMM 536 Cell Biology Basics	1
-CMM 537 Immunology Basics	1
-CMM 547 Histology Basics	1
-CMM 550 Inflammation & Immunopathology	1
-MIC 528R Microbial Genetics	3
-IMB 505 Human Medical Bacteriology	3
-IMB 580 Human Medical Virology	3

## SUGGESTED TIMETABLE

Semester 1		Semester 2		Semester 3		Semester 4	
Course prefix and number	Units	Course prefix and number	Units	Course prefix and number	Units	Course prefix and number	Units
IMB 506	3	IMB 501	4	IMB 580	3	*IMB 505	3
IMB 502	1	CMM 534	1	IMB 909	3	IMB 909	3
IMB 504	1	CMM 536	1	CMM 535	1	CMM 550	1
CMM 503	1	CMM 547	1	CMM 527	1		
CMM 533	1	CMM 537	1				
<b>Total</b>	<b>7</b>	<b>Total</b>	<b>8</b>	<b>Total</b>	<b>8</b>	<b>Total</b>	<b>7</b>

## ADVISING

Each student in the IMMUMS program will be assigned a primary academic advisor when they accept admission into our program.

## GRADPATH

GradPath is the system used by the UA Graduate College to track student milestones and progress over the course of their graduate career. For MS students, there are three forms that must be submitted by the student at various stages and milestones of their graduate career:

1. The Responsible Conduct of Research Statement
2. Plan of Study
3. Master's/Specialist Committee Appointment Form (students without a committee will confirm that the advisor reported on the Plan of Study is still accurate)

Please visit <https://grad.arizona.edu/gsas/gradpath> for more information on each form and how to access GradPath.

## STUDENT ROLES IN PROGRAM GOVERNANCE

Student input and feedback are invaluable to building and maintaining a strong training program. Multiple mechanisms are available for students to shape the direction of the program:

**First**, students meet with the Advisory Committee on an annual basis. During these student progress meetings, students can alert the Committee to any issues within the program and can provide constructive feedback and ideas on different elements of the program.

**Second**, students are encouraged *at any time* to meet with members of the Advisory Committee or the Program Director if they have concerns or ideas regarding the program. Additionally, the

Graduate Program Coordinator is available for students to talk to when issues arise.

## **SATISFACTORY ACADEMIC PROGRESS AND STUDENT APPEALS**

**Academic Progress.** Students are required to demonstrate satisfactory academic progress toward degree completion. Beyond maintaining a minimum 3.00 grade-point average, students are assessed for their progress in many ways. In addition to informal feedback from the student's advisor, course instructors, and advisory committee, students are formally evaluated by their advisor on an annual basis using assessment tools that are used for specific activities during program courses.

Failure to make satisfactory academic progress is grounds for dismissal by the Dean of the Graduate College. The Graduate College will apply the IMMUMS criteria for satisfactory progress if the program requests a student disqualification. Should the student's advisor and/or the advisory committee determine that the student is not making satisfactory progress, the student will be notified in writing, with a copy of this document also sent to the Graduate College. The written notification will include steps for remediation and a timetable in which to complete the steps; these will be determined by the advisor in consultation with the advisory committee.

**Incomplete Policy.** If a grade of "incomplete" is assigned to a student in any course, it is the student's responsibility, in conjunction with the Director for that course, to complete this [Report of Incomplete Grade](#). Instructions can be found on the form; they include the development of a plan for timely completion of the requirements for the course. Failure to complete the requirements as stated on the form may constitute a failure to make satisfactory academic progress. In this event, the steps outlined above will be followed. Students have up to one year following the granting of an 'I' grade to resolve this issue, otherwise the grade converts to a failing grade.

**Student Appeals.** Students may appeal or rebut program decisions regarding satisfactory progress. Students should respond to the notification of unsatisfactory progress in writing, through a letter to the Graduate Studies Committee. This will be followed by a meeting with the Committee. The student may also appeal to the Graduate College to determine whether the program followed the established program policies.

Graduate College policies for how to appeal program decisions can be found at the link below, along with information on how to deal with other types of potential grievances by graduate students:

<http://grad.arizona.edu/policies/academic-policies/grievance-policy>

## **FINANCIAL SUPPORT**

The IMMUMS program does not provide financial aid. However, students may contact the [Financial Aid Office](#) for assistance. Students are responsible for all expenses related to completion of the degree requirements, including tuition, mandatory fees, program fees, and course fees where applicable.

For more information on available financial aid resources, please refer to the following website: <http://grad.arizona.edu/funding>

Funding opportunities include a limited number of awards in the form of Grad Access Fellowships (GAF's) - these are competitive, need-based awards for newly admitted students. There are also limited Financial Hardship Funds available for domestic graduate degree seeking students who are experiencing a catastrophic, exceptional and unexpected temporary financial difficulty or emergency that is impeding their degree completion in a timely manner.

## **ADDITIONAL INFORMATION**

### Classroom Behavior Policy:

To foster a positive learning environment, students and instructors have a shared responsibility. We want a safe, welcoming, and inclusive environment where all of us feel comfortable with each other and where we can challenge ourselves to succeed. To that end, our focus is on the tasks at hand and not on extraneous activities (e.g., texting, chatting, reading a newspaper, making phone calls, web surfing, etc.). Students are asked to refrain from disruptive conversations with people sitting around them during lecture. Students observed engaging in disruptive activity will be asked to cease this behavior. Those who continue to disrupt the class will be asked to leave lecture or discussion and may be reported to the Dean of Students.

### Threatening Behavior Policy:

Required language: The UA Threatening Behavior by Students Policy prohibits threats of physical harm to any member of the University community, including to oneself. See <http://policy.arizona.edu/education-and-student-affairs/threatening-behavior-students>.

### Accessibility and Accommodations:

Please visit the Disability Resource Center website at: <http://drc.arizona.edu/instructors/syllabus-statement>.

### Code of Academic Integrity:

Students are encouraged to share intellectual views and discuss freely the principles and applications of course materials. However, graded work/exercises must be the product of independent effort unless otherwise instructed. Students are expected to adhere to the UA Code of Academic Integrity as described in the UA General Catalog, <https://deanofstudents.arizona.edu/policies/code-academic-integrity>

The University Libraries have some excellent tips for avoiding plagiarism, available at <http://new.library.arizona.edu/research/citing/plagiarism>.

### UA Nondiscrimination and Anti-harassment Policy:

The University is committed to creating and maintaining an environment free of discrimination; see <http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy>. Recommended language: Our classroom is a place where everyone is encouraged to express well-formed opinions and their reasons for those opinions. We also want to create a tolerant and open environment where such opinions can be expressed without resorting to bullying or discrimination of others.

Additional Resources for Students:

UA Academic policies and procedures are available at <http://catalog.arizona.edu/policies>

Links to information on academic, professional, and personal resources available to graduate students can be found here: <http://grad.arizona.edu/new-and-current-students>

The [U of A Library](#), [IT Support Center](#), and [UAccess Student Center Help Guides](#) are also great resources for student success.